

N. B.— The list of Jurors' in the year 2025 of the Jurisdiction Areas Jurors' in the year 2025 of the Jurisdiction Areas of Kegalle District has been published in Part VI of this Gazette in Sinhala, Tamil & English Language.



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අංක 2,439 – 2025 මැයි මස 30 වැනි සිකුරාදා – 2025.05.30

No. 2,439 – FRIDAY, MAY, 30, 2025

(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)

			PAGE			PAGE
Posts - Vacant	850	Examinations, Results of Examinations &c.	...	855

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 20th June, 2025, should reach Government Press on or before 12.00 noon on 06th June, 2025.

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."

K. G. PRADEEP PUSHPA KUMARA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
02nd January, 2025.

This Gazette can be downloaded from www.documents.gov.lk



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.

Posts - Vacant

PARLIAMENT OF SRI LANKA

Vacancy

UTILITY RECEIVING ASSISTANT

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post on the Staff of the Secretary General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach the “**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**” on or before **20th June, 2025**. The post applied for should be indicated on the top left hand corner of the envelope. (This information is available on the website: www.parliament.lk)

Utility Receiving Assistant (Total No. of vacancies 04)

- Salary Scale** - According to the Schedule I of the Management Services Circular 04/2025 dated 25.03.2025, the monthly salary scale for this post is, Rs. 42,290 -9x490/10x540/6x590- Rs. 55,640 (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 80,000/-)
- Age Limit** - should not be less than 18 years and not more than 30 years of age, as at the closing date of the application.
- Educational Qualifications :**
Should have pass G. C. E. (O/L) examination in six subjects including Credit Pass for Sinhala/ Tamil language and Passes for English and Mathematics in not more than two sittings.
- Professional Qualifications :**
Should have a certificate issued by Sri Lanka Institute of Tourism and Hotel Management (SLITHM) or any other recognized institute by the Government for not less than five months duration in basic level cookery/food and beverages;

or

NVQ II certificate in cookery/food and beverages.
- Experience :**
Not less than six months experience as a Utility Receiving Assistant/ Kitchen Assistant/ Restaurant Assistant in a star class hotel/ recognized institution after completing the educational and professional qualifications mentioned in (3) and (4) above.
- Method of Recruitment** - Through a written test/ trade test and an interview.
- Procedure to be followed :**
A panel for the Trade test and the interview will be appointed by the Secretary General of Parliament to assess and examine the qualifications of the candidates.

(a) Trade test
The candidates will be examined under two categories i.e. kitchen and food and beverages, according to the course they have followed, and, the maximum mark that would be scored is hundred (100).

(b) Interview

Candidates who score more than 40 marks in the trade test will be called for the interview and, the marks will be given considering the following criteria. The maximum mark that would be scored is hundred (100).

Serial No.	Criteria
1	Educational and professional qualifications
2	Subject knowledge
3	Experience
4	Personality and performance at the interview

8. Terms and Conditions of Service :

- (i.) This post is permanent and pensionable. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made initially subject to a three-year (03) probation period. If an internal candidate or a person who has been confirmed in a permanent post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.
- (ii.) Selected candidates will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
- (iii.) Selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
- (iv.) Selected candidates will be subject to a medical examination.
- (v.) Security Clearance Reports with respect to the selected candidates will be obtained prior to his / her appointment.

9. Applicants should attach the copies (NOT ORIGINALS) of the following certificates to their applications. Originals of the certificates should be produced when called upon to do so.

- (a) Birth Certificate
- (b) Certificates of Educational Qualifications
- (c) Certificates of Professional Qualifications
- (d) Certificates of Experience

- 10.** Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.
- 11.** Canvassing in any form will be considered as a disqualification.
- 12.** Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.
- 13.** Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through Heads of Departments/Institutions (if currently serving in Public/Provincial Public Service) or applications not prepared in accordance with the specimen will be rejected.

Actg. Secretary General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte,
27th May, 2025.

PARLIAMENT OF SRI LANKA

Specimen Application Form

POST OF UTILITY RECEIVING ASSISTANT

01. (a) Name with initials (in English):.....
.....
(b) Names denoted by initials (in English) :
.....
(c) Full Name (in block Capitals): (Mr./Mrs./Miss).....
.....
02. National Identity Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
03. (a) Private Address:
.....
.....
Telephone No.:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- (b) Official Address:
.....
.....
Telephone No :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- (c) Please indicate the address to which the admission card should be posted.
Private ☐ Office ☐
04. (a) Date of birth:
(A copy of the birth certificate should be attached)
(b) Age as at closing date for applications: Years: Months: Days:
05. Civil Status: (Married/Unmarried) :
06. Gender: (Male/Female) :
07. State whether a citizen of Sri Lanka: (Yes/No) :
08. Educational and Higher Educational Qualifications: (Copies of the certificates should be attached)
G.C.E. (A/L)

<i>Subject</i>	<i>Pass</i>	<i>Year</i>

G.C.E. (O/L)

<i>Subject</i>	<i>Pass</i>	<i>Year</i>

09. Professional Qualifications (Copies of the certificates should be attached):

<i>Course</i>	<i>Institution</i>	<i>Effective Date</i>

10. Other Qualifications (Copies of the certificates should be attached)

<i>Institution</i>	<i>Designation</i>	<i>Duration</i>

11. Experience (Copies of the Certificates should be attached)

<i>Institution</i>	<i>Post</i>	<i>Service Period</i>

12. Details of Present Employment:

- (a) Name and Address of the Institution:
 (b) Date of First Appointment:
 (c) Present Post:
 (d) Monthly Basic Salary:
 (e) Allowances:
 (f) Gross Salary:

13. Have you been convicted for a criminal offence by a Court of Law? (Yes / No)

If yes, give details:

.....

14. Have you served under the Government before? (Yes / No)

If yes, give details:

.....

I do hereby certify that all the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

Date:

.....

Signature of the Applicant.

Certification of Head of Department/Institution

(Only for Applicants serving in the Public Service/Provincial Public Service)

Secretary - General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss holding the post of
 in this Institution. I certify that he/she has been confirmed in this post and his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post. (Please strike through the irrelevant words.)

Date:

.....
 Signature of Head of Department/Institution.
 (Official Stamp)

Examinations, Results of Examinations & c.

MINISTRY OF AGRICULTURE, LIVESTOCK, LAND AND IRRIGATION

Department of Animal Production & Health

FIRST EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE -2025

IT is hereby notified that the First Efficiency Bar Examination for Officers in the Sri Lanka Animal Production & Health Service is expected to be in **July, 2025** at Kandy. For this, applications are called from the officers in Grade III in the Sri Lanka Animal Production and Health Service.

2. **Syllabus** - Syllabus and other rules and regulations relevant to the first efficiency bar examination are stated in the new service minute published in the Gazette No. 1840/51 dated 13.12.2013.

Officers can appear for the subjects of the Efficiency Bar Examinations in one sitting or in several sittings.

3. Prescribed subjects that officers of this service should appear for the 1st Efficiency Bar are as follows:

<i>Question Paper</i>		<i>Time period</i>	<i>Total marks</i>	<i>pass marks</i>
<i>Subject No.</i>	<i>Subject</i>			
01	1.financial systems	02 hours	100	40
02	2.administration	02 hours	100	40
03	3.departmental regulations 1	02 hours	100	40
04	4.departmental regulations 2	03 hours	100	40

4. **Syllabus for the examination.**

<i>Question Paper</i>		<i>Syllabus</i>
<i>Subject No.</i>	<i>Subject</i>	
01	1.Financial Systems	The Financial Regulations of the Government of Sri Lanka (Except Chapter X)
02	2. Administration	(a) Office Systems, Office Management and knowledge on office organization; (b) Procedural rules of the Public Service Commission chapters from I – XXII & Establishment Code chapters VI, VII, VIII, IX, XII, XIII, XIV, XV, XVI, XVII, XVIII, XIX, XXIII, XXV, XXVI, XXVII, XXVIII, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII
03	3.Dept. Regulations -1	Animal Act, the Animal Disease Act and related regulations, Departmental Orders and circulars relevant to Veterinary Surgeon's Services.
04	Dept. Regulations -2	(a). Dissemination of specimens, Laboratory identification including post - mortem examination. Pregnancies diagnosis, vaccines for contagious and infectious disease, serological test. (b). Techniques and practices of artificial inseminations, principles relevant to breeding and rearing of calves, hatching and rearing of chicks by incubation, animal nutrition food rationing usage. pasture fodder cultivation, preparation of silages and Livestock Management. (c). Milk production, bottling and transportation of pasteurized milk, bacteria and fat in milk, separation of cream and processing of butter, ghee and curd. (d). Slaughtering of animal in abattoirs, identification of meat including testing.

5. This Examination will be conducted in Sinhala, Tamil and English only at Examination Centers established in Kandy. Permission will not be given to change the medium applied by the candidate later.
6. The application should be in the form of the specimen appended to the notification and should be prepared on A4 size paper using both sides of it. It should be noted that the cages 01 to 06 should appear on page I of the paper and the balance on the other side of the paper. The application should be filled by the candidate. The candidate is advised to keep a Photostat copy of the application for his use. Further the candidate should check the applications prepared by himself with the specimen application appeared in the notice. The applications which are not prepared as per the specimen form and the incomplete applications forms will be rejected without informing the candidate. The name of the examination should be written in English too in the applications prepared in Sinhala or Tamil Medium.
7. The candidates are subject to the rules and regulations related to conducting of the examination and issuing of results as the Director General of Animal Production and Health is the competent authority to conduct the examination in terms of amended Section No. 04 in the service minute of the Sri Lanka Animal Production and Health Service published in the extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 2422/49 and dated 07.02.2025. All the rules and regulations of national level examinations conducted by the Commissioner General of Examinations are applicable to this examination too. If a candidate violates any of the rules he or she is liable to punishment at the discretion of the Director General of Animal Production and Health.
8. Applications should be forwarded through the Head of Department by registered Post to reach the Director General of Animal Production and Health, to the address given below on or before 20.06.2025. The applications received after the closing date will be rejected.

The Director General of Animal Production and Health,
Department of Animal Production and Health,
P.O. Box 13,
Peradeniya.

9. If payment of examination fees is applicable, duly completed applications signed by the applicant and certified by the Head of Department should be submitted along with the receipt obtained paying the relevant fee paying before the last date for receipt of applications as mentioned in the notification, indicating the language medium in which the examination will be taken. The Director General of Animal Production and Health will issue the admissions for the applicants, with the presumption that only those who have fulfilled the qualifications stated in the *Gazette* notification have applied for the examination.
10. A notice will be published in the official website of the department by the Department of Animal Production and Health Sri Lanka as soon as the admission cards are issued to the candidates. If the admission card is not received 3 days after the publication of the notice, it should be informed to the Department of Animal Production and Health as stated in the notice stating the candidate's full name, Address, National Identity card Number, fax number or e-mail address. It is useful to keep Photostat copies of the application and receipt of the payment and receipt of the registration in your possession as a proof when it is required by the Dept. of Animal Production and Health.
11. The claims submitted later by the candidates who have failed to fulfill the requirements as stated in the above paragraph 10 will not be considered.
12. In order to prove the identity of the candidate to the satisfaction of the supervisor of the examination hall at each time when he appears for the subjects, he may produce any of the below mentioned documents
 - I National Identity Card
 - II Valid Pass port
 - III Valid Sri Lanka Driving license

Further, the candidates should enter into the examination hall without covering face and ear enabling to identify them. Those who refuse to do so will not be permitted into the examination hall. Also the candidate should remain in the examination hall from the time of entering to the time of leaving the examination hall without covering face and ear enabling the invigilators to identify the candidate.

13. Fees will be levied from the candidates who sit for the examination on the following basis.

- a. No fees will be levied from candidates who sit for this examination for the first time.
- b. For each subsequent sitting
for whole examination : Rs.1,200.00
single subject : Rs. 300.00

Candidates who have already sat for this examination or the ones those who have applied previously, are required to pay the relevant fees as indicated above. The above examination fees should be paid to any post office/sub post office situated in the island to be credited to Revenue Head No. 2003-99-00 of the Director General of Animal Production and Health. The receipt of it should be affixed to the edge of the relevant cage in the application .Further it may be useful to keep a Photostat copy of it. This fee will not be refundable in any case.

14. Issuing of an admission card to a candidate will not be considered that he/she has fulfilled the qualifications to sit for the examination.

15. If Sinhala /Tamil or English language versions of the *Gazette* notification are comparative the Sinhala versions will be accepted.

Dr. K.A.C.H.A.KOTHALAWALA,
Director General of Animal Production & Health.

21st May, 2025

Specimen application

MINISTRY OF AGRICULTURE, LIVESTOCK, LAND AND IRRIGATION

Department of Animal Production & Health

FIRST EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE -2025

(Name of the examination should be written on the top left hand corner of the envelope.)

Language medium of examination

Sinhala - 2

Tamil - 3

English - 4

(Write the relevant number in the cage)

01. (i) Name in full(in block letters) :
.....
(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANE)

- (ii) Last name with initials (in block letters) :
(Ex: GUNAWARDHANE H.M.S.K)
- (iii) Name in full (in Sinhala/Tamil) :
02. (i) Address (for dispatch of admission card).....
.....
(in block letters)
- (ii) Official address :
03. Gender
female - 1
male - 0
(write the appropriate number in the cage)
04. NIC Number
05. Mobile No.
06. Subjects selected with the number as indicated in the paragraph 04 of the notification
(should be written clearly)
- | Subject | Subject No. |
|---------|-------------|
| | |
| | |
| | |
| | |
07. State whether you have sit for whole or a part of this examination. If so state the subjects, year and month.
.....
08. Date of Birth: Year Month Date
09. Designation:.....
(in block letters)
Name of the Department:.....
(in block letters)
10. The date when appointed to the Sri Lanka Animal Production and Health service:

I declare that the above particulars are correct and that I am entitled to sit for the examination in the language medium indicated above.

Further I declare that I am subject to the rules and conditions enacted by the Director General of Animal Production and Health and all rules and regulation related to national level examinations conducted by the Commissioner General of Examinations with regard to the conduct of the examination.

Examination Fee Rs.:.....

Paying Office:..... Receipt No.:.....

To affix the receipt(keep a Photostat
copy of the receipt)

Date :.....

Signature of Candidate

Director General of Animal Production and Health,
Through

Forwarded:-

Mr./Mrs/Ms..... who submits this application is serving in this Ministry of/
Department of /Institution as a and
his/her application is forwarded with my recommendation.

I certify that the candidate whose particulars appear above is eligible to sit for the examination and that he/ she has
qualifications to sit for the examination in the medium stated in the application.

* I also certify that the receipt, paying the prescribed examination fee, has been duly affixed by the candidate.

I attest the candidate's signature

Date :

.....
Signature of Head of Department and Designation.

(place the rubber stamp)

(* May be deleted when fee is not paid)

(* Attestation of the signature – The head of the Ministry/Department/Provincial Council /Urban Council/Division of the
candidate)

05-222

MINISTRY OF AGRICULTURE, LIVESTOCK LAND AND IRRIGATION

Department of Animal Production & Health

SECOND EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE - 2025

IT is hereby notified that the Second Efficiency Bar Examination for Officers in the Sri Lanka Animal Production & Health
Service is expected to be in July, 2025 at Kandy. For this, applications are called from the officers in Grade II in the Sri Lanka
Animal Production and Health Service.

2. Syllabus - Syllabus and rules and regulations relevant to the second efficiency bar examination are stated in the new
service minute published in the *Gazette* No. 1840/51 dated 13.12.2013.

Officers can appear for the subjects of the Efficiency Bar Examinations in one sitting or in several sittings.

3. Prescribed subjects that officers of this service should appear for the 2nd Efficiency Bar are as follows:

Question Paper	subject no.	Subject/Parts of the syllabus (as per no. 5 in appendix 4 in the service minute)	Time period	Total Marks	Pass Marks
Part 01	01	Sections 2:1, 2:2, 4:1, 4:2, 5:2, 5:8, 6:5, 7:2:1, 8:2, 8:2:2, 8:2:3, 8:3:1, 9:2, 9:4, 9:6, 9:7 of the Syllabus	03	100	40
or					
Part 02	02	Sections 1:1:1, 1:1:4, 1:2:1, 3:2, 3:1:1, 3:1:2, 3:2:1, 10:1:1, 10:1:2, 10:1:3, 10:1:4, 10:1:6, 10:2:1, 10:2:8, 10:4:1 of the syllabus	03	100	40
and					
Part 03	2 papers should be answered from part 3				
paper 1	03-1	Epidemiology	03 hrs.	100	40
paper 2	03-2	Livestock Economics	03 hrs.	100	40
paper 3	03-3	Veterinary Public Health	03 hrs.	100	40
paper 4	03-4	Agriculture Extension	03 hrs.	100	40
paper 5	03-5	Genetics and Breeding	03 hrs.	100	40
paper 6	03-6	Animal Physiology and reproduction	03hrs.	100	40
paper 7	03-7	Animal Housing and Management	03 hrs.	100	40
paper 8	03-8	Animal Nutrition	03 hrs.	100	40
paper 9	03-9	Pasture and Fodder crops	03 hrs.	100	40
paper 10	03-10	Applied Vet. Microbiology & Immunology	03 hrs.	100	40
paper 11	03-11	Applied Medicine, Pathology & Parasitology	03 hrs.	100	40

4. Syllabus for the Examination :

Syllabus given by No. 05 in appendix 4 in the new service minute of Sri Lanka Animal Production and Health Service published in the *Gazette* no. 1840/51 dated 13.12.2013.

- This examination will be conducted in Sinhala, Tamil, and English only at Examination Centers established in Kandy. Permission will not be given to change the medium applied by the candidate later.
- The application should be in the form of the specimen appended to the notification and should be prepared on A4 size paper using both sides of it. It should be noted that the cages 01 to 06 should appear on page I of the paper and the balance on the other side of the paper. The application should be filled by the candidate. The candidate is advised to keep a Photostat copy of the application for his use. Further the candidate should check the applications prepared by himself with the specimen application appeared in the notice. The applications which are not prepared as per the specimen form and the incomplete applications forms will be rejected without informing the candidate. The name of the examination should be written in English too in the applications prepared in Sinhala or Tamil Medium.
- Candidates are subject to the rules and regulations enacted by the Director General of the Dept. of Animal Production & Health in respect of conduction the examination and issuing of results as the Director General of the Dept. of Animal Production & Health reserves the authority to conduct the examination as per the Service Minute of the Sri Lanka Animal Production & Health Service while all rules and regulation related to national level examinations conducted by the Commissioner General of Examinations are applicable for this examination too. If a candidate violates any of the rules he or she is subject to be punished at the discretion of the Director General of the Dept. of Animal Production & Health.
- Applications should be forwarded through the Head of Department by registered Post to reach the Director General of Animal Production and Health, to the address given below on or before **20.06.2025**. The applications received after the closing date will be rejected.

Director General of Animal Production and Health,
Department of Animal Production and Health,
P.O.Box 13,
Getambe,
Peradeniya.

9. If payment of examination fees is applicable, duly completed applications signed by the applicant and certified by the Head of Department should be submitted along with the receipt obtained paying the relevant fee paying before the last date for receipt of applications as mentioned in the notification, indicating the language medium in which the examination will be taken. The Director General of Animal Production and Health will issue the admissions for the applicants, with the presumption that only those who have fulfilled the qualifications stated in the gazette notification have applied for the examination.
 10. A notice will be published in the official website of the department by the Department of Animal Production and Health Sri Lanka as soon as the admission cards are issued to the candidates. If the admission card is not received 3 days after the publication of the notice, it should be informed to the Department of Animal Production and Health as stated in the notice stating the candidate's full name, Address, National Identity card Number , fax number or e-mail address. It is useful to keep Photostat copies of the application and receipt of the payment and receipt of the registration in your possession as a proof when it is required by the Dept. of Animal Production and Health.
 11. The claims submitted later by the candidates who have failed to fulfill the requirements as stated in the above paragraph 10 will not be considered.
 12. In order to prove the identity of the candidate to the satisfaction of the supervisor of the examination hall at each time when he appears for the subjects, he may produce any of the below mentioned documents:
 - (i) National Identity Card;
 - (ii) Valid Pass port;
 - (iii) Valid Sri Lanka Driving license.
- Further, the candidates should enter into the examination hall without covering face and ear enabling to identify them. Those who refuse to do so will not be permitted into the examination hall. Also the candidate should remain in the examination hall from the time of entering to the time of leaving the examination hall without covering face and ear enabling the invigilators to identify the candidate.
13. Fees will be levied from the candidates who sit for the examination on the following basis.
 - (a) No fees will be levied from candidates who sit for this examination for the first time.
 - (b) For each subsequent sitting

for whole examination	:	Rs. 1200.00
for one subject	:	Rs. 400.00

Candidates who have already sat for this examination or the ones those who have applied previously, are required to pay the relevant fees as indicated above. The above examination fees should be paid to any post office/sub post office situated in the island to be credited to Revenue Head No. 2003-99-00 of the Director General of Animal Production and Health and the receipt of it should be affixed one edge so that it does not fall of in the relevant cage in the application. Further it may be useful to keep a Photostat copy of it. This payment will not be refunded on any circumstances.

14. Issuing of an admission card to a candidate will not be considered that he/she has fulfilled the qualifications to sit for the examination.

15. If Sinhala /Tamil or English language versions of the *gazette* notification are comparative the Sinhala versions will be accepted.

Dr. K.A.C.H.A.KOTHALAWALA,
Director General of Animal Production & Health.

21.05.2025

Specimen Application

MINISTRY OF AGRICULTURE, LIVESTOCK, LAND AND IRRIGATION

Department of Animal Production & Health

SECOND EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE -2025

(Name of the examination should be written on the top left hand corner of the envelope.)

Language medium of examination

Sinhala - 2
Tamil - 3
English - 4

(Write the relevant number in the cage)

01. (i) Name in full (in block letters) :
.....
(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANE)

(ii) Last name with initials (in block letters) :
(Ex: GUNAWARDHANE H.M.S.K)

(iii) Name in full (in Sinhala/Tamil) :

02. (i) Address (for dispatch of admission card).....
.....
(in block letters)

(ii) Official Address :

03. Gender

Female - 1
Male - 0

(Write the appropriate number in the cage)

04 NIC Number

05. Mobile No.

06. Subjects selected with the number as indicated in the paragraph 04 of the notification
(should be written clearly)

<i>Subject No.</i>	<i>Subject</i>

07. State whether you have sat for whole or a part of this examination. If so state the subjects, year and month.

.....

08. Date of Birth: Year Month Date

09. Designation:.....
(in block letters)
Name of the Department:.....
(in block letters)

10. The date on which the appointment was made to the Sri Lanka Animal Production and Health Service:

11. Date when promoted to Grade II in the Sri Lanka Animal production and Health Service:

I declare that the above particulars are correct and that I am entitled to sit for the examination in the language medium indicated above.

Further I declare that I am subject to the rules and conditions enacted by the Director General of Animal Production and Health and all rules and regulation related to national level examinations conducted by the Commissioner General of Examinations with regard to the conduct of the examination.

Examination Fee Rs.:.....

Paying Office:..... Receipt No.:.....

**To affix the receipt(keep a Photostat
copy of the receipt)**

Date :.....

Signature of Candidate

**Director General of Animal Production and Health,
Through**

Forwarded:-

Mr./Mrs./Ms..... who submits this application is serving in this Ministry of/Department of /Institution as a and his/her application is forwarded with my recommendation.

I certify that the candidate whose particulars appear above is eligible to sit for the examination and that he/ she has qualifications to sit for the examination in the medium stated in the application.

* I also certify that the receipt, paying the prescribed examination fee, has been duly affixed by the candidate.

I attest the candidate's signature

Date :

.....,
Signature of Head of Department.

(place the rubber stamp)

(* May be deleted when fee is not been paid and Designation)

(* Attestation of the signature – The head of the Ministry/Department/Provincial Council /Urban Council/Division of the candidate).

05-223

MINISTRY OF AGRICULTURE, LIVESTOCK, LAND AND IRRIGATION

Dept. Of Animal Production And Health

THIRD EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN SRI LANKA

ANIMAL PRODUCTION AND HEALTH SERVICE – 2025

IT is hereby notified that the third efficiency bar examination that should be passed by the officers before completion of 5 years of their promotion to Grade I in the Sri Lanka Animal Production and Health Service is expected to be held in July, 2025 at Kandy as a common examination relevant to the Years 2023, 2024 and 2025. As such, applications are called from the officers those who have been promoted to Grade I in the Sri Lanka Animal Production and Health Service.

02. *Details of the Examination* – As per the provisions provided in Chapter 08 of the Service Minute of the Sri Lanka Animal Production & Health Service published in the *Gazette No. 1840/51* and dated 13.12.2013, details of the examination are given below according to the appendix five of the Minute.

Details of the Examination

<i>Subject</i>	<i>Duration</i>	<i>Aggregate Marks</i>	<i>Pass Marks</i>
1. Management	03 hours	100	40

03. Syllabus for the examination

<i>Subject</i>	<i>Syllabus</i>
Management	1.Principles of Management 2. Functions of Management 3. Management Environment 4. Participatory Management 5. Public Relation 6. Good Governance 7. Ethics

04. This examination will be conducted only in Sinhala, Tamil and English mediums. Requests made subsequently to change the medium applied for will not be permitted.
05. The application should be in the form of the specimen appended to the notification and should be prepared on A4 size paper using both sides of it. It should be noted that from No. 01 to 06 should appear on page I of the paper and the rest on the other side of the paper. Relevant particulars should be clearly written by the candidate in his own hand writing.
06. The candidate is advised to keep a Photostat copy of the application for his use. Further the candidate should check the applications prepared by him with the specimen application appeared in the notice. The applications which are not prepared as per the specimen form and incomplete application forms will be rejected without any notification. The name of the examination should be written in English too in the applications prepared in Sinhala or Tamil Medium.
07. Candidates are subject to the rules and regulations enacted by the Director General of the Dept. of Animal Production & Health in respect of conduction the examination and issuing of results as the Director General of the Dept. of Animal Production & Health reserves the authority to conduct the examination as per the Service Minute of the Sri Lanka Animal Production & Health Service while all rules and regulation related to national level examinations conducted by the Commissioner General of Examinations are applicable for this examination too. If a candidate violates any of the rules he or she is subject to be punished at the discretion of the Director General of the Dept. of Animal Production & Health.
08. Applications should be forwarded through the Head of the Department by Registered Post to reach the Director General of Animal Production & Health, to the address given below on or before **20th June 2025**. Applications received after the closing date will be rejected:

The Director General of Animal Production and Health,
Department of Animal Production and Health,
P. O. Box 13,
Getambe,
Peradeniya.
09. No fee will be levied on candidates those who sit for this examination for the first time. Those who sit for the second time should pay a fee of Rs. 600/=. The above examination fees should be paid to any post office/sub post office situated in the island to be credited to Revenue Head No. 2003-99-00 of the Director General of Animal Production and Health and the receipt of it should be affixed one edge so that it does not fall off in the relevant cage in the application. Further it may be useful to keep a Photostat copy of it. This payment will not be refunded on any circumstances.
10. If payment of examination fees is applicable, duly completed applications signed by the applicant and certified by the Head of Department should be submitted along with the receipt obtained paying the relevant fee paying before the last date for receipt of applications as mentioned in the notification, indicating the language medium in which the examination will be taken. The Director General of Animal Production and Health will issue the admissions for the applicants, with the presumption that only those who have fulfilled the qualifications stated in the *gazette* notification have applied for the examination.
11. A notice will be published in the departmental website by the Department of Animal Production and Health as soon as the admission cards are dispatched to the candidates. If the admission card is not received 3 days after the publication of the notice, it should be informed to the Department of Animal Production and Health stating the name and address of the applicant, NIC No. and Fax No. or E-mail address as stated in the notice. There it will be useful to keep Photostat copy of the application and receipt of the payment and receipt of the registration in your possession to prove any information as required by the Dept. of Animal Production & Health.

12. The claims submitted later by the candidates who have failed to fulfill the requirements as stated in the above paragraph 11 will not be considered.
13. Only the National Identity Card or the valid passport or the valid driving license will be accepted for the examinations conducted by the Department of Animal Production and Health in order to prove the identity of the candidate at the examination hall. The applicant's signature in the application as well as in the admission card should be certified by the Head of the Department or by an authorized person. The applicant should appear for the examination being seated in the place where your examination number has been indicated and the certified admission card should be produced to the examiner on the examination day. The applicant who does not produce the certified admission card will not be allowed to sit for the examination.
14. Further, the candidates should enter into the examination hall without covering face and ear enabling to identify them. Those who refuse to do so will not be permitted into the examination hall. Also the candidate should remain in the examination hall from the time of entering to the time of leaving the examination hall without covering face and ear enabling the invigilators to identify the candidate.
15. Issuing of an admission card to a candidate will not be considered that he/she has fulfilled the qualifications to sit for the examination.
16. If Sinhala /Tamil or English language versions of the gazette notification are comparative the Sinhala versions will be accepted.

DR. K.A.C.H.A.KOTHALAWALA,
Director General of Animal Production & Health.

21.05.2025

Specimen application

MINISTRY OF AGRICULTURE, LIVESTOCK, LAND AND IRRIGATION

Department of Animal Production & Health

THIRD EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE -2025

(Name of the examination should be written on the top left hand corner of the envelope.)

Language medium of examination

Sinhala - 2
Tamil - 3
English - 4

(Write the relevant number in the cage)

01. (i) Name in full (in block letters) :.....
.....
(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANE)
- (ii) Last name with initials (in block letters) :
(Ex: GUNAWARDHANE H.M.S.K)

(iii) Name in full (in Sinhala/Tamil) :

02. (i) Address (for dispatch of admission card) :.....
.....
(in block letters)

(ii) Official address :

03. Male/Female (Write the appropriate number in the cage):

female - 1
male - 0

04 NIC Number :

05. Mobile No. :

06. State whether you have sat for this examination. If so state the, year and month.
.....

07. Date of Birth: Year: Month: Date:

08. Name of the Designation:.....
(in block letters)

09. Name of the Department:.....
(in block letters)

10. The date on which the Promotion was made to Grade I of the Sri Lanka Animal Production and Health service:

I declare that the above particulars are correct and that I am entitled to sit for the examination in the language medium indicated above.

Further I declare that I am subject to the rules and conditions enacted by the Director General of Animal Production and Health and all rules and regulation related to national level examinations conducted by the Commissioner General of Examinations with regard to the conduct of the examination.

Examination Fee Rs.

Paying Office:..... Receipt No. :.....

**To affix the receipt(keep a Photostat
copy of the receipt)**

Date :.....

Signature of Candidate:

Director General of Animal Production and Health,
Through

Forwarded:-

Mr./Mrs/Ms..... who submits this application is serving in this Ministry of/
Department of /Institution as a and
his/her application is forwarded with my recommendation.

I certify that the candidate whose particulars appear above is eligible to sit for the examination and that he/ she has
qualifications to sit for the examination in the medium stated in the application.

* I also certify that the receipt, paying the prescribed examination fee, has been duly affixed by the candidate.

I attest the candidate's signature

Date :

.....

Signature of Head of Department and Designation.

(place the rubber stamp)

(* Attestation of the signature – Candidate's Signature should be certified by The head of the Ministry/Department/Provincial
Council /Urban Council/Head of the Division to which he is attached.)

UNIVERSITY GRANTS COMMISSION

Open (External) competitive examination for recruitment to the posts of Assistant Secretary/Assistant Registrar and Assistant Accountant/Assistant Bursar/Assistant Internal Auditor in the University System - 2025

APPLICATIONS are invited from suitably qualified citizens of Sri Lanka for the posts of Assistant Secretary / Assistant Registrar and Assistant Accountant / Assistant Bursar/ Assistant Internal Auditor. Examination will be held in examination centers located in Colombo city.

1. The term 'Secretary' shall mean the Secretary of the University Grants Commission.
2. The recruitments are made to the Posts of Assistant Secretary/Assistant Registrar and Assistant Accountant/Assistant Bursar/Assistant Internal Auditor by the said written examination.
3. The Examination shall be conducted by the Commissioner General of Examinations subject to the directions of the University Grants Commission.
4. Accepting the applications for the above-mentioned examination will commence online from the Monday following the Friday of the publication of this *Gazette* Notification.
5. **Closing date of the Applications is 20th June 2025** and the written examination will be conducted by the Department of Examinations on August 2025.
6. The date of the written examination will be informed to the candidates by the Department of Examinations, Sri Lanka.
7. The Department of Examinations will take action to send the results of written examination to the candidates personally or results will be published on www.results.exams.gov.lk web site of the Department of Examinations.

Notes:

- No claims will be entertained with regard to loss or any delay of documents related to this written examination and any other correspondence related thereto through post.
- Any prejudice arising as a result of delaying the submission of application till the deadline should be borne by the applicants.

Qualifications for recruitment:

General Qualifications for recruitment:

- (i) Be a citizen of Sri Lanka
- (ii) Be a person of an excellent moral character
- (iii) Be of sound physical and mental capability to serve in any part of the island

Qualifications - Post of Assistant Secretary/Assistant Registrar

- (a) Should possess a Bachelor's Degree with First or Second Class from a recognized University/Higher Educational Institution;

or

- (b) Should possess a Bachelor's Degree with a Postgraduate Degree / Postgraduate Diploma in Administration/ Management**from a recognized University/Higher Educational Institution.

Age: Should not be less than twenty two (22) years and not more than thirty (30) years. (Those who have born on or before 20.06.2003 and on or after 20.06.1995 will be eligible to apply)

**

- Public / Business Administration
- Management
- Public Policies
- Human Resource Management
- Economics
- Law
- Financial Management
- Project Planning and Management
- Information Technology or
- Any other discipline with a significant component of Management / Administration

Qualifications - Post of Assistant Accountant/ Assistant Bursar/Assistant Internal Auditor

1. Pass in the Final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent;

or

2. (a) (i) Should possess a Bachelor's Degree specialized in Accounting from a recognized University/Higher Educational Institution;

or

- (ii) Should possess a Bachelor's Degree from a recognized University/Higher Educational Institution **and** a pass in the Intermediate Level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent;

or

- (iii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor;

and

- (b) Two (02) years of experience in Accounting/ Auditing in a Government/ State Corporation or reputed Private Sector organization.

Age: Should not be less than twenty two (22) years and not more than thirty (30) years. (Those who have born on or before 20.06.2003 and on or after 20.06.1995 will be eligible to apply)

Restrictions of Eligibility:

1. In terms of the recruitment procedure no candidate shall be permitted to sit the written examination for a particular category of post either under external category or internal category more than two (02) attempts (The attempts made before 31.12.2016 would not be considered in this regard).
2. If any internal candidate is eligible under the both categories of internal and external, for a particular post (*i.e.* Assistant Secretary/ Assistant Registrar or Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor) he/she shall be permitted four (04) attempts to sit the written examination on the basis of two (02) attempts under internal category and two (02) attempts under external category for each post (The attempts made before 31.12.2016 would not be considered in this regard).
3. All required qualifications should be acquired at the closing date of the *Gazette* Notification.

4. Any person who is ordained in any religious order shall not be allowed to sit the written examination for recruitment.

Recruitment Procedure:

Recruitment will be made through a written examination and a structured interview.

1. All applicants under each category of posts are required to pass a written examination covering the relevant subject areas applicable to the respective category as follows:-

<i>Post</i>	<i>Subjects</i>	<i>Total Marks</i>	<i>Pass Mark</i>
Assistant Secretary / Assistant Registrar	1. General Intelligence and Reasoning	100	40
	2. Management Competencies	100	40
	3. English Language	100	40
Assistant Accountant / Assistant Bursar / Assistant Internal Auditor	1. General Intelligence and Reasoning	100	40
	3. English Language	100	40
	4. Accounting & Finance	100	40

2. The applicants who have been successful at the written examination shall be required to submit sufficient documentary evidence for the qualifications mentioned in the application, prior to the structured interview, as informed by the UGC. All such qualifications should be acquired at the closing date of the advertisement. If any such candidate fails to submit documentary evidence to prove the particulars mentioned in the application before the given date, he/she shall not be summoned for the structured interview. Succeeding at the written examination will not be accepted as being eligible for an appointment.
3. The applicants who have scored 40% marks or above for each of the papers in the written examination and fulfilled the requirements at (2) above shall be selected and a number of candidates, three times the number of vacancies, will be summoned for a structured interview, based on the sum of their marks.
4. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for an appointment.
5. Selection shall be done in the order of merit based on the aggregate marks of the written examination (75%) and the structured interview (25%).
6. The appointing authority will determine the number of appointments and the effective date of the appointment as per the merit order based on the number of posts allocated for External and Internal categories, subject to the availability of vacancies.

Medium of Examination:

1. Examination shall be conducted in all three languages (Sinhala/ Tamil/ English).
2. Candidates must appear for all examination papers except the English Language Paper in the language medium he/she has indicated in his/her application.
3. No candidate will be allowed to change the medium of examination under any circumstances.

Process of Applying and Examination Conditions:

1. The online examination application must be completed in English only. The Department will notify the applicant that the soft copy submitted online is accepted/not accepted as a valid application by sending a short message (SMS) to the mobile phone number used to access the system or by sending an e-mail to the e-mail address. Before completing the online application, please download the Instructions for applying for the examination. Follow the instructions carefully while filling the application form. Incomplete applications will be rejected without notice.

Candidates currently employed by the University Grants Commission and Higher Education Institutions, Government Departments, State Corporations and Statutory Boards should submit a copy of the application to the Heads of Institutions for inclusion in their personal files, and should submit a copy of the application certified by the Head of Institution and a letter of confirmation of service when called for the interview.

2. Every applicant should submit only one application form including all the posts which they wish to apply.
3. It is essential that the candidate indicates the language medium in which he/she intends to sit for the examination.
4. The examination fee is Rs. 1200/-. Payment should be made only under the following fee payment methods provided in the online system:-
 - By any Bank Credit Card;
 - By any Bank Debit Card with the Facility of Internet Transactions;
 - Online Banking Method of Bank of Ceylon;
 - By any Branch of the Bank of Ceylon.

Notes:

- (a) Instructions on how to make payments using the above methods are posted on the website under the technical instructions related to the exam.
 - (b) You will be notified via SMS or e-mail that your payment has been received. The full amount of the examination fee must be paid and applications that have been underpaid or overpaid will be rejected. The Sri Lanka Examinations Department is not responsible for any errors that may occur in the payment of examination fees through the above payment methods.
 - (c) The amount paid for the exam will not be refunded or transferred to another exam for any reason.
5. The Commissioner General of Examinations will issue examination admission forms through only online to candidates who have submitted duly completed applications on or before the closing date for receipt of applications, paid the prescribed examination fee, and are within the age limit specified in the *gazette* notification, on the premise that only those who meet the qualifications specified in the *gazette* notification have applied. As soon as the examination admission forms are issued, the Sri Lanka Examinations Department will notify the applicants through a notification/short message stating the same. If a candidate has not received his/her admit card, he/she should inquire about it from the Institutional Examinations Organization Branch of the Department of Examinations of Sri Lanka, as stated in the advertisement. When making such an inquiry, the applicant must correctly state the name of the examination for which he/she has applied, the applicant's full name, National Identity Card number and address. If the applicant is a resident outside Colombo, it would be more effective to send a request letter to the fax number mentioned in the advertisement, stating the details along with the applicant's fax number, where a copy of the examination admission form can be obtained promptly by fax. It would be useful to keep a printed copy of the completed application form with you to confirm any information requested by the Examinations Department.
 6. **Punishments for provision of false information:** Accurate and true information should be provided at the time of filling the application form. If the non-suitability of any candidate is disclosed at any time *i.e.* before the examination, during the examination period, after the examination or at any other time, the candidature would be cancelled in terms of the rules of this examination. If it is disclosed that any false information is provided with prior knowledge of the candidate or that he/she has purposely omitted any important information that person would be vacated from the service in the University System.
 7. A candidate should sit the examination at the prescribed examination hall. Every candidate should submit his/her attested admission form on the day of the examination. A set of rules to be followed by every candidate is published at the beginning of this Gazette. Examination candidates are subject to the rules and regulations imposed by the

Commissioner General of Examinations regarding the conduct of the examination and the release of results. Violation of these rules will render him or her liable to a penalty imposed by the Commissioner General of Examinations.

Note:

Issuance of an examination admission form to a candidate shall not be deemed to be an acknowledgement that he or she has met the qualifications to appear for the examination.

8. **Identity of Candidates:** Candidates must prove their identity to the satisfaction of the Supervisor for each subject they appear for in the examination hall. Any of the following documents will be accepted for this purpose.

- (a) National Identity Card;
- (b) Valid Passport;
- (c) Valid Sri Lankan Driving License.

Candidates must also enter the examination hall without covering their faces and without electronic communication devices so that their identity can be verified. Candidates who refuse to verify their identity will not be admitted to the examination hall. Furthermore, candidates must remain without covering their faces and ears from the moment they enter the examination hall until the examination is concluded and they leave.

9. After the University Grants Commission has provided the interview marks to the Sri Lanka Department of Examinations, a final priority list based on the sum of the marks of the written examination (75%) and the structured interview (25%) will be prepared by the Sri Lanka Department of Examinations and issued to the Secretary, University Grants Commission and the Sri Lanka Department of Examinations will then take steps to send a result sheet indicating the marks obtained in each subject/total marks in the written examination to all candidates who appeared for the examination or to release the results through the website www.results.exams.gov.lk.
10. Successful candidate should be prepared to serve at the University Grants Commission / Higher Educational Institutions/Institutes to which he/she is posted at least during the period of probation.

Monthly salary scale:

This post carries the consolidated salary scale of U-EX 1 (II), Rs. 85,305 – 3x2,020 – 91,365 (EB) 93,765; 12x 2,400 - 122,565.

In addition, the Government approved allowances will be paid.

Gratuity:

Gratuity payments will be in accordance with the provisions of the payments of Gratuity Act, No.12 of 1983.

Provident Fund and Pension Benefits:

Ten per centum (10%) of the salary will be credited by the employee and fifteen per centum (15%) of the salary by the employer of which eight per centum (8%) of the salary will be credited to the Universities Pension Scheme and seven per centum (7%) to the Universities Provident Fund by the employer.

Employees Trust Fund Benefit:

Three per centum (03%) of the salary by the employer.

Syllabus and papers relating to Written Examination

Post of Assistant Secretary / Assistant Registrar

<i>Paper</i>	<i>Duration</i>	<i>Description</i>
<u>Paper 01</u> General Intelligence and Reasoning	1 ½ hours	Design to provide an assessment of the candidate's power of logical reasoning, analysis and ability to draw sound inferences. The question paper will be of the multiple choice type.
<u>Paper 02</u> Management Competencies	03 hours	The knowledge of the candidates relating to the following areas will be tested. <ul style="list-style-type: none"> • Evolution of Management thoughts • Functions of Management (Planning, Organizing, Staffing, Directing, Motivation, Communication, Control, and Evaluation, etc.) • Recent development in Management • Techniques of Management
<u>Paper 03</u> English Language	1 ½ hours	The knowledge of Grammar and Presentation Skills of the candidates relating to the following areas will be tested. <ul style="list-style-type: none"> • Comprehension • Letter/ Memo /Notes writing ability • Translation from Sinhala/Tamil to English

Post of Assistant Accountant / Assistant Bursar / Assistant Internal Auditor

<i>Paper</i>	<i>Duration</i>	<i>Description</i>
<u>Paper 01</u> General Intelligence and Reasoning	1 ½ hours	Design to provide an assessment of the candidate's power of logical reasoning, analysis and ability to draw sound inferences. The question paper will be of the multiple choice type.
<u>Paper 03</u> English Language	1 ½ hours	The knowledge of Grammar and Presentation Skills of the candidates relating to the following areas will be tested. <ul style="list-style-type: none"> • Comprehension • Letter/ Memo /Notes writing ability • Translation from Sinhala/Tamil to English
<u>Paper 04</u> Accounting and Finance	03 hours	The knowledge of the candidates relating to the following areas will be tested. <ul style="list-style-type: none"> • Preparation of final accounts • Bank reconciliation statements • Stock verification • Procurement procedures • Cash flow statements • Audit procedures

The marking procedure for the structured interview is as follows.

Marking procedure for the structured interview
Assistant Secretary/Assistant Registrar (External Category)

1	Educational and professional qualifications above the minimum requirement	20%
2	Training in the relevant field	10%
3	Relevant experience	10%
4	Interview skills	40%
5	Extracurricular activities and personality	10%
6	Report of the nominated referee	10%

Marking procedure for the structured interview
Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor (External Category)

1	Educational and professional qualifications above the minimum requirement	20%
2	Training in the relevant field	10%
3	Relevant experience	10%
4	Interview skills	40%
5	Extracurricular activities and personality	10%
6	Report of the nominated referee	10%

Publishing the Advertisement

If any non-compliances arise between the Sinhala, Tamil, English versions of this advertisement priority will be given to the Sinhala advertisement.

Secretary,
University Grants Commission.

30th May, 2025.

05-231

SRI LANKA RAILWAY DEPARTMENT

Open Competitive Examination for Recruitment to the post of Instructor - Grade III in Supervisory Management Assistant in Non Technological Service Category in the Sri Lanka Railway Department - 2025

APPLICATIONS are invited from a qualified citizens in Sri Lanka for the Open Competitive Examination for the recruitment to the post of Instructor - Grade III in the Supervisory Management Assistant in the Non Technological Service Category in the Sri Lanka Railway Department.

01. By this Examination recruitment will be made to the post of Instructor - Grade III

Written Examination :- The examination will consist of two (2) papers.

1. General Knowledge
2. Intelligence Test

02. It will be made 08 appointments. If there are candidates with equal marks exceeding the number of vacancies for the last vacancy or the last vacancies, the filling of vacancies will be decided by the Public Service Commission as per clause 80 in the Minutes of Procedural Rules.

03. **Conditions of Service :-**

3.1 A selected candidate will be appointment to the Grade III in the service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the recruitment procedure in Supervisory Management Assistant in Non Technological Service Category in Sri Lanka Railway Department, approved on 12.09.2017 by the Public Service Commission No. PSC/EST/04-01-43/02/2016 and subject to any amendments made or to be made hereafter to that procedure, provisions in the establishment code and Financial Regulations and of the Minutes of procedural rules of the Public Service Commission published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 2310/29 dated 14.12.2022.

3.2 This post is permanent & pensionable. (It should be liable to the ensuring policy decisions, taken by the Government.)

3.3. The First Efficiency bar Examination should be passed within 03 years from the date of appointment to the post of Instructor- Grade III in Sri Lanka Railway Department.

3.4 Language Proficiency

It is required to achieve the proficiency of due official language within the probational period.

The other official language should be fulfilled in term of the provisions of the Public Administration Circular No. 18/2020 and the consequent circulars.

3.5 The General Manager in Railways is vested powers to be cancelled the appointments of candidates who fail to report for duty on the due date & or refuse or evade to take up duties in a post or in an area they are appointed to.

04. **Salary scale per month :-**

In terms of the schedule 1 of the Public Administration circular 10/2025 dated 25.03.2025 the Salary scale relevant to this post is Rs. 52,250-10x800-11x1,190-10x1,320-10x1,350-Rs. 100,040/= (MN-3-2025). Your payments will be made with compliance to the Provisions of that circular as per the schedule II. In addition to this, you are entitled to the allowances paid to the government officers from time to time by the Government.

05. Eligibility :-

(a) I. Be a citizen in Sri Lanka

II. Have a sound moral character

III. Be physically & mentally fit to serve in any part in the island & to perform duties in the post.

(b) Educational Qualifications :-

Have been passed G.C.E. (Ordinary Level) Examination with six subjects including credit passes for Sinhala/ Tamil/ English Language, Mathematics & for other two subjects in one sitting.

&

Have been passed all the subjects (Except General Test) in G.C.E. (Advanced Level) Examination in one sitting. (It is sufficient of passing 03 subjects in one sitting under the old syllabus.)

(c) Professional Qualifications

Have been followed National Technological Diploma or Higher National Engineering Diploma or a recognized Technological Level Diploma with National Vocational Qualification (N.V.Q.) Level five (05) or Level six (06) in Mechanical, Electric or Mechatronic Field as determined by the Tertiary & Vocational Educational Commission.

(d) Experience :-

Teaching experience of two years in a recognized Technical Institute &/ or Practical experience will be considered as a special qualification.

All the qualifications mentioned above as the requirements to recruit to the post should be completed in every aspect on the date, notified by the Notice/ Gazette Notification.

(e) Age :- Minimum Limit : Not less than 18 years of age
Maximum Limit : Not more than 45 years of age

06. Recruitment Procedure :-

6.1 Written Examination

A written Examination will be held for the following subjects with two papers. It is as follows the subjects & the minimum marks required to pass each subject.

No.	Subject	Marks	Minimum marks required to pass	Time
01	General Knowledge	100	40	01 Hour
02	Intelligence Test	100	40	01 Hour

Candidates should sit for all the papers.

6.1.1 Syllabus of the written Examination.

01. General Knowledge :-

This paper is designed to test the candidate's awareness & understanding of the social, political, geographical, economic & scientific knowledge in local & international level.

02. Intelligence Test :-

To assess analytical skill, capability of taking decisions, Mathematical skill.

6.2 Interview of evaluating eligibility :-

In terms of paragraph 6.1 in this notification, a number equivalent to twice the number of vacancies shall be called for the interview for the evaluation of eligibility in order of merits from among those who have passed the written examination. It will not be recruited by waiting in a waiting list.

An Interview of evaluating eligibility of candidates will be held by an interview board, appointed by the General Manager in Railways. The highest marks, scored in the interview is 100.

Main Heads of offering Marks	The Maximum Marks
Additional Educational Qualifications	10
Experience	40
English Language Proficiency & Computer Skill	10
The Performance in the Interview	05
Additional Professional Qualifications	10
Trade Test	25
Total	100

6.3 Its' detailed scheme of offering marks is as below.

Major areas of offering marks	Sub areas, taken for consideration	The Maximum of Marks
Additional Educational Qualifications	Diploma/ Degree/ Post Graduate/ Others	10 Marks
Experience	05 marks per annum for a maximum of 8 years for teaching and practical experience in addition to the two year teaching and / or practical experience in the relevant field in recognized Technical Institute.	40 Marks
English Language Proficiency & Computer Skill	Ability to handle English Language &/ or English Language Diplomas - 05 Marks	10 Marks
	Up to maximum of 05 marks as per the followed Computer Diplomas	
The Performance in the Interview	Personality & Facing to Interview	05 Marks
Additional Professional Qualification	Additional Professional Diplomas & Trainings, relevant to the profession	10 Marks

The Trade Test, held for testing lecturing skill.

Major Areas of offering Marks	Marks, offered	Minimum Marks, considered for selection
1. Preparation of lecture notes	07 Marks	10
2. Presentation	18 Marks	
I. Approach	03 Marks	
II. Presentation of points in the lecture layout precisely	03 Marks	
III. Style of presentation	05 Marks	
IV. Content of the subject	04 Marks	
V. Time Management	03 Marks	

Note :- Facing the interview should not necessarily mean that it has been fulfilled requisite qualifications to offer the appointment.

6.4. The list of candidates who pass the examination will be published in the web site of the Department of Railways.

07. Examination Fee :-

The examination fee is Rs. 1,000.00. It should be paid before the closing date of receipt of applications at any branch of Peoples' Bank to be credited to Account Number 176 - 100129027-313 of the General Manager in Railways in Mid City Branch of People's Bank. The receipt, obtained should be pasted in the relevant cage of the application form using one of its edges. It will not be entertained Money orders or stamps for the Examination Fee. This fee is non-refundable or replaced for other examination. It is advisable to keep a photocopy of the receipt with the Candidate.

08. Method of Application :-

- (a) The application should be in the specimen appended to this notification & should be prepared on A4 size paper using both sides. It should be specially noted that the application forms should be prepared that cages 1-0 to 2-12 appear on the first page of the paper, 3.0 to 5.0 appear on the second page & 6.0 to 7.0 appear on the third page. For this purpose it can be used computerized/ type applications.
- (b) The application should be completed in the language medium in which the candidate intends to sit the examination using own handwriting. It is essential to mention the name of examination in English language as well, in applications prepared in both Sinhala & Tamil medium. As applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice, it is the responsibility of the candidate to make sure that the application form complies with the specimen given in the examination notice or completed in every aspect & pasted the receipt obtained by making payments while completing relevant details in the application. It is advisable to keep a photocopies of the application and the receipt with the candidate.
- (c) The completed application form for the examination should be sent by registered post to reach the address below before 30.06.2025. The words "Open Competitive Examination for Recruitment to the Indicator - Grade III in Sri Lanka Railway Department - 2025" should be clearly indicated on the top left hand corner of the envelope enclosing the application. Any application received after the closing date will not be accepted.

General Manager in Railways,
General Manager's Office,
Sri Lanka Railway Department,
P.B. 355,
Olcott Mawatha,
Colombo 10.

- (d) Candidate's signature in the application form & the admission card should have been attested by a principal of a Government school, a justice of peace, Commissioner of Oaths, Attorney-at-law, Notary Public, Commissioned officer in the armed force, an officer holding a gazette post in the police service or a staff officer holding permanent post whose annual initial salary is more than Rs. 746,760/=.
- (e) Any application, which is not completed in every aspect, is rejected, No complaint that an application has been lost or delayed in post will be considered.
- (f) Receipt of application forms will not be acknowledged. A notice will be published in the newspapers by the Department of Examination as soon as admission cards are issued to applicants. If the admission card is not received even after 2 or 3 days of such an advertisement. Steps should be taken to notify the Department of Examination in the manner specified in the advertisement. In such notification, it should be mentioned the title of the Examination, full name of the candidate, address & National Identity Card Number. In case of application outside Colombo, a letter of request furnishing a fax number to which the admission card should be sent is important to be forwarded to the Railway Department through the Fax number 011-2446490 with the object of sending a photocopy of the admission card by fax. In the instance of such an inquiry it would be advisable to keep photocopies of the application form and receipt kept at your possession, receipt of registration.

09. Admission to the Examination :-

- (a) On the prior assumption that only the qualifiers have applied as per the Gazette Notification, The Commissioner General of Examinations will issue admission cards to the candidates who have sent duly completed application forms with the receipt of payment the due examination fee on or before the closing date of receipt of application forms. A candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) A Candidate must sit the Examination at the examination hall assigned to him. Every candidate presenting himself for the examination firstly must produce his admission card on which his signature has been attested, to the supervisor of the Examination center on the first day. A set of rules to be observed by all candidates is published at the beginning of *Gazette*, Candidates are subjected to rules & regulations imposed by the General Manager in Railway on conducting the Examination. He is liable to a Punishment imposed by the General Manager in Railways for breach of these rules.
- (c) Attestation of Signature :- Signature of the candidate in the application form & the admission card should have been attested.

Note :- The issue of an admission card to a candidate does not mean that he/she has fulfilled the requisite qualifications to sit the examination or for an appointment.

10. Identity of Candidates :-

A candidate will be required to prove his identity at the Examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents will be accepted.

- (a) National Identity card issued by the Department of Registration of persons.
- (b) Valid passport

11. Penalty for furnishing false information :-

It is advisable to furnished accurate particulars. According to the rules and regulations of this examination. If it is found to be disqualified, his candidature will be cancelled at any instant prior or during or after the examination.

12. Any matter not provided in these regulations will be dealt with as determined by the General Manager in Railways.
13. Scheme of Examination and Medium of Examination -

- (a) The examination will be held in Sinhala, Tamil Medium

Note :- (1) A candidate must sit all the papers of the examination in one & the same language.

- (2) A candidate will not be permitted to change the language medium of the examination indicated in the application.

14. In the event of inconsistency in the notification among Sinhala, Tamil and English languages, the Sinhala text shall be prevailed.

Eng. J. I. D. JAYASUNDARA,
General Manager in Railways.

On 23rd May, 2025,
P.B. 355,
Olcott Mawatha,
Colombo 10,
At Sri Lanka Railway Department.

Open Competitive Examination for Recruitment to the post of Instructor - Grade III in Supervisory Management Assistant in Non Technological Service Category in Sri Lanka Railway Department - 2025

- ## 2.0 Personal Particulars :

- (Ex. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

- 2.2 Last name with Initials : (Ex: Gunarawardhana, H.M.S.K) :

- 2.3 Full Name : (In Sinhala/ Tamil) :

- 2.4 Permanent Address (In English Block Capitals) : _____
 [Admission Card will be posted to this address]

- 2.5 Permanent Address (In Sinhala/ In Tamil) :

- 2.6 Gender :- [Please write the relevant number in the cage]

Male - 0
Female - 1

- 2.7 National Identity Card Number :**

- 2.8 Civil status :- [Please write the relevant number in the cage]

Unmarried - 1	
Married - 2	

- 2.9 Ethnicity (Sinhala - 1, Tamil - 2, Indian Tamil - 3, Muslim - 4, Others - 5)

[Please write the relevant number in the cage]

- 2.10 Date of Birth : Year

 Month

 Date

- 2.11 Age as at the date,
the requisite qualifications should be filled
Years Months Days

- | | | | | | | | | | |
|------|---------------|--|--|--|--|--|--|--|--|
| 2.12 | Mobile Number | | | | | | | | |
| | | | | | | | | | |

3.0 Qualifications :-

3.1 Educational Qualifications - G.C.E. (O/L) :- Year :-

Index No. :-

Subject	Pass
1.....
2.....
3.....
4.....
5.....
6.....
7.....
8.....
9.....
10.....

G.C.E. (A/L)

Year :

Index No :

1.....
2.....
3.....
4.....

3.2 Professional Qualifications :-

3.3 Experience :-

4.0 Payment Examination Fee :

Examination Fee

1. Post Officer at which the fee was paid :
2. Amount paid :
3. Date of payment :

Paste only one edge of the receipt here. (Keep a photocopy of the receipt with you)

5.0 Declaration of the candidate :-

I hereby declare that all the particulars furnished by me in this application are true & accurate to best of my knowledge & I have pasted the receipt, receive by payment of the examination fee bearing the number & dated

I agree to follow the rules & regulations in this Examination & if it is found to be disqualified as per the Service Minute recruitment inclusive of the Provisions on the Examination, I am liable to be cancelled my candidature prior or during or after the examination. Further, I am liable to follow the rules & regulations, imposed by the Commissioner General of Examinations.

Date :-

.....,
Signature of the applicant.

6.0 Attestation of the candidate's Signature (Be in terms of the 8(d) in the *Gazette* Notification)

I do hereby certify that the applicant Mr./Mrs./Miss. (Full Name) is personally known by me & the relevant examination fee has been paid & pasted the receipt & put his signature before me on

.....

Date

.....

Signature of the Attester.

Full Name of the Attester :-

Designation :-

Address :-

(Must attest by an official seal)

7.0 Recommendation of the Head of the Department :- (Only for the candidates who are in Government/ Local Governments/ Government Co-Operations.)

I do hereby certify that the applicant Mr./Mrs./Miss is serving as a in this Ministry/ Department/ Institute & forward his/her application with my recommendation. He/She can/can not/ be released from the service, if he/she has been selected.

.....

Signature of the Head of the Department.

Name :-

Designation :-

Date :-

(Must attest by an official seal)

05 - 228

JUDICIAL SERVICE COMMISSION

Open Competitive Examination for the Recruitment of Court Interpreter (Sinhala/Tamil)(Sinhala English)(Tamil/English) Grade III of the Court Management Assistant's Service in the Scheduled Public Officer's Service – 2025

01. In terms of provisions set out in the Scheduled public Officer's service Minute Published in *Extraordinary Gazette* bearing No.2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for the recruitment of Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) Grade III of the Court Management Assistant's Service in the Schedule Public Officer's Service-2025.

It is hereby notified that this Examination will be held in Colombo by the Secretary, Judicial Service Commission. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

02. **Conditions of Service :**

- 2.1 Court Interpreters recruited subject to the provisions of the Constitution and provisions of the Scheduled public Officer's Service Minute, will be subject to the Establishments Code, Financial Regulations and circulars, regulations and directions that have been already issued and may be issued by the Commission from time to time.

- 2.2 This appointment is Subject to a probation period of three years . The Efficiency Bar Examination should be passed Before 05 years from the recruitment to the Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service as prescribe in the Service Minute.
- 2.3 The Secretary, Judicial service Commission is vested with the power to cancel the appointments of the applicants who fail to assume duties in the post to which they are appointed on the due date and/or applicants who refuse or neglect to assume duties in a post or in an area into which they are appointed , on the direction of the Judicial Service Commission.
- 2.4 The Other official language proficiency should be acquired according to the secondary level relevant to Court interpreter (Sinhala/ Tamil) (Sinhala/ English) (Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' in accordance with public Administration circular 18/2020 and Judicial Service Commission Circular 456 issued there to within 03 years after joining the service.
03. As per public administration Circular No. : 10/2025 dated 25.03.2025 the salary scale prescribed to the Court Interpreter (Sinhala/Tamil) (Sinhala / English) (Tamil English) Grade III of the Court Management Assistant's Service in the Scheduled public Officers Service is as Follows :-
- Salary Code –MN 2-2025
Salary Scale (Monthly) – Rs.- 48,470/- 10 x 540- 11 x 630 – 10 x 1010 – 10 x Rs. 1,190 – Rs .82, 800/
- Applicants recruited to court interpreter (Sinhala /Tamil) (Sinhala / English) (Tamil/English) Grade III will be placed in the initial salary scale of Rs. 48, 470 /- and salaries will be paid as per schedule III of Public Administration Circular No : 10/2025 dated 25.03.2025
04. This post is permanent and pensionable.
- Though it has been stated above that the post is pensionable , the Officers that are to be recruited to Grade III of the Court Interpreter (Sinhala/Tamil) (Sinhala / English) (Tamil/English) in future will be subject to decisions taken by the Government and / or Judicial Service Commission in relation to the pension Scheme applicable to them.
05. **Qualifications :-**
- Following Qualifications shall have been completed to be recruited to Court interpreter (Sinhala / Tamil) (Sinhala / English) (Tamil / English) Grade III of the Court Management Assistants' Service in the Scheduled public Officers' Service.
- (a) Be a citizen of Sri Lanka.
 - (b) Should be not less than 18 years and not more than 32 years of age as at **30.05.2025**
 - (c) Be a person of excellent moral character.
 - (d) Should have fulfilled following educational qualifications.
 - (I) Shall have passed 06 Subjects with credit passes for four Subjects with Mathematics and Two (02) Subjects from subjects Sinhala, Tamil , English Language /English Literature at the G.C.E. (Ordinary Level) Examination at one sitting .
 - and
 - (II) Shall have passed all the subjects in G.C.E.(Advanced Level) Examination at one Sitting. (Except the Common General Test and General English) (passing three (03) Subjects under the old syllabus at one setting would be sufficient for this Purpose.)
 - (III) Knowledge in other international languages will be an added qualifications.

- (e) All the applications recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to serve in any part of the island and to perform the duties of the post.

N. B. - It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by **30th May 2025** or prior to said date.

06. Scheme of examination :-

- (a) The examination consists of three (03) question papers.

<i>Question paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01 Language Proficiency	100	40
02 Aptitude	100	40
03 Translation	100	*

(*Judicial Service Commission may determination the minimum marks required to pass the subject 'Translations' talking the number of vacancies into consideration.)

This Examination will be held in Sinhala and Tamil medium. An applicant may sit for the examination only in one medium as he/ she desires.

Applicant should answer the question papers, "Language Proficiency" and "Aptitude" only in medium he/ she has applied to sit for the examination.

Applicant should select the "translation" question paper relevant to the category he is applying. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.

Syllabus of the Examination

	<i>Name of the Question paper</i>	<i>Syllabus</i>
01	Language proficiency	The question paper may consist of subject related questions designed to the test candidate's ability of expression, comprehension, spellings, language and essay, drafting letters, marking graphs and tables based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar .
02	Aptitude	This paper may consist of subject related questions designed to test the candidate's skill at numbers , power of critical reasoning and general intelligence
03	Translation	Sinhala into English Language English into Sinhala Language
		Sinhala into Tamil Language Tamil into Sinhala Language
		Tamil into English Language English into Tamil Language

Note : Illegible handwriting may be penalized .

These papers will consist of multiple choice questions, short questions, questions on structured essays, essays and /or practical question.

07. A number of applicants equal to the number of vacancies allocated for said examination may be appointed following descending order, beginning from the highest scorer of marks amongst the applicants who passed all the subjects of the examination after an interview for verification of qualifications. However the, Judicial service Commission may determine not to fill a certain number of vacancies.

Results of the examination - Results will be issued to the applicants by post by the secretary. Judicial Service Commission.

08. **Penalty for furnishing false information –**

Any misstatement or suppression of a fact which is considered material will render the applicant liable to disqualification, If such statement or suppression is discovered before the selection and to dismissal or discontinuance if discovered after the selection.

09. **Examination Fees :**

The Examination fee is Rs 400/- the receipt obtained by paying said amount to the credit of the account of Secretary, Judicial Service Commission ‘ bearing No. 297100199025039 at people’s Bank , Dam Street Branch Should be affixed using one edge of the receipt on the due place of the application so as not to be detached .(A photocopy of the receipt should be kept with the applicant for future use) The Fee will not be refunded under any circumstances , while money orders and stamps will not be accepted in respect of the fee.

10. **Method of applying -**

- (a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper size 8 1/2 " x 12 " (A 4) and it should be Completed in applicant’s own handwriting Computerized / Typed Applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form) It is the responsibility of the applicant to make sure that the application form prepared by him/her Complies with the specimen given in the examination notice, as otherwise the application may be rejected.

- (b) Duly completed application should be sent by registered post to reach the address “secretary , Judicial Service Commission Secretariat, Colombo 12” on or before **27 June, 2025**.

The Words “**Open Competitive Examination for the recruitment of Court Interpreter (Sinhala/ Tamil) (Sinhala/ English) (Tamil / English) "Grade III of the Court Management Assistant’s Service in the Scheduled Public Officers’ Service – 2025 "**” should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received After **27 June, 2025** will be rejected.

- (c) Applicant’s Signature in the application form should have been attested by a Principal of a Government school , a Justice of peace , commissioner for Oaths , an Attorney-at-Law, Notary public, Commissioned Officer in the Armed Forces, an Officer holding a *Gazette* post in the Police Service or an Officer holding a permanent post in Staff Grade in the Public Service.
- (d) Applicants who are already in Public Service and who have fulfilled above qualifications should submit their application through their respective Head of the Department.
- (e) Application which have not been duly completed in every respect will be rejected. No Complainants regarding Applications lost or delayed in the post will be entertained.

11. **Admission to the examination :**

Receipt of applications will not be notified. Admission cards will be issued to the applicants by post. If the admission card is not received, it should be brought to the notice of the Judicial Service Commission Secretariat. When informing, the name of the examination applied for, full name of the applicant, address and national identity card number should be mentioned. In case of an applicant outside Colombo, a letter of request consisting of above mentioned details and a fax number for sending a copy of the admission should be faxed to the fax number 011 2 421 206 or 011 2 446 111 of Judicial Service Commission Secretariat. Further to that it would be advisable for the candidate to keep a copy of application form, copy of the receipt relevant to payment of examination fee and the postal article of posting of the application to substantiate any information when requested by the Judicial Service Commission Secretariat.

12. **Identity of applicants :**

Applicants will be required to prove their identity in the examination hall to the Satisfaction of the supervisor for each subject they offer. Any of the following documents will be accepted for this :-

- a) National Identity Card issued by the Department of Registration of persons
- b) A Valid Passport
- c) A Valid Driving License

13. **Sitting for the examination :**

- (a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card attested and present it to the head of the examination hall on the first day they sit for the examination. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.

Note - Issuance of an admission card to an applicant does not necessarily mean that he/she has fulfilled the required qualifications to sit for the examination.

- 14. Any matter not provided for in these rules will be dealt with as determined by the Secretary of the Judicial Service Commission subject to the instructions of the Judicial Service Commission.
- 15. In the event of any inconsistency or contradiction among the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

By order of the Judicial Service Commission

H. S. SOMARATNE,
Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
Colombo 12,
23rd May, 2025.

Open Competitive Examination for the Recruitment of Court Interpreter (Sinhala/Tamil), (Sinhala/English), (Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2025

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7

7

9

7

[illegible]

3.8 Date of Birth :

Date : Month : Year :

3.9 Age as at 30.05.2025:

Years : Months : Days :

3.10 Gender : Male - 1 Female – 2
(Indicate relevant number in the cage)

3.11 Civil status : Married - 1 Unmarried – 2
(Indicate relevant number in the cage)

3.12 Contact number :
Permanent :Mobile :

Email:

04. Educational qualifications:

4.1 Particulars of G.C.E (O/L) Examination:
(Attach a certified photocopy of the G.C.E (O/L) result sheet)

(1) Year and month of the examination :

(2) Index number :

(3) Results :

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

4.2 Particulars of G.C.E (A/L) Examination:
(Attach a certified photocopy of the G.C.E (O/L) result sheet)

(1) Year and month of the examination :

(2) Index number:

(3) Results:

Subject	Grade
1.	
2.	
3.	
4.	
5.	

4.3 Qualifications in relation to knowledge on International languages :

International language	Qualification	Institute

05. Other qualifications:

.....
.....

06. Have you ever been convicted for any offence by any Court?

(Indicate the mark (✓) in the relevant box)

Yes

☐

No

☐

(if yes, give particulars)

07. Particulars of the receipt obtained for the examination fee:

Branch to which the payment was made :

Number and date of the receipt :

Amount :

Affix the receipt firmly here
(It would be advisable to keep a photocopy with the applicant)

08. Applicant's certificate:

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any consequence that may cause as a result of incompleteness of sections and/ or provision of erroneous information. I also state that all sections herein have been correctly filled
- (b) I am aware that if any particulars contained herein are found to be false, I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.
- (d) I shall not change any information mentioned herein subsequently.

.....
Date

.....
Signature of applicant

09. Attestation of applicants' signature :

I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally and that he/she placed his /her signature in my presence on and further the applicant has paid the prescribed examination fee and pasted the receipt on the application.

.....
Date

.....
Signature of the Officer
attesting the signature

Name in full of the officer attesting the signature :
Designation :
Address :
(To be confirmed by official stamp)

Certification of the Head of Department (Only for the applicants who are already in Public Service.)

I hereby recommend that Mr./Mrs./Miss serving in this has fulfilled educational qualifications required to apply for Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service, that he/she could be released from the present post if selected for this post, that he/she is not more than 32 years of age by 30.05.2025, that he/she placed his/her signature in my presence on further the applicant has paid the prescribed examination fee and pasted the receipt on the application and that I submit his/her application herewith.

Date :-

Signature of the Head of Department :-

Official Stamp:-

05 - 239

MINISTRY OF AGRICULTURE AND PLANTATION INDUSTRIES

National Institute of Plantation Management - Athurugiriya
Admission of students for the academic year - 2025/2026

The National Institute of Plantation Management was established by Act of Parliament No. 45 of 1979 under the Ministry of Agriculture and Plantation Industries, establishing the sole government institution for the advanced study and professional skills development program of those employed and aspiring to engage in the plantation sector.

National Diploma in Plantation Crop Technology (NDPCT) to NVQ level 05

Duration - One year and six months
Phase I - For 01 year Full time/Part time study
Phase II - 06 months practical training

Medium - English/Sinhala
Registration Fee - Rs. 150,000.00

Admission Eligibility

G.C.E. (A/L) Passing three (03) core subjects.

or

Have completed a practical NVQ 04 related to agriculture or horticulture.

How to Apply

Duly completed applications for this program can be submitted in the format given below on or before 13th June 2025 to the Director/Chief Executive Officer, National Institute of Plantation Management, M. D. H. Jayawardena Mawatha, Athurugiriya, Sri Lanka by registered post or online through the website www.nipm.gov.lk.

For more details
011-2770232
070-34557858
077-6441028

05 - 221

**MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCILS AND
LOCAL GOVERNMENT**

**Open Competitive Examination for Recruitment to Grade III of
Management Service Officers Service - 2024(2025)**

01. IT is hereby notified that the Open Competitive Examination for Recruitment to the Posts in Class III of Management Service Officers Service shall be held by the Commissioner General of Examinations in the month of **September 2025**. The application for this purpose is published in the website **www.doenets.lk** of the Department of Examinations and the applications can strictly be submitted online. The closing date of applications is 30th of June 2025.

Note - Accepting online applications will commence on **02nd of June 2025 at 9.00 am** and end on **30th of June 2025 at 9.00 pm**.

The examination shall be held at the examination centers located in the towns mentioned in the Schedule II. The expected town to sit for the examination shall be selected as per the Schedule and that town expected to sit for the examination and the relevant number of the town should be mentioned correctly according to the Schedule II.

02. Candidates who satisfy the prescribed qualifications shall be selected on merit, on the results of a written examination to be conducted by the Commissioner General of Examinations and on the basis of district population ratio to the posts in the Grade III of Management Service Officers Service.
03. (a) Number of persons to be appointed and effective date of appointments shall be determined by the Appointing Authority, Further the Appointing Authority reserves the right to refrain from filling some or all of the vacancies.
- (b) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing the appointments in the Public Service, terms and conditions set out by the Service Minute of Management Service Officers Service published in the *gazette extraordinary* of Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013, amendment already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial regulations and Procedural Rules of the Public Service Commission published in the *gazette extraordinary* No. 2310/29 dated 14.12.2022.
- (c) The officer shall compulsarily serve at the service station to which he/she is appointed at first for three (03) years. However, the Appointing Authority reserves the right to transfer any officer before the lapse of said period, on special reasons as determined by the same, if it is required to make such transfer.
- (d) This appointment is subject to a probation period of three years. The first efficiency bar examination shall be passed by the officer within a period of three (03) years after recruiting to Grade III of the Management Service Officers Service as prescribed in the Service Minute.
- (e) If you are selected for an appointment, the prescribed official language proficiency shall be acquired in accordance with the language medium of satisfy the qualification for your appointment as per the provisions of Public Administration Circular 18/2020 dated 16.10.2020 and consequent circulars.
04. The salary code MN 02-2025 is entitled to this post as per Public Administration Circular 10/2025 dated 25.03.2025 and the salary scale relevant to the same is Rs. 48,470 - 10 x 540 - 11x630 - 10x1,010 - 10x1,190 - Rs. 82,800/- and you are entitled to the said salary from 01.01.2027. You shall be paid the salary as per the provisions in Schedule III of this circular from the effective date of the appointment.
05. This post is permanent and pensionable. The pension scheme entitled for the officers in Grade III of Management Service Officers Service shall be determined on the policy decision taken by the government in future.

06. Qualifications :

Following qualifications are applicable for the recruitment to posts in Grade III of Management Service Officers Service:

- (a) Shall be a citizen of Sri Lanka.
- (b) Shall be not less than 18 years and not more than 30 years of age as at the closing date of applications. (Accordingly, the candidates whose birthday falls on or before 30.06.2007 and on or after 30.06.1995 shall strictly be eligible to apply for this).
- (c) Shall be of an excellent character.
- (d) Shall be of an excellent moral character and physical and mental fitness to serve at any part of the island.
- (e) Shall have fulfilled the following educational qualifications.
 - (1) Shall have passed six (06) subjects with Credit passes for four (04) subjects including Sinhala/Tamil/English and Mathematics at the General Certificate of Education (Ordinary Level) Examination at **one sitting**;
 - and*
 - (2) Shall have passed all the subjects in General Certificate of Education (Advanced Level) at **one sitting** (except the General Paper and General English).

Note -

- i. The language medium in which the candidate appears for this competitive examination is considered to be the language in which a credit pass must be obtained in the General Certificate of Education (Ordinary Level) Examination.
- ii. In case where a qualification has been obtained by appearing for an examination equivalent to the General Certificate of Education (Ordinary Level) and General Certificate of Education (Advanced Level) examinations conducted by other local or foreign educational institutions, the final decision on making it applicable for granting an appointment shall be made by the Director General of Combined Services after verification from the relevant educational institutions and the Commissioner General of Examinations.

N.B. - It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before 30th of June 2025.

7. Selection on the basis of district population ratio

District Name list is indicated as Schedule I. The district selected to compete for vacancies and its number should be mentioned in the application correctly according to the Schedule I.

- (a) Recruitment to the service shall strictly be on a representative basis. A fixed number of vacancies shall be set apart for each district in proportion to its population. Only the applicants from a particular district shall be entitled to compete for the number of vacancies to be filled from that district.
 - I. If the vacancies so allocated to a particular district cannot be filled by the applicants who have applied for that particular district and have satisfied the qualifications, number of vacancies shall be re-distributed among the adjoining districts in proportion to population.
 - II. If the total number of vacancies to be filled is few and the district population basis cannot be applied, selection shall be made on the order of merit.

- III. Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for the selection.

N.B. - It should be noted that the number of vacancies allocated to a district refers to the number of vacancies allocated to candidates appearing for the competitive examination from that district in proportion to the population of that administrative district and does not refer to the number of vacancies in the public institutions within that administrative district.

(b) *Eligibility for inclusion in a district* - At least one of the following requirements should have been fulfilled by a candidate to compete for the vacancies in any district.

- I. The candidate should have been born in the district;
or
II. He should have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination;
or
III. He should have received his secondary school education within the district for five (05) continuous years.

Note:-

1. In order to confirm the candidates selected from the written examination belong to the above district, they are bound to forward following documents, at the interview or any time inquired
 - I. Birth Certificate;
 - II. Extracts from electoral registers confirming the residence of a period of continuous three (03) years and the certificate of residence issued by Grama Niladhari;
 - III. School leaving Certificate.
2. If the father/mother of any candidate has been employed in a transferable service of the government or of a provincial public service or of a state corporation, such candidate shall be allowed to choose his own, or his father's/mother's place of birth as his district. (At the interview or any time Candidates are required to forward documents to prove the place of birth of the parents and that they work in Government or Provincial Public Service or Public Corporation.)
3. No candidate shall be allowed to compete for vacancies in more than one district. Once the district is selected to compete for the vacancies as per the qualifications indicated in 07(b) above when submitting the online application, it cannot be changed subsequently.
8. Three percent (3%) of the existing number of vacancies shall be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify shall be selected for appointments on the order of merit. The candidates should score at least fortypercent (40%) of marks for each subject and fifty percent (50%) from the total marks of the examination to be eligible for this. Public Administration Circular No: 27/88 is applicable for recruitment of persons with disabilities.

Note - The applicant should mention in the application that he/she applies under disabled conditions and a **person who is not disabled should not imply himself/herself as a disabled person.**

9. **Scheme of the examination:-**

- (a) This examination shall be held in Sinhala, Tamil and English media. Candidate may sit this examination in only one language medium of their preferences and should answer for the question papers using that language medium. Candidates shall not be allowed to change language medium applied initially. The examination shall consist of two papers.

		Marks	Durations
01	Language Proficiency	100	2 1/2 hours
02	Aptitude	100	1 hour

- (1) Language Proficiency:- This question paper shall consist of subject related questions designed to test the candidates' ability of expression, comprehension, spelling, language and essay, drafting a given letter, making graphs based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar. All questions should be answered.
- (2) Aptitude :- This paper shall consist of questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence. This consists of 50 questions of Multiple Choice and Short Answer model. All questions should be answered.

Note:- These papers shall be designed to test the aptitude and ability of the candidate to perform his official duties

- (b) From this competitive examination, candidates are expected to secure at least forty percent (40%) of the marks allocated for each subject and an aggregate of at least Fifty percent (50%) of the total marks of the examination. Appointments shall strictly be made in the order of merit based on the total marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.
- (c) Examination Results - Issuance of results to each candidate shall be made by the Commissioner General of Examination by post or via the website www.results.exams.gov.lk

10. Penalty for furnishing false information :

- i. The candidate should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before, during or after the examination.
- ii. If the particulars furnished by a candidate are subsequently found to be false or if it is found that he/she has willfully suppressed any material fact he or she shall no longer be considered for an appointment. Furthermore, he or she shall be liable for dismissal from the public service or cancellation of any appointment made on this examination.

11. Conditions of the examination :

- (i) The online application form must be filled in English. Only the sections that are instructed to be completed in Sinhala or Tamil must be completed accurately in those languages. Before Filling out the online application form, candidates must download and carefully read the common instructions regarding applying for the examination. The candidates must strictly adhere to those instructions in filling out the application. Incomplete applications will be rejected without notice. The Department of Examinations of Sri Lanka will notify the applicant that the soft copy submitted online is accepted/not accepted as a valid application by SMS sent to the mobile number used to access the system or by an email sent to the e-mail address.
- (ii) Examination fee is **Rs. 600.00**. The examination fee must be paid only through the following payment methods provided in the online system :-

- i. Any Bank Credit Card ;
- ii. Any Bank Debit Card ;
- iii. Bank of Ceylon Online Banking Method ;
- iv. Bank of Ceylon Teller Slip Payment.

Note : Instructions on the manner in which the payments are made through the above methods are published under Technical Instructions related to this examination on the website

- (iii) The acknowledgment of the payment will be informed by an SMS or email. The full amount of the examination fee must be paid, and applications for which the payments have been made less or more than the examination fee will be rejected. The Department of Examinations will not be responsible for the errors occurring in the payment of examination fees by the above payment methods.
- (iv) The examination fee shall not be refunded or transferred for another examination under any circumstance.
- (v) Applicants must bear any adverse consequences resulting from the delay in submitting applications until the final deadline.
- (vi) On the assumption that only those who possess the qualifications mentioned in the *Gazette* Notification have sent applications, the Commissioner General of Examinations will issue admission cards strictly online to the candidates who have paid examination fees on or before the closing date of applications and properly submitted the application online.
- (vii) Once the admission cards are issued to the candidates, a notification indicating the same will be published in the official website of the Department of Examinations, Sri Lanka and the candidates will be informed by SMS. If the admission card is not received even after 2 or 3 days from the day of publishing the notification, steps should be taken to notify the Institutional Examinations Organization Branch, Department of Examinations in the manner specified in the notification. It would be advisable to keep the following in hand at the time of calling the Department of Examinations stating the name of the examination, full name of the candidate, National Identity Card number and address. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinations through the fax number indicated in the notification. It would be advisable to keep a copy of the application form and the copy of the receipt kept at your possession to confirm any particular sought by the Department of Examinations.
- (viii) Upon reviewing the admission card, if any corrections are required, the Department of Examinations of Sri Lanka must be contacted to make the necessary amendments in accordance with the application. Requests for corrections will not be considered during the examination hall proceedings or the interview.
- (ix) The signature of the applicant in the admission card should have been attested before appearing for the examination. An applicant who appears for the examination through an Government Institution should get his/ her signature attested by the respective Head of the Institution or an Authorized Officer, Other applicants should get their signature attested by Principal of a Government School/ Retired Officer, Grama Niladhari of the Division, Justice- of Peace, Commissioner of Oaths, Attorney at Law, Notary Public, a Commissioned Officer of the Three Armed Forces, a permanent staff grade officer of the Public Service or Provincial Public Service, or a Chief Incumbent of a Buddhist temple or a clergy of any other religion who reserves a considerable status.
- (x) Examination candidates are subject to the regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the release of results. Any violation of these regulations will result in the candidate being subject to the penalties imposed by the Commissioner General of Examinations.

12. **Admission to the examination :**

- (a) A candidate presenting himself for the examination shall get his signature on the admission card attested in advance and produce his admission card to the supervisor of the examination center on the first day of the examination. Any candidate who fails to produce his admission card shall not be permitted to sit for the examination.
- (b) Candidates must sit for the examination at the examination hall assigned to him. A set of rules to be followed by all the candidates is published in this *Gazette*.

Note: Issuance of admission card to the examination does not necessarily mean that he/ she has fulfilled the qualifications to sit for the examination.

13. **Identity of candidates :**

Candidates shall be required to prove his/ her identity at the examination hall to the satisfaction of the supervisor for each subject he/ she offers. Strictly the following documents shall be accepted for this purpose :-

- I. National Identity Card;
- II. A valid passport;
- III. Valid driving license.

Candidates are required to dress in a way that exposes their full face and ears for clear identification and to ensure they are not wearing any electronic devices. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears.

14. Any matter not referred to herein shall be decided by Director General of Combined Services.
15. In the event of any inconsistency between the Sinhala, Tamil and English text of this Examination Notification, the Sinhala text shall prevail.

N.U. NISHAN MENDIS
Government Director General of Combined Services
Independence Square, Colombo 07.

20th of May, 2025,
Ministry of Public Administration, Provincial Councils and Local Government,
Independence Square,
Colombo 07.

Schedule -1
The List of the Names of Districts

<i>District</i>	<i>District Number</i>
Colombo	01
Gampaha	02
Kalutara	03
Matale	04
Kandy	05
Nuwaraeliya	06

<i>District</i>	<i>District Number</i>
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Mulativu	12
Vavuniya	13
Trincomalee	14
Batticaloa	15
Ampara	16
Puttalam	17
Kurunegala	18
Anuradhapura	19
Polonnaruwa	20
Badulla	21
Moneragala	22
Kegalle	23
Ratnapura	24
Kilinochchi	25

Schedule - II

Towns where Examination Centers will be located

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
(01) Colombo	Kotahena	01
	Maradana	02
	Borella	03
	Kurunduwatta	04
	Bambalapitiya	05
	Havelock Town	06
	Nugegoda	07
	Moratuwa	08
	Piliyandala	09
	Homagama	10

<i>District</i>	<i>Town</i>	<i>No.of the Town</i>
	Maharagama	11
	Hanwella	12
	Awissawella	13
(02) Gampaha	Negombo	14
	Minuwangoda	15
	Divulapitiya	16
	Veyangoda	17
	Gampaha	18
	Ja-Ela	19
	Wattala	20
	Kelaniya	21
	Dompe	22
(03) Kalutara	Horana	23
	Panadura	24
	Kalutara	25
	Matugama	26
	Aluthgama	27
(04) Matale	Matale	28
	Galewela	29
	Naula	30
	Laggala Pallegama	31
(05) Kandy	Kandy	32
	Katugastota	33
	Teldeniya	34
	Wattegama	35
	Nugawela	36
	Galagedara	37
	Gampola	38
(06) Nuwara Eliya	Hedunuwewa	39
	Nuwara Eliya	40
	Watumulla	41
	Hatton	42
	Ginigathhena	43

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
(07) Galle	Ambalangoda	44
	Galle	45
	Baddegama	46
(08) Matara	Weligama	47
	Matara	48
	Kamburupitiya	49
	Hakmana	50
	Deiyandara	51
	Dikwella	52
	Akuressa	53
	Kotopola	54
(09) Hambantota	Beliatta	55
	Walasmulla	56
	Weeraketiya	57
	Tangalle	58
	Ambalantota	59
	Hambantota	60
	Tissamaharama	61
(10) Jaffna	Chavakachcheri	62
	Jaffna	63
	Thellipallai	64
	Point Pedro	65
(11) Mannar	Mannar	66
	Murukkan	67
(12) Mullativu	Mullativu	68
(13) Vavuniya	Vavuniya	69
(14) Trincomalee	Kantalai	70
	Trincomalee	71
	Muttur	72
	Padavi Parakramapura	73
	Kinniya	74
(15) Batticaloa	Batticaloa	75
	Eravur	76

<i>District</i>	<i>Town</i>	<i>No.of the Town</i>
	Kathankudi	77
(16) Ampara	Ampara	78
	Serankada	79
	Kalmunai	80
	Akkaraeipattu	81
	Sammanthurai	82
(17) Puttalam	Wennappuwa	83
	Madampe	84
	Chilaw	85
	Puttalam	86
(18) Kurunegala	Kuliyapitiya	87
	Bingiriya	88
	Narammala	89
	Polgahawela	90
	Kurunegala	91
	Ibbagamuwa	92
	Dodangaslanda	93
	Morathiha	94
	Nikaweratiya	95
	Maho	96
(19) Anuradhapura	Medawachchiya	97
	Kekirawa	98
	Anuradhapura	99
	Galenbindunuwewa	100
	Kahatagasdigiliya	101
(20) Polonnaruwa	Polonnaruwa	102
	Hingurakgoda	103
(21) Badulla	Bandarawela	104
	Welimada	105
	Badulla	106
	Passara	107
	Mahiyanganaya	108
	Girandurukotte	109

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
	Hasalaka	110
(22) Monaragala	Bibile	111
	Monaragala	112
	Wellawaya	113
(23) Kegalle	Kegalle	114
	Rambukkana	115
	Mawanella	116
	Ruwanwella	117
(24) Ratnapura	Eheliyagoda	118
	Ratnapura	119
	Pelmadulla	120
	Balangoda	121
	Kalawana	122
	Embilipitiya	123
(25) Kilinochchi	Kilinochchi	124
	Pallai	125