

N. B.— Part IV(A) of the Gazette No. 2403 of 20.09.2024 was not published.



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අංක 2,404 – 2024 සැප්තැම්බර් මස 27 වැනි සිකුරාදා – 2024.09.27

No. 2,404 – FRIDAY, SEPTEMBER 27, 2024

(Published by Authority)

## PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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### IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 18th October, 2024, should reach Government Press on or before 12.00 noon on 04th October, 2024.

#### Electronic Transactions Act, No. 19 of 2006 - Section 9

"Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette."

Department of Govt. Printing,  
Colombo 08,  
01st January, 2024.

This Gazette can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)

GANGANI LIYANAGE,  
Government Printer.



## 1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A Sri Lankan, is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the New Entrants, Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

## 2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

## 3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

## 4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the 'Widows and Orphans' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

## 5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

## 6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

## 7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations,  
Department of Examinations,  
Pelawatta, Battaramulla.

## Examinations, Results of Examinations &c.

### MINISTRY OF PUBLIC ADMINISTRATION, HOME AFFAIRS, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

#### Efficiency Bar Examinations for Officers in Grade III of Class 1, Grade II of Class 1 and Grade I of Class 1 of Sri Lanka Information and Communication Technology Service – 2019(I)2024

1.0 IT is hereby notified that Efficiency Bar Examinations for the officers in Grade III of Class 1, Grade II of Class 1 and Grade I of Class 1 of Sri Lanka Information and Communication Technology Service – 2019(I)2024 will be held in Colombo on **19th of October 2024 and 20th of October 2024**, by the Director General of Sri Lanka Institute of Development Administration, under the supervision of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.

2.0 These examinations shall be held as per the provisions of the Minute of Sri Lanka Information and Communication Technology Service published in the *Gazette Extra Ordinary* No. 1894/26 dated 26.12.2014.

3.0 Efficiency Bar Examinations which are due to be held in respect of the above services will be as follows:

Serial No.	Name of the Examination	Code
1.	Efficiency Bar Examination for officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT 1(III)
2.	Efficiency Bar Examination for officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT1(II)
3.	Efficiency Bar Examination for officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT 1(I)

4.0 The candidates will be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration with regard to this examination. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules.

5.0 Applications for the examination can strictly be made online through [www.slida.lk](http://www.slida.lk), the official web site of the Sri Lanka Institute of Development Administration. A User Account should be created through "Examination Applications" on the home page of the website or by logging in directly to <http://examinationportal.slida.lk/application> and then the application can be filled out. The online applications should be filled out only in English.

Filling of applications is strictly allowed during the period from **8.00 a.m on 27.09.2024** up to 12.00 midnight on **11.10.2024**.

6.0 *Examination Fees* - The officers appearing for the examination for the first time need not pay the examination fees. However, for subsequent sittings officers shall pay Rs. 500/- if they sit for more than 1 subject and they are required to pay Rs. 300/- if they sit for only for one subject. Examination fee shall be paid by any post office all over the island (except sub post offices) to be credited to 'SLIDA' account and the number of the receipt issued and a photo of the receipt shall be indicated in the relevant cages of the application. When the payment is made to 'SLIDA' account at the post office, the code names of inland telegraphic money order should be as mentioned in para 03 (When filling the application for inland telegraphic money order (format 85), "SLIDA" should be mentioned as the recipient and the code name of the examination, for which you apply, should be indicated at the space made for the address of the recipient). Further, when crediting money to the account, the application shall be filled including the name of the applicant as the remitter and the N.I.C. number of the applicant at the space for the address of the remitter.

- 7.0 When filling out the application online, it is compulsory for the applicant to have an active email address and mobile number. Once the application is submitted online, a message acknowledging receipt of the same will be sent to that email address and mobile number.

Once the applications are examined, you can download the admission card by logging into the User Account created by you. You will be informed the same *via* SMS.

- 8.0 The contact Number 011-5980264 of the Sri Lanka Institute of Development Administration is available for any clarification regarding the process for submitting applications from **8.30 a.m. up to 4.30 p.m.** during working days of the week from **27.09.2024 up to 11.10.2024**.

- 9.0 Heads of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If it is required to get their candidature confirmed, it can be done through the telephone number 011- 5980264. Candidates shall not be paid traveling expenses for appearing for the examination.

- 10.0 Identity of Candidates - Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor.

- (i) The National Identity Card issued by the Department for Registration of Persons.
- (ii) A valid Passport

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Director General of Sri Lanka Institute of Development Administration.

- 11.0 The examination will be held in Sinhala, Tamil and English medium. The officers shall sit for this examination in the language medium in which they have sat for the examination for entering into the relevant service or in an official language. The officers who have joined the service without a competitive examination shall sit for this examination in the language medium of education or an official language. Candidates shall not be allowed change language medium applied initially.

- 12.0 The officers may, on their discretion can appear for each subject of the examination at different sittings.

- 13.0 The results of the examination shall be published in the web site of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government once the results are issued by the Director General of Sri Lanka Institute of Development Administration to the Secretary. The relevant Heads of Departments shall make recommendations for confirmation of service and promotions of the officers according to the results.

- 14.0 Scheme of Examination: Subjects and the syllabus of each Efficiency Bar Examination for the officers are as follows.

- 14.1 Efficiency Bar Examinations for Officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 13 of the service minute). The officers shall be in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks Prescribed for a pass</i>
Establishments Code and administration	01	100	03 hours	40
Financial Regulations and Public Sector Financial Management	02	100	03 hours	40
Management and organization	03	100	03 hours	40

14.1.1 Establishments Code and administration (Subject No. - 01)

A question paper based on the following.

- (i) Organizing office and field activities and methods of organization.
- (ii) The following chapters of the Establishments Code  
I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII
- (iii) Procedural Rules of Public Service Commission.

This question paper consists of essay type questions.

14.1.2 Financial Regulations and Public Sector Financial Management (Subject No. - 02)

One question paper based on the following.

- (a) Fiscal Governance in Sri Lanka, Constitutional Provisions Relating to Public Financial Management, Parliamentary Control Over Public Finance, Meaning of Fund, Consolidated Fund and its operation, Meaning and Methods of Appropriation, Contingencies Fund, Other Funds and their Operation, Government Revenue, Powers and Functions of the Minister of Finance, Warrants and Impress Authority, Auditor General, his Powers and Functions, Committee on Public Expenditure, Committee on Public Enterprises.
- (b) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their powers and functions.
- (c) Internal Audit.
- (d) Public Expenditure Planning and Management, Identification of Organizational Objectives and Functions, Identification of Government Policies, Goals, Targets and the Programmes, Planning and Appraisal of Development Projects and Programmes and Prioritization of them, Formulation and Finalization of Annual Estimates of Revenue and Expenditure.
- (e) Variations of Approval Estimates of Expenditure, Application of Virement Procedure, Management of Public Sector Cadres and Salaries, Total Cost Estimates and Revisions, Supplementary Estimates.
- (f) Losses and Waivers of Government Properties.
- (g) Miscellaneous Accounting Matters.
- (h) Delegation of Functions for Financial Control.
- (i) Custody of Public Money and Bank Accounts Procedure.
- (j) Government procurement Procedure, procurement of Goods, Services and Works; Composition, Appointment, Powers and Functions of Procurement Boards and Technical Evaluation Committees, Procurement Evaluation Procedure, Management of Donor Funded Projects. This question paper shall consist of essay type questions.

14.1.3 Management and organization (Subject No. 03)  
One question paper based on following

- (a) The principles of management and organization.
- (b) The Application of these principles to problems and issues in the public sector.
- (c) The modern tools and techniques of management.

This question paper shall consist of essay type questions.

14.2 Efficiency Bar Examinations for Officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 14 of the service minute). The officers shall be in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

Subject		Subject No.	Marks	Duration	Cut - off marks Prescribed for a pass
Office management		04	100	01 hour	40
E- government concept and Information Technology Management	Question paper I- Multiple Choice Questions	05 - I	40	01 hour	16
	Question paper II – Essay type	05 - II	60	01 hour	24

14.2.1 Office Management (Subject No. 04)

Providing answers based on a given case in relation to management of human and physical resources of an office in public sector.

14.2.2 E- government concept and Information Technology Management (Subject No. 05)

This question paper shall consist of 02 parts.

(a) Question paper I- Multiple Choice Questions (Subject No. 05-I)

e-government concepts will consist of evolution of the e-Government system, its' stages, Basic elements of e-Government, e-Services and e-Government projects, state Information and Communication Technology Infrastructure, critical success factors of e-Government, e-Government Management Interoperability and Service Oriented Architecture.

(b) Question paper II – Essay type (Subject No. 05-II)

Information Technology Management will consist of life cycle of Information Technology Projects, Importance of each stage and requirement of specific resources, Basic principles of Information Technology Management, Information Technology Resources Management, Risks of Information Technology projects and minimizing them.

14.3 Efficiency Bar Examinations for Officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 15 of the service minute). The officers shall be in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

Subject		Subject No.	Marks	Duration`	Cut-of marks Prescribed for a pass
Information and Communication Technology Project	Project Report	06-I	60	-	30
	Presentation of the Project Report	06-II	40	30 minutes for the Presentation including Questions and answers session.	20

#### 14.3.1 Project Report (Subject No. 06 - I)

Preparation of a project report of not less than Fifteen thousand (15, 000) words related to the subject filed of information and Communication Technology, which can be practically applied to enhance the productivity of offices of public sector in Sri Lanka.

#### 14.3.2 Presentation of Project Report (Subject No. 06 - II)

Presentation to the panel of examiners and answering the questions raised by the panel of examiners.

The time table for each subject of each examination is as follows;

Serial No.	Name of the examination	Subject		Subject No.	Date	Time
01	Efficiency Bar Examinations for Officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service	Establishments Code and administration		01	19.10.2024	9.00 a.m. -12.00 noon
		Financial Regulations and financial management in public sector		02	19.10.2024	12.30 p.m. - 3.30 p.m.
		Management and organization		03	20.10.2024	12.30 p.m. - 3.30 p.m.
02	Efficiency Bar Examinations for Officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service	Office Management		04	20.10.2024	12.00 noon - 1.00 p.m.
		e- government concept and information technology management	Question paper I - MCQ	05-I	20.10.2024	1.30 p.m. - 3.30 p.m.
			Question paper II – Essay type	05-II		
03	Efficiency Bar Examinations for Officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service	Information and Communication Technology Project	Project Report	06-I	Candidates will be informed the time schedule for the submission of the project report and the presentation of the project report after the closing date of application by the Director General of Sri Lanka Institute of Development Administration.	
			Presentation of the Project Report	06-II		

15.0 Any matter not provided for in this examination notification, the decision of the Secretary to the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government shall be the final.



- 16.0 In the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail.

PRADEEP YASARATHNE,  
Secretary,  
Ministry of Public Administration,  
Home Affairs, Provincial Councils and Local Government.

13th of September 2024,  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government  
Independence Square,  
Colombo 07.

09 - 200

## MINISTRY OF PUBLIC ADMINISTRATION, HOME AFFAIRS, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

### **Efficiency Bar Examinations for Officers in Grade III of Class 3, Grade II of Class 3, Grade I of Class 3, Grade II of Class 2 and Grade I of Class 2 of Sri Lanka Information and Communication Technology Service – 2019(I)2024**

- 1.0 It is hereby notified that Efficiency Bar Examinations for the officers in Grade III of Class 3, Grade II of Class 3, Grade I of Class 3, Grade II of Class 2 and Grade I of Class 2 of the Sri Lanka Information and Communication Technology Service - 2019(I)2024 will be held in Colombo on the **29<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup> of October 2024**, by the Director General of the Sri Lanka Institute of Development Administration, under the supervision of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.
- 2.0 (a) These examinations shall be held as per the provisions of the Minute of Sri Lanka Information and Communication Technology Service published in the *Gazette Extra Ordinary* No. 1894/26 dated 26.12.2014.
- (b) If there are officers who have not passed the Efficiency Bar examination, because no prescription has been made either in the procedure of recruitment of the previous post or in the letter of appointment in respect of the Efficiency Bar, they shall pass the Efficiency Bar examination prescribed for the Grade of the relevant Class within a concessionary period of three years from the date on which above Service Minute has been published in the *Gazette Notification*.
- 3.0 Efficiency Bar Examinations which are due to be held in respect of the above services will be as follows:

Serial No:	Name of the Examination	Code
1	Efficiency Bar Examination for officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3(III)
2	Efficiency Bar Examination for officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3(II)
3	Efficiency Bar Examination for officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3(I)

Serial No:	Name of the Examination	Code
4	Efficiency Bar Examination for officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service	SLICT 2(II)
5	Efficiency Bar Examination for officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service	SLICT 2(I)

- 4.0 The candidates will be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration with regard to this examination. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules.
- 5.0 Applications for the examination can strictly be made online through [www.slida.lk](http://www.slida.lk), the official web site of the Sri Lanka Institute of Development Administration. A User Account should be created through “Examination Applications” on the home page of the website or by logging in directly to <https://examinationportal.slida.lk/application> and then the application can be filled out. The online applications should be filled out only in English.
- Filling of applications is strictly allowed during the period from **8.00 a.m on 27.09.2024 up to 12.00** midnight on **11.10.2024**.
- 6.0 **Examination Fees** - The officers appearing for the examination for the first time need not pay the examination fees. However, for subsequent sittings officers shall pay Rs. 500/- if they sit for more than 1 subject and they are required to pay Rs. 300/- if they sit for only for one subject. Examination fee shall be paid by any post office all over the island (except sub post offices) to be credited to ‘SLIDA’ account and the number of the receipt issued and a photo of the receipt shall be indicated in the relevant cages of the application. When the payment is made to ‘SLIDA’ account at the post office, the code names of inland telegraphic money order should be as mentioned in para 03 (When filling the application for inland telegraphic money order (format 85), “SLIDA” should be mentioned as the recipient and the code name of the examination, for which you apply, should be indicated at the space made for the address of the recipient). Further, when crediting money to the account, the application shall be filled including the name of the applicant as the remitter and the N.I.C. number of the applicant at the space for the address of the remitter.
- 7.0 When filling out the application online, it is compulsory for the applicant to have an active email address and mobile number. Once the application is submitted online, a message acknowledging receipt of the same will be sent to that email address and mobile number.
- Once the applications are examined, you can download the admission card by logging into the User Account created by you. You will be informed the same *via* SMS.
- 8.0 Any clarification regarding the process for submitting applications can be obtained through the telephone number 011 - 5980264 of Sri Lanka Institute of Development Administration. Communication can be made through this line from 8.30 a.m up to 4.30 p.m during working days of the week from 27.09.2024 up to 11.10.2024.
- 9.0 Heads of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If it is required to get their candidature confirmed, it can be done through the telephone number 011- 5980264. Candidates shall not be paid traveling expenses for appearing for the examination.
- 10.0 Identity of Candidates - Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor.
- The National Identity Card issued by the Department of Registration of Persons;
  - A valid Passport.

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Director General of Sri Lanka Institute of Development Administration.

- 11.0 The examination will be held in Sinhala, Tamil and English medium. The officers shall sit for this examination in the language medium in which they have sat for the examination for entering into the relevant service or in an official language. The officers who have joined the service without a competitive examination shall sit for this examination in the language medium of education or an official language. Candidates shall not be allowed change language medium applied initially.
- 12.0 The officers may, on their discretion can appear for each subject of the examination at different sittings.
- 13.0 The results of the examination shall be published in the web site of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government by the Director General of Combined Services once the results are issued by the Director General of Sri Lanka Institute of Development Administration. The relevant Heads of Departments shall make recommendations for confirmation of service and promotions of the officers according to the results.
- 14.0 *Scheme of Examination:* Subjects and the syllabus of each Efficiency Bar Examination for the officers are as follows:
- 14.1 Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 8 of the service minute). The officers shall be in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks prescribed for a pass</i>
Establishments Code	01	100	01 hour	40
Financial Regulation	02	100	01 hour	40

14.1.1 Establishments Code (Subject No. - 01)

It is expected to measure the basic knowledge of the public officer on the Establishments Code and Procedural Rules of Public Service Commission. The question paper consists of questions for short answers and structured questions. All the questions shall be answered.

14.1.2 Financial Regulations (Subject No. - 02)

It is expected to measure the basic knowledge of the officer on Financial Regulations and Store management and the understanding on the activities related to cash control registers. The question paper consists of questions for short answers and structured questions. All the questions shall be answered.

- 14.2 Efficiency Bar Examinations for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 9 of the service minute). The officers shall be in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks Prescribed for a pass</i>
Office systems and procedure	03	100	02 hours	40
Information and Communication Technology	04	100	03 hours	40

#### 14.2.1 Office systems and procedure (Subject No. - 03)

It is expected to measure the knowledge of the candidates on the office systems applied in public offices and ability to apply them. The question paper consists of structured questions. All the questions shall be answered.

#### 14.2.2 Information and Communication Technology (Subject No. - 04)

It is expected to test the knowledge of the candidates on the wider application of ICT and the common concepts ICT in public offices. (The method of application of ICT in government organizations. The papers will be consisted following ICT areas such as adequate knowledge on Computer Networks and Data Communication, knowledge on General Purpose Software and Specific Application Software, Knowledge on Data Security and Backing up SW, Basic measure to enhance availability of computer systems and Data security)

This paper consist of two parts.

Part I – A multiple choice question paper. Duration is 01 hour. (40 marks)

Part II – Essay type question paper. Duration 02 hours. (60 Marks)

- 14.3 Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 10 of the service minute). The officers shall be in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut-off marks prescribed for a pass</i>
Information and Communication Technology (Written Test)	05	50	01 hour	20
Information and Communication Technology (Practical Test)	06	50	01 hour	20

#### 14.3.1 Information and Communication Technology – Written Test (Subject No. 05)

- I. Application of software for office activities and knowledge in this regard
- II. Knowledge in computer networking
- III. Knowledge in identification and rectification of errors in computer Software/ Hardware

This question paper consists of questions for short answers and essay type questions. All the questions shall be answered.

#### 14.3.2 Information and Communication Technology – Practical Test (Subject No. 06)

- I. Practical knowledge in using software for office activities
- II. Practical Knowledge in computer networking
- III. Practical knowledge in identification and rectification of errors in computer Software/ Hardware

- 14.4 Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule 11 of the service minute). The officers shall be in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut – off marks prescribed for a pass</i>
Establishments Code	07	100	02 hours	40
Financial Regulations	08	100	02 hours	40

14.4.1 Establishments Code (Subject No. 07)

It is expected to test the general knowledge of the officer on provisions in Establishments Code/ Procedural rules of the Public Service Commission and his/her ability to apply his/ her knowledge practically. This paper shall be prepared based on Chapters of Volume I and Volume II of the Establishments Code and Procedural rules of the Public Service Commission. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

14.4.2 Financial Regulations (Subject No. 08)

It is expected to test basic knowledge and understanding of the candidate on Government Financial Regulations and the purposes of various registers and log books maintained in public office and basis knowledge of store keeping. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

- 14.5 Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule 12 of the service minute). The officers shall be in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut – off marks prescribed for a pass</i>
Office Systems and procedure	09	100	02 hours	40
Information and Communication Technology and e-government	10	100	03 hours	40

14.5.1 Office Systems and procedure (Subject No. 09)

It is expected to test the knowledge of the candidate on office systems applied in Government offices and also to test the ability to apply the same. This question paper consist of multiple choice questions, questions for short answers and structured type questions. All the questions shall be answered.

14.5.2 Information and Communication Technology and e-government (Subject No. 10)

This question consists of two parts.

Part I - A multiple choice question paper. Duration is 01 hour. (40 marks)

Part II - A question paper consisting of structured essay type questions. Duration is 02 hours. (60 marks)

(All questions shall be answered)

This question paper shall be designed to cover the following subject fields.

- (a) Information and Communication part of the paper consists of basic elements of IT project life cycle such as systems analysis, systems design, software development, testing user acceptance testing and related areas of Algorithms, HTML, XHTML, php,

Data and Information Security, Disaster Recovery, systems, Intellectual Property Rights and Software licensing, Free and Open Source Software, and web 2.0.

- (b) e-Government part of the paper consist of system of application of ICT in Government organizations, application of ICT to enhance the efficiency in delivery of public services, Technology requirements for e-Government systems, basic elements of ICT and Interoperability.

The time table for each subject of each examination is as follows:

Serial No.	Name of the examination	Subject	Subject No.	Date	Time
01	Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service	Establishments Code	01	20.10.2024	9.00 a.m - 10.00 a.m
		Financial Regulations	02	20.10.2024	10.30 a.m - 11.30 a.m
02	Efficiency Bar Examinations for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service	Office Systems and procedure	03	19.10.2024	1.00 p.m - 3.00 p.m
		Information and Communication Technology	04	19.10.2024	9.00 a.m - 12.00 noon
03	Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service	Information and Communication Technology (Written Test)	05	27.10.2024	9.00 a.m - 10.00 a.m
		Information and Communication Technology	06	27.10.2024	10.30 a.m - 11.30 a.m
		(Practical Test)			
04	Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service	Establishments Code	07	20.10.2024	9.00 a.m - 11.00 a.m
		Financial Regulations	08	20.10.2024	11.30 a.m - 1.30 p.m
05	Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service	Office systems and procedure	09	20.10.2024	1.00 p.m - 3.00 p.m
		Information and Communication Technology and e-government	10	20.10.2024	9.00 a.m - 12.00 noon

15.0 Any matter not referred to herein will be decided by Director General of Combined Services.

16.0 In the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail.

S. ALOKABANDARA,  
Director General of Combined Services,  
Ministry of Public Administration, Home Affairs, Provincial  
Councils and Local Government.

13<sup>th</sup> of September, 2024,  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government  
Independence Square,  
Colombo 07.

09-201

## MINISTRY OF EDUCATION

### ශ්‍රී ලංකා අධ්‍යාපන පරිපාලන සේවයේ III ශ්‍රේණියට අදාළ සන්ධාන භාෂා (ඉංග්‍රීසි) විභාගය - 2024 Link Language (English) Examination for Grade III of Sri Lanka Education Administrative Service - 2024

IT is hereby notified that the Link Language (English) Examination shall be conducted in Colombo in the month of December 2024 for the Officers in the Sri Lanka Education Administrative Service in accordance with the Service Minute No. 1928/28 dated 21st August 2015 of the Sri Lanka Education Administrative Service.

02. Every officer of the Sri Lanka Education Administrative Service should obtain the proficiency in the English Language; the Link Language, within three (03) years from the date of Recruitment.

**Note 01:** In case an officer has obtained at least a credit pass or pass higher than a credit pass at the G.C.E. (Ordinary Level) Examination or has been recruited to the Service in the English medium, such officer shall be exempted from the requirement of passing this Link Language (English) Examination. The other officers should get through this Examination.

03. The syllabus related to this examination and the other provisions have been published in the *Gazette* Extraordinary No. 1928/28 dated 21st August, 2015 of the Democratic Socialist Republic of Sri Lanka. The syllabus and the other provisions have been mentioned here for the convenience of the candidates.

04. Examination Procedure - Written Test

Subject Number	Subject	Marks	Duration (Hours)
01	English Language	100	02

05. The Syllabus :-

**5.1 English Grammar**

A suitable level of proficiency on the following forms of grammar in the spoken and the written language is expected from the candidates.

- Tenses and numbers
- Sentences  
(simple/compound/complex/compound complex )
- Relative clauses
- Reported speech
- Adjectives and adverbs
- Determiners
- Prepositions

**5.2 Writing Skills**

The knowledge on the modern formats and styles of writing is tested in this area of study.

- Essay writing
- Summary writing skills
- Report writing skills
- Letter writing

**5.3 Reading Skills**

Candidate's ability to comprehend a printed text, infer meaning and verbal/written interpretation is expected.

- Reading and understanding the specific and general meaning of a printed text
- Reading and Interpretation (verbal/written)

06. A candidate should score at least 40% marks or more to pass this subject.

6.1 The result sheet of all the candidates who sat the examination shall be forwarded to the Secretary of the Ministry of Education by the Commissioner General of Examinations. The Commissioner General of Examinations shall not issue result sheets personally to the candidates.

07. Application should be prepared using the both sides of an A4 sized paper and the Heads No. 01 to 04 should appear on the first page and the rest should appear in the second page and the information related to it should be included clearly in their own hand writing. You should be alert whether the application is in conformity with the specimen application mentioned in the Notification of the examination and you have completed the application correctly including all the information and whether the prescribed Examination fees have been paid and the details in that regard are included in the application and the receipt is affixed to the application prior to directing the application as the applications that are not in conformity with the specimen application and incomplete applications are rejected without notice. It is hereby notified that it would be beneficial to retain a photocopy of the application. It is informed that it is required to mention the title of the examination mentioned in the heading of the applications in English, in Sinhala applications in addition to the Sinhala Language and in English, in Tamil applications in addition to the Tamil Language.

08. The Commissioner General of Examinations shall conduct the Examination and the candidates are required to adhere to the Rules and Regulations imposed by the Commissioner General of Examinations on the conduct of the examination and the issuance of the results. If such rules and regulations are violated, the candidates are subjected a punishments imposed by the Commissioner General of Examinations. The Rules and Regulations related to this Examination are separately provided in this *Gazette*.



09. True and accurate information should be supplied with consideration during the filling up the application and if it is confirmed that false information have been supplied or if any candidate is found as disqualified in accordance with the rules and regulations of this examination, his/her candidature can be cancelled before the examination or during the examination or after the examination or at any time.
10. The applications should be sent through registered post only through Head of the Institution/Zonal Directors of Education to reach "The Commissioner General of Examinations, Institutional Examinations Organization Division, Department of Examinations Sri Lanka, Post Box 1503, Colombo on or before **18.10.2024**. The title of the examination should be mentioned on the top left hand corner of the envelope. The applications sent after this date shall be rejected.
11. With the presumption that only the candidates fulfilling qualifications stipulated in the *Gazette* notification have applied for the Examination, the admissions shall be issued by the Commissioner General of Examinations to the candidates who have submitted duly perfected applications with the relevant receipt subsequent to paying the prescribed Examination fee along with the receipt issued after paying the Examination fee on or before the closing date of applications. A notification on the issuance of admissions shall be published in the official website of the Department of Examinations immediately after issuing admissions to candidates. A candidate; who does not receive his/her admission two or three days after publishing the notification, should inform in that regard to the Department of Examinations of Sri Lanka, as mentioned in the advertisement. Full name, address and National Identity Card number of the candidate and the title of the examination applied for should be indicated in making such inquiries. If the candidate resides outside Colombo, it will be effective to fax a request letter along with such details of the candidate to the Fax No. mentioned in the notification including a fax number of the candidate through which the candidate can obtain a copy of the admission quickly *via* fax. In inquiring so, it will be useful to get prepared to produce the copy of the application kept with the candidate and copy of the relevant receipt if the payment of examination fees is applicable and receipt issued for sending the application by registered post in order to substantiate any information requested by the Department of Examinations. Issuance of an admission to a candidate should not be deemed as an acceptance that he/she has fulfilled qualifications for sitting the Examination.

**Note 02:** The complaints lodged by the candidates who fail to fulfill the requirements mentioned in the above paragraph No. 11 shall not be considered.

12. The signature of the candidate should have been certified in the application and the admission. The candidate should get the signature certified by the Head of Institute or by an officer who is authorized by the Head of Institute.
13. A candidate should sit the examination at the examination hall prescribed for him/her under the specified Index Number. Every candidate should hand over the admission, in which his/her signature has been attested to the supervisor of the Examination on the first day of sitting the Examination. A candidate who does not submit his/her admission formally is not permitted to sit the Examination.
14. Submission of proofs to substantiate the identity at the examination hall for each subject is the responsibility of the candidates. Any of following documents is accepted herein.
  - (i) National Identity Card
  - (ii) Valid Passport, or
  - (iii) Valid Driving License of Sri Lanka

Further, the Candidates should enter the examination hall without covering the face and the ears so that their identity can be confirmed. Those who refuse to prove their identity will not be allowed to enter the examination hall. Moreover, the candidates should remain without covering the face and the ears from the moment they enter the examination hall until they leave the hall after finishing the examination so that the officials are able to identify the candidates.

#### **15. Examination Fees:**

- (a) The fees charged for this examination will not be refunded or transferred to any other examination under any circumstances.

- (b) Fees are not charged for the first sitting  
(c) An amount of Rs. 250 will be charged for each sitting subsequent to the first sitting.
16. The receipt obtained by paying this examination fee to any Post Office of the island to be credited to the revenue head 20- 03-02-13 of the Commissioner General of Examinations should be affixed firmly within the specified place of the application. It will be useful for the candidate to retain a photocopy of the receipt. Money orders or stamps shall not be accepted for the examination fee.
17. In case of any inconsistency among language texts of this notification published in Sinhala, Tamil and English languages, the Sinhala text shall prevail in such an instance.
18. The Secretary of Education reserves the right of deciding any matter which is not covered by this notification.

J. M. THILAKA JAYASUNDARA,  
Secretary,  
Ministry of Education.

On this 18 day of September, 2024,  
At Ministry of Education,  
Isurupaya,  
Pelawatta, Battaramulla.

### Specimen Application

### ශ්‍රී ලංකා අධ්‍යාපන පරිපාලන සේවයේ III ශ්‍රේණියට අදාළ සන්ධාන භාෂා (ඉංග්‍රීසි) විභාගය - 2024 Link Language (English) Examination for Grade III of Sri Lanka Education Administrative Service - 2024

1. (i) Name in full (In English Block Letters) .....  
(Eg. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- (ii) Name Indicating the last name first and initials of other named at the end (In English Block Capitals)  
(Eg. GUNAWARDHANA, H.M.S.K)
- (iii) Name in full (In Sinhala/ Tamil)
2. Address
- i. Private : .....
- ii. Official : .....
- iii. Address to which the admission should be sent : .....  
(In English Block Letters)
- iv. Official Telephone Number : 

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- v. Mobile Telephone Number : 

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3. (I) National Identity Card Number : 

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- (II) Date of Birth : .....
- Year : 

--	--	--	--

 Month : 

--	--

 Date : 

--	--
- (III) Sex : Male - 0 ☐  
Female - 1 ☐

(Write the relevant number in the cage)

4. (i) Grade of the Sri Lanka Education Administrative Service : .....  
(ii) Present Service Station : .....

5. Particulars of the receipt obtained after paying the examination fee :

Receipt Number : .....  
Post Office : .....  
Date : .....  
Amount Paid : .....

Affix the receipt here

6. I do hereby declare that information mentioned above is accurate. Further, I declare that I shall be adhered to the rules and regulations imposed by the Commissioner General of Examinations pertaining to the conduct of the Examination and the issuance of results.

.....  
Date

.....  
Signature of Candidate

7. Commissioner General of Examinations,

I do hereby certify that the candidate described in the above-mentioned information is serving in my institute, and he/she is exempted from paying the examination fee/ the receipt obtained after paying the examination fee/ the receipt obtained after paying the examination fees has been affixed above. (\*)

.....  
Signature, Designation and Official Stamp  
of Head of the Department

.....  
Date

(\*) Please cut off if the payment of fee is not required.

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