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## The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,256 – 2021 නොවැම්බර් මස 26 වැනි සිකුරාදා – 2021.11.26

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### PART I: SECTION (IIA) – ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 17th December, 2021 should reach Government Press on or before 12.00 noon on 03rd December, 2021.

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

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

Department of Govt. Printing,  
Colombo 08,  
01st January, 2021.

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

GANGANI LIYANAGE,  
Government Printer.



**1. General Qualifications required :**

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

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

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

**2. Conditions of Service-General :**

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

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

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

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

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

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

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

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

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

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

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

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

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such

Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

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

**4. Terms of Engagement :**

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

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

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

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

**5. Serving Officers in the Public Service :**

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

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

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

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

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

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

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

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

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### PUBLIC SERVICE COMMISSION

#### LIMITED RECRUITMENT TO THE POST OF ASSISTANT DIRECTOR (SPORTS) OF EXECUTIVE SERVICE CATEGORY OF SPORTS OFFICERS' COMBINED SERVICE IN THE DEPARTMENT OF SPORTS DEVELOPMENT – 2021

AS directed Public Service Commission, applications are called, under the limited recruitment, from the government officers who have the following qualifications for 01 (one) post of Assistant Director(Sports) of Executive Service Category III of Sports Officers' combined service in the Department of Sports Development.

#### 01. Qualifications

##### 1.1. Educational, Professional qualifications and experience

- I. Should be a Supervisory Management Assistant of Sports officers' combined service in Department of Sports Development;  
or
- II. Should be a Supervisory Management Assistant Technology Grade I Officer of Sports officers' combined service in the Department of Sports Development;  
or
- III. Should have promoted as a Supervisory Management Assistant Technology Grade II Officer of Sports officers' combined service in the Department of Sports Development and should have obtained a Sports or Management related Degree from a university recognized by the University Grant Commission;  
or
- IV. Should have completed 10 years active and satisfactory period of service in a post/posts of Sports Officers' Combined Service in the Department of Sports Development and should have obtained a Degree related to the field of Sports from a university recognized by the University Grants Commission.

**Note :** Relevant to the officers who have been absorbed under the clause 14 in the Service Minutes of Sports Officers' Combined Service in the Department of Sports Development, Published in the *Extra – ordinary gazette* No. 1986/2 of 26.09.2016, the date fulfilled the qualifications to be absorbed to the relevant class / grade will be considered as the date to recruitment / promotion for the relevant class / grade for the completion of qualifications in the above 1.1 (i), (ii) and (iii).

- 1.2. *Physical Qualifications* : Candidates should be of sound physical and mental condition to serve in any part of the island.

##### 1.3. Other Qualifications :

- I Post should have been confirmed.
- II Candidate should not have been punished on disciplinary grounds in terms of Public Service Commission Circular No.01/2020.
- III Should have passed the required efficiency bar examinations.
- IV Should have obtained language proficiency at required level.
- V Should have completed all the qualifications required to the post as at the date of calling applications.

#### 02. Age Limit : Not relevant

03. *Salary* : This post carries the salary scale of Rs.47,615-10X1,335-08X1,630-17x2,170-Rs.110,895/- (SL-01-2016) according to the schedule I of the Public Administration Circular No.03/2016 of 25.02.2016. In addition to this, you are entitled to the other allowances paid by the Government, from time to time to the Public Officers.

#### 04. Service Conditions

- I. This post is permanent and pensionable. You shall contribute to the Widows' & Orphans' Pension Scheme or to the Widowers' & Orphans' Pension Scheme as the case may be. You are subjected to pay contributions thereof, as declared by the Government, from time to time.

- II. Those officers who are appointed to this post will be subjected to an acting period of one year.
- III. All the recruitments are subjected to conditions of the Service Minutes of the Sports Officers' Combined Service in the Department of Sports Development which was published in the extra ordinary gazette No. 1986/2 of 26.09.2016, Establishment Code, Financial Regulations of the Sri Lanka Democratic Socialist Republic and Procedural Regulations of the Public Service Commission, and amendments issued thereto from time to time.

05. Recruitment Procedure

Candidates, who have completed all the qualifications for the closing date for the application as stated in the notice, will be recruited according to the sequence of total marks in the descriptive marking scheme obtained at the competency evaluation interview, which will be conducted by an Interview Board appointed by the Public Service Commission.

**Descriptive Marking Scheme**

	<i>Main Heads for Marking</i>	<i>Maximum Marks</i>															
01.	<p><b><u>Additional Service Experience</u></b></p> <p>The weighted service period according to the service category/grade from the date of completion of the relevant basic qualification in the above (paragraph 1.1) to the last date of calling for applications is calculated as follow.</p> <p>(Service period of Management Assistant Technological Segment 2 service category of Sports Officers' Combined Service)+1.25x (Supervisory Management Assistant Technological Service Category Grade III of Sports Officers' Combined Service)+2.00x (Supervisory Management Assistant Technological Service Category Grade II of Sports Officers' Combined Service)+2.10x(Supervisory Management Assistant Technological Service Category Grade I of Sports Officers' Combined Service)+2.20x (Management Assistant Supra Class of Sports Officers' Combined Service)</p> <p>Maximum marks are given to the candidate who has the highest weighted service period as computed above and thereafter marks are given for the weighted service periods of other candidates proportionately.</p> <p><b>Note:</b> "service period" indicates the active and satisfactory service period. According to the 14<sup>th</sup> clause of the service minutes, each service category, class / grade also includes the relevant paid period of service existed prior to absorption, mentioned in the para 1.1 above.</p>	30															
02.	<p><b><u>Additional Educational Qualifications</u></b></p> <p>Courses followed under Sports Administration or Management,</p> <table border="0"> <tr> <td>(i)</td> <td>For a Post Graduate Degree</td> <td>- 25 Marks</td> </tr> <tr> <td>(ii)</td> <td>For a Post Graduate Diploma</td> <td>- 20 Marks</td> </tr> <tr> <td>(iii)</td> <td>For a Degree</td> <td>- 15 Marks</td> </tr> <tr> <td>(iv)</td> <td>For a Diploma (Not less than 06 months)</td> <td>- 10 Marks</td> </tr> <tr> <td>(v)</td> <td>For a Certificate Course (Not less than 03 months)</td> <td>- 05 Marks</td> </tr> </table> <p>Note I :Marks will not be given for any preliminary qualification considered in the para 1.1 above.</p> <p>Note II: All the above qualifications should be obtained by a University recognized by the University Grant Commission or Government Training Institution or Foreign Training Institution recognized by the Government.</p> <p>Note III:When awarding marks for part-time courses, marks will be calculated considering that 1500 hours of a study are covered in a full year course.</p>	(i)	For a Post Graduate Degree	- 25 Marks	(ii)	For a Post Graduate Diploma	- 20 Marks	(iii)	For a Degree	- 15 Marks	(iv)	For a Diploma (Not less than 06 months)	- 10 Marks	(v)	For a Certificate Course (Not less than 03 months)	- 05 Marks	25
(i)	For a Post Graduate Degree	- 25 Marks															
(ii)	For a Post Graduate Diploma	- 20 Marks															
(iii)	For a Degree	- 15 Marks															
(iv)	For a Diploma (Not less than 06 months)	- 10 Marks															
(v)	For a Certificate Course (Not less than 03 months)	- 05 Marks															

	<i>Main Heads for Marking</i>	<i>Maximum Marks</i>
03.	<p><b><u>Special Skills exposed in the posts of Sports Coach and Headquarters Sports Officer</u></b></p> <p>I. For the moments/opportunities participated in as a Coach/Administrator/ Manager/Judge</p> <p>i. Olympic Games - 08 Marks each</p> <p>ii. Commonwealth Games/World Championships/ Para World Championships - 07 Marks each each</p> <p>iii. Asian/ Para Asian Competitions - 05 Marks each each</p> <p>iv. South Asian Games/ Asian Games - 03 Marks each each</p> <p>v. National Level - 02 Marks each each (National Sports Festival / National Championships – Sports Associations)</p> <p>* Marks will be given for only 02 maximum opportunities.</p> <p>* Documents should be provided for the confirmation.</p> <p>II. 02 marks each for certificates of commendation obtained by G230B format - Maximum 04 Marks</p>	<p>16</p> <p>04</p>
04.	<p><b><u>Additional Service Experience</u></b></p> <p>Courses followed relating to Sports or Administration</p> <p><b>Local</b></p> <p>1. One year or more - 10 Marks</p> <p>2. Six months or more - 07 Marks</p> <p>3. Two weeks or more - 05 Marks</p> <p>4. More than two days but less than two weeks - 03 Marks</p> <p>Note I: Marks will not be given for any additional educational qualification considered in the para 1 above.</p> <p>Note II: All the above qualifications should be obtained by a University recognized by the University Grant Commission or Government Training Institution or Foreign Training Institution recognized by the Government.</p> <p>Note III: When awarding marks for part-time courses, marks will be calculated considering that 1500 hours of a study are covered in a full year course.</p>	20
05.	<p><b><u>Attitudes shown at the interview</u></b></p> <p>Leadership 02 Marks</p> <p>Personality 02 Marks</p> <p>Communication 01 Marks</p>	05
	<b>Total</b>	<b>100</b>

**N.B. :** Certificates/qualifications submitted for the recruitment to the post in Sports Officers' Combined Service/for promotions/getting through an Efficiency Bar examination, will not be considered again for giving marks. Qualifications in 1-4 above should be valid for the closing date of calling for applications.

06. Applications should be prepared in 22x29cm size A4 sheets and information from 01 to 07 should be on the first page and from 08 should be on the second page. Applicant should himself/herself prepare the application by his/her own handwriting legibly. Applications that are incomplete, without basic qualifications, received after due date, do

not conform to the specifications will be rejected without notice. A copy of the application may be retained with the applicant for his/her use. Applicant should himself/herself be satisfied with the application perfected by himself/herself according to the Specimen Form. Otherwise it will be rejected. Applications should be prepared as per the Specimen Form. Receipt of applications will not be acknowledged. Applicants should submit their applications prepared according to the specimen Form, appearing at the end of this notice, by registered post, on or before **25.12.2021**, to the Director General, Department of Sports Development, No. 09, Philip Gunawardane Mawatha, Colombo 07. On the top left corner of the envelope, should bear the legend “Limited recruitment to the post of Assistant Director (Sports)-2020.

N.B.-

(a) No documents or copies of documents should be attached to the application form.

(b) Applications of candidates who fail to produce documents when required to do so will not be considered.

**07. Providing bogus information**

If any of the information provided in the application found to be false or incorrect, before recruitment to the post, your candidature will be cancelled, and if such information was found to be incorrect or false after recruitment, action will be taken to dismiss from the post, subject to the relevant procedure.

08. Procedural rules and Regulations of the Public Service Commission, circulars with regard to the Public Service issued from time to time as well as the Service Minute relevant to Grade III of executive service category and the amendments made thereto are relevant to the post.

09. Any matter not mentioned in this gazette notification should be dealt with the final decision of the Public Service Commission and the Public Service Commission will reach a final decision as regards filling of vacancies or not filling vacancies or filling a portion of vacancies.

By the order of the Public Service Commission,

.....  
**W.M. Anuradha Wijekoon**

Secretary,

Ministry of Youth and Sports,

No. 09,

Philip Gunawardane Mawatha,

Colombo 07.

**Ministry of Youth and Sports**

**Department of Sports Development**

**APPLICATION FOR THE LIMITED RECRUITMENT TO THE POST OF ASSISTANT DIRECTOR  
(SPORTS) OF EXECUTIVE CATEGORY GRADE III (SL – 1 – 2016) OF SPORTS OFFICERS’ COMBINED  
SERVICE IN THE DEPARTMENT OF SPORTS DEVELOPMENT**

01.

I. Name with initials :

a. In Sinhala : .....

b. In English : .....

II. Names denoted by initials :

a. In Sinhala : .....

b. In English : .....

02.

I. Private Address :

II. Official address:

III. Telephone No. :                      Mobile : ..... Office : .....

03. Gender :

Write in the relevant box :

Male - 0 ☐

Female - 1 ☐

04. National Identity Card No.: .....

05. Date of Birth : Year : ..... Month : ..... Date : .....

06. Age as at ...../...../2021 Years:..... Months:..... Days:.....

07.

a. Have you completed all the qualifications stated in the para 1.1. of the notice of calling applications for the date of calling applications?

b. State under which category you are qualified in para 1.1. (I, III or IV) (Indicate the qualification acquired first)

c. If you are qualified under category III or IV of 1.1., submit information below.

I. Degree : .....

II. Date of Graduation : .....

III. University / Institute : .....

IV. Registered No. : .....

V. External / Internal : .....

VI. Subjects : .....

d. Present post : .....

Grade : .....

Date of Appointment to the present post : .....

Date of confirmation in that post : .....

Salary code and salary scale : .....

08. Efficiency Bar examinations :

<i>Efficiency Bar examinations</i>	<i>Date to be got through</i>	<i>Date got through</i>	<i>If grace period is granted duration of grace period and No. &amp; date of the letter</i>	<i>If released No. &amp; date of the letter</i>

09. Details of Half Pay/No pay leave :

<i>Half pay or No pay</i>	<i>Date commenced</i>	<i>Date of conclusion</i>	<i>Time period (Years, months, Days)</i>



10. Whether found guilty of any disciplinary action within your service period? Yes/ No

11. If yes for the above, No. and date of the disciplinary order

.....

12. Indicate the active and satisfactory service periods in the table below.

12.1 After absorption to the Service Minutes No. 1986/2 of 26.09.2016 :

<i>Serial No.</i>	<i>Service/Grade</i>	<i>Date of appointment/ Promotion/ Absorption</i>	<i>active and satisfactory service period (Years/Months/Days)</i>

12.2 Before absorption to the Service Minutes No. 1986/2 of 26.09.2016 :

<i>Serial No.</i>	<i>Service/Grade</i>	<i>Date of appointment/ Promotion/ Absorption</i>	<i>active and satisfactory service period (Years/Months/Days)</i>

13. Additional Educational Qualifications :

<i>Serial No.</i>	<i>Qualifications</i>	<i>University/ institution obtained</i>	<i>Effective Date</i>

14. Special skills performed in the posts of Sports Coach and Headquarters Sports Officer :

.....  
.....  
.....  
.....  
.....  
.....

15. Additional Professional Qualifications :

.....  
.....  
.....  
.....  
.....

16. Confirm the information below :

- I. Whether earned all requisite increments within 05 year immediately preceding.  
Yes/No
- II. Whether found guilty of any disciplinary action according to Public Service Commission's Circular No.01/2020, within 05 year immediately preceding.
- III. Whether obtain half pay or no pay leave within the service period.

17. Applicant's Certificate :

I do hereby certify that the information provided in this application is true and accurate. I am aware that, I will be liable to disqualified to be recruited to this post and dismissed in the event such information is found to be false after appointment.

Date : .....

.....,  
Signature of the applicant.

18. Should be completed by the Head of the Department.

1. Whether this officer has been subjected to any disciplinary actions within 05 years immediately preceding actions are not begging instituted against him/ her at present? Yes / No
2. If "yes" state information. ....
3. Has he/ she obtained no pay leave during his / her service period? Yes / No
4. If "yes" write down the information on no pay leave obtained in the period of service.  
.....
5. I certify that this officer has earned/ not earned all the increments within 05 years immediately preceding as at the date of calling application.

As Mr./ Mrs./ Miss. .... who is serving at this Department as a ..... has completed/ not completed all the required qualifications relevant for applying to the post of Assistant Director ( Sports) of Executive Service Category, Grade III (SL – 1 – 2016) of Sports Officers' Combined Service in the Department of Sports Development, I hereby recommended / not recommended this application.

Date : .....

.....,  
Signature of Head of Department.  
(Official Frank)

**AMENDMENT OF CLOSING DATE OF APPLICATIONS FOR RECRUITMENT OF REGISTRAR  
OF MARRIAGES, BIRTHS AND DEATHS**

**Registrar General's Department**

**RATNAPURA DISTRICT**

IT is kindly notified that the closing date of application for recruitment for the post of Marriages, Births and Deaths Registrar, which was published by me in the *Gazette* No. 2243 of 27.08.2021 is extended as **15.12.2021**.

02. Please note that the closing date of applications only changed all other details in the said *Gazette* notification remain unchanged.

**W. M. M. B. WEERASEKARA,**  
Registrar General.

11-832

**AMENDMENT OF CLOSING DATE OF APPLICATIONS FOR RECRUITMENT OF REGISTRAR  
OF MARRIAGES, BIRTHS AND DEATHS / ADDITIONAL MARRIAGES (GENERAL)**

**Registrar General's Department**

**GAMPAHA DISTRICT**

IT is kindly notified that the closing date of application for recruitment for the post of Marriages, Births and Deaths/ Additional Marriages (General) Registrar, which was published by me in the *Gazette* No. 2240 of 06.08.2021 is extended as **15.12.2021**.

02. Please note that the closing date of applications only changed all other details in the said *Gazette* notification remain unchanged.

**W. M. M. B. WEERASEKARA,**  
Registrar General.

11-833

**AMENDMENT OF CLOSING DATE OF APPLICATIONS FOR RECRUITMENT OF REGISTRAR  
OF MARRIAGES, BIRTHS AND DEATHS / ADDITIONAL MARRIAGES (GENERAL)**

**Registrar General's Department**

**COLOMBO DISTRICT**

IT is kindly notified that the closing date of application for recruitment for the post of Marriages, Births and Deaths/ Additional Marriages (General) Registrar, which was published by me in the *Gazette* No. 2240 of 06.08.2021 is extended as **15.12.2021**.

02. Please note that the closing date of applications only changed all other details in the said *Gazette* notification remain unchanged.

**W. M. M. B. WEERASEKARA,**  
Registrar General.

11-834

**AMENDMENT OF CLOSING DATE OF APPLICATIONS FOR RECRUITMENT OF REGISTRAR OF MUSLIM MARRIAGES**

**Registrar General's Department**

COLOMBO DISTRICT

IT is kindly notified that the closing date of application for recruitment for the post of Muslim Marriages Registrar, which was published by me in the *Gazette* No. 2240 of 06.08.2021 is extended as **15.12.2021**.

02. Please note that the closing date of applications only changed all other details in the said *Gazette* notification remain unchanged.

**W. M. M. B. WEERASEKARA,**  
Registrar General.

11-835

**AMENDMENT OF CLOSING DATE OF APPLICATIONS FOR RECRUITMENT OF REGISTRAR OF BIRTHS AND DEATHS**

**Registrar General's Department**

GAMPAHA DISTRICT

IT is kindly notified that the closing date of application for recruitment for the post of Births and Deaths Registrar, which was published by me in the *Gazette* No. 2240 of 06.08.2021 is extended as **15.12.2021**.

02. Please note that the closing date of applications only changed all other details in the said *Gazette* notification remain unchanged.

**W. M. M. B. WEERASEKARA,**  
Registrar General.

11-836

**AMENDMENT OF CLOSING DATE OF APPLICATIONS FOR RECRUITMENT OF REGISTRAR OF MARRIAGES, BIRTHS AND DEATHS/ ADDITIONAL MARRIAGES (GENERAL)**

**Registrar General's Department**

KALUTARA DISTRICT

IT is kindly notified that the closing date of application for recruitment for the post of Marriages, Births and Deaths/ Additional Marriages (General) Registrar, which was published by me in the *Gazette* No. 2240 of 06.08.2021 is extended as **15.12.2021**.

02. Please note that the closing date of applications only changed all other details in the said *Gazette* notification remain unchanged.

**W. M. M. B. WEERASEKARA,**  
Registrar General.

11-837

**REGISTRAR GENERAL'S DEPARTMENT**

**Post of Registrar of Births and Deaths - Sinhala Medium**

**GALLE DISTRICT**

APPLICATIONS are called for the post of Registrar of Births and Deaths for the divisions set out in the schedule hereof;

01. Applicant should be a permanent resident of relevant Registrar of Births and Deaths Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Both Male and Female candidates can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 65 years).
04. Applicant should have passed minimum of 06 subjects including Sinhala Language with 02 Credit passes in not more than Two (02) sittings in GCE (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the division or else should have passed in any other similar examination.  
  
**N. B.** in case a subject contains 02 parts at GCE (O/L) or any other similar examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.
05. Applicant should have the ability to establish the office in a centrally located building that ensure respect of the post and enable easy access by all or majority of residents.  
  
Under circumstances where there is no adequate office facilities provided within the hospital premises, recruited candidate for post of the Registrar of Births and Deaths, should be able to establish his/ her office at a suitable building located in the close proximity within 01 k.m. from the Hospital.
06. Additional details such as village name list/Grama Niladhari Divisions of the relevant division of Births and Deaths, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.
07. Relevant application and the said "Annex - 01" inclusive of village name list/ Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
08. Duly filled applications should be forwarded on or before **27.12.2021** by registered post to the address given in the Schedule.

**W. M. M. B. WEERASEKARA,**  
Registrar General.

11th November, 2021,  
Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.

### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post &amp; Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Galle	Bope Poddala	Post of Births & Deaths Registrar of Karapitiya Maternity Hospital Division	District Secretary/ Additional Registrar General, District Secretariat, Galle.

11-838

## Examination, Results of Examinations & c.

### MINISTRY OF LABOUR

#### LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF LABOUR OFFICER - II OF THE DEPARTMENT OF LABOUR - 2021

APPLICATIONS are invited from Sri Lankan citizens who have fulfilled the qualifications stated in Paragraph 02 as at the closing date of applications i.e.31.12.2021 to be recruited on Limited basis, as per the provisions in the Scheme of Recruitment approved by the Public Service Commission to fill 60 vacancies existing in the post of Labour Officer - II of the Department of Labour which comes under the Ministry of Labour. The examination will be held in March 2022 in examination centers in Colombo only.

#### 01. Method of Recruitment:

Recruitment will be made according to the merit order of the results of the written examination and scrutinizing of qualifications at an interview. Marks will not be given for the interview.

#### 02. Qualifications:

##### 2.1: Educational Qualifications/ Professional Qualifications/ Experience:

- (a) Having a Degree obtained from a University recognized by the University Grants Commission or being a Lawyer who has taken oaths in Supreme Court and having completed an active and satisfactory period of service of not less than five (05) years in a permanent and pensionable post which carries the salary scale MN-1-2016 or above in Public/ Provincial Public Service.

Or

- (b) Having completed an active and satisfactory period of service of not less than ten (10) years in a permanent and pensionable post which carries the salary scale MN-1-2016 or above in Public/ Provincial Public Service as at the date stated in the notification calling applications.

##### 2.2: Physical Fitness:

Every candidate should be physically and mentally fit in every respect to serve in any part of Sri Lanka and to perform the duties of the post.

2.3: Other Qualifications:

- (I) Appointment should be confirmed.
- (II) Should have a satisfactory period of service during the period of five years (05) immediately preceding the date on which the qualifications should have been fulfilled.
- (III) Should have earned all the increments during the 05 years immediately preceding the date on which the qualifications should have been fulfilled.
- (IV) Should have not been subjected to any disciplinary punishment other than warning during the immediately preceding five years.
- (v) All the necessary qualifications required for the post should have been fulfilled in every respect as at the date mentioned in the notification calling applications.

03. Age Limit: Irrelevant

04. Terms of Employment and Service Conditions:

- I. This post is permanent and pensionable. The candidates who are selected to the post of Labour Officer - Grade II of the Department of Labour shall be subject to policy decisions taken by the Government in future in respect of the pension.
- II. The post is subject to an acting period of one year.
- III. 1st Efficiency Bar should be passed before the lapse of 03 years from the date of appointment as mentioned in the Scheme of Recruitment.
- IV. With regard to official language policy the provisions of Public Administration Circular No. 01/ 2014 and the circulars incidental thereto, shall prevail.
- V. Selected candidates will be appointed to the post of Labour Officer - Grade II subject to the general conditions governing the appointments in the Public Service. Procedural Rules of Public Service Commission, Financial Regulations, Provisions in the Establishments Code and any amendments made or to be made hereafter other Departmental orders and the terms and conditions set out in the scheme of recruitment approved by the Public Service Commission on 26.09.2013 and any amendments made or to be made here after to the scheme of recruitment.
- VI. Selected candidates should serve in any part of the Island in which they are called upon to serve.
- VII. Commissioner General of Labour has the power to cancel the appointment of an applicant who fails to assume duties on due date in the post offered, and / or who rejects or avoids assuming duties in the appointed post or the appointed area.

05. Salary Scale:

The monthly salary scale applied to this post in Rs. 34605-10x660-11x755-15x930- Rs. 63460/- (Salary code MN- 05- 2016 as per Public Administration Circular No. 03/ 2016 dated 25.02.2016. Salary will be paid according to the Schedule II of said Circular.)

06. Written Examination:

Written examination will consist of 02 question papers.

Question Paper	Time	Maximum Marks	Pass Marks
01. Labour Laws	03 hours	100	40
02. Case Study	03 hours	100	40

The examination will be conducted in Sinhala, Tamil and English medium only. Candidates are not allowed to change the applied medium later.

A Candidate should sit for the examination in the same language in which he had passed the Qualifying/ Interview to enter the Public Service or in an Official Language. Further, a candidate should answer all the question papers in the same language.

Candidates should sit for all question papers and only those who secure 40% or more marks for each paper will be called for the General Interview. The number of candidates called for the interview, number of vacancies to be filled, and the effective date of appointment will be decided by the Commissioner General of Labour.

In the event of several candidates obtaining the same marks, the decision shall be taken by the Commissioner General of Labour according to the instructions of the Public Service Commission, which shall be final.

07. The syllabus of the written examination is as follows:

<i>Name of the Question Paper</i>	<i>Syllabus</i>
01. Labour Laws	<p>The question paper will be based on the below mentioned Acts and Ordinances.</p> <ol style="list-style-type: none"> <li>Wages Boards Ordinance, No: 27 of 1941</li> <li>Shop and Office Employees (Regulation of Employment and Remuneration) Act, No: 19 of 1954.</li> <li>Industrial Disputes Act, No: 43 of 1950.</li> <li>Employees Provident Fund Act, No: 15 of 1958.</li> <li>Termination of Employment of Workmen (Special Provisions) Act, No: 45 of 1971.</li> <li>Payment of Gratuity Act, No: 12 of 1983.</li> <li>Trade Unions Ordinance, No: 14 of 1935.</li> <li>Employment of Women, Young Persons And Children Act, No: 47 of 1956.</li> <li>Maternity Benefits Ordinance, No: 32 of 1939.</li> <li>Factories Ordinance, No: 45 of 1942.</li> </ol>
02. Case Study	<p>This question paper is designed to test the creative thinking ability and problem solving ability of a candidate. For this purpose, problems created by combining one or more situations will be presented to the candidate.</p>

08. Interview:

General Interview will be held only to scrutinize qualifications.

N.B. Appearing for the Interview shall not be deemed as fulfillment of qualifications for the appointment.



09. Examination Fee:

Examination Fee is Rs. 600/= It should, be paid in cash to any Post office/ Sub Post Office/ District Secretariat/ Divisional secretariat in the island so as to be credited to the government revenue head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained in favour of the candidate after payment of examination fee should be pasted firmly on the specified place in the application by one border of it. Money Orders or stamps will not be accepted as examination fee. The examination fee once paid will not be refunded under any circumstances and will not be transferred for any other examination. It will be useful to keep a photocopy of the receipt.

10. Method of Application:

- (a) The application form should be in conformity with the specimen application form and it should be prepared using both sides of a A4 size paper in such a manner so that item numbers 01-9.2 appear on the first page, 10-13.10 appear on the second page, 13.11- 15 appear on the third page and the remaining numbers appear on the fourth page. Computerized/ Type/ Written application forms can also be used for this purpose. The particulars in the application form should be filled clearly in the hand writing of the applicant himself. The application forms which do not conform to the specimen application form and incomplete applications will be rejected without further notice. It might be useful for the applicant to keep a photo copy of the application. The applicant should check whether the prepared application form is in conformity with the specimen application form indicated at the end of the notification and if it is not in conformity the application may be rejected.
- (b) The application form should be filled in the language in which the candidate wishes to sit for the examination. If the application is prepared in Sinhala or Tamil the name of the examination should be written in English in addition to Sinhala or Tamil.
- (c) Post held by the applicant and his/ her work place at the time of applying for the examination will be applicable in respect of all the matters relevant to the examination and any change taken place in that regard after sending applications will not be considered.
- (d) Candidate should get his/ her signature attested by the head of the department or by an officer authorized by the head.
- (e) The duly completed application form should be sent by registered post through the Head of the Department to reach the below mentioned address on or before **31.12.2021**. The term "Limited Competitive Examination for Recruitment to the post of Labour Officer- II of the Department of Labour - 2021" should be written at the top left hand corner of the envelope in which the application is enclosed. Any application received after the closing date will not be accepted.

Commissioner General of Examinations,  
Institutional Examinations Organizations Branch,  
Department of Examinations  
P.O box 1503,  
Colombo.

- (f) Any application which is not complete in every respect will be rejected. Complaints regarding the loss or delay of applications will not be accepted.

11. On the presumption that applications have been forwarded only by persons who have fulfilled the qualifications referred to in the *Gazette* Notification, admission cards will be issued by the Commissioner General of Examinations to the applicants who have submitted duly completed applications along with the receipt obtained by paying the prescribed examination fee on or before the closing date of applications. Immediately after the issue of admission cards to the applicants, and advertisement to that effect will be published in the newspapers and official web site of the Department of Examinations, Sri Lanka. If the Admission is not received by applicant even after 2 or 3 days of publishing the

advertisement he/ she should inquire from Institutional Examinations Organization Branch of the Department of Examinations, as mentioned in the advertisement. When inquiring the name of the examination applied for, full name, address and the National Identity Card number of the applicant should be mentioned. If you are an applicant outside Colombo, you should notify the Department of Examinations, by fax using the fax number mentioned in the notice, along with the above particulars and a letter of request furnishing a fax number to send you a copy of the admission card by fax. Moreover, in the event of inquiring from the Department of Examinations, it would be more useful to keep copies of the application form, receipt obtained for payment of Examination fee and the registration receipt obtained for posting of application in order to prove any information requested by the Department of Examinations, Sri Lanka.

#### 12. Appearing For the Examination:

- (a) The Commissioner General of Examinations shall issue admission cards to all applicants who have correctly perfected their applications. A candidate who fails to produce his/ her admission card will not be permitted to sit for the examination.
- (b) A candidate must sit for the examination at his/ her respective examination hall under the relevant index number. Every candidate who sits for the examination should hand over his/ her admission card with the signature certified, to the Chief Examiner on the first day of examination.
- (c) Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations in respect of holding the examination and issuing of results. If a candidate violates these rules and regulations he/ she will be liable to punishment imposed by the Commissioner General of Examinations. The decision of the Commissioner General of Examination shall be final in respect of holding the examination and issuing of results.
- (d) Examination results:  
The result sheet, including the names of the candidates who secure 40% or more marks in the examination for each subject will be sent to the Commissioner General of Labour of the Department of Labour. Results will be personally posted to every candidate who appears for the examination or be published on the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

Note: Issue of an admission card should not be considered as fulfillment of eligibility to sit for the examination or as fulfillment of qualifications for the post.

#### 13. Identity of Candidates:

A candidate is required to prove his/ her identity at the examination hall to the satisfaction of the Chief Examiner for each subject he/ she appears. Any one of the following documents shall be accepted for this purpose :

- (a) National Identity Card
- (b) A valid passport
- (c) A valid driving license

Furthermore, the candidates should enter the examination hall without covering their faces and ears to confirm their identity. The candidates who refuse to confirm their identity will not be admitted to the examination hall. The candidates should stay without covering their faces and ears until they leave the examination hall.

#### 14. Penalty for Furnishing False Information:

If a candidate is found unqualified, his/her candidature is liable to be cancelled prior to the examinations, while conducting the examination or subsequent to the examination or at any time thereafter. If it is found that a candidate has furnished information knowing that they are false, or if he/ she has willfully suppressed any material fact, he/ she shall be liable for dismissal from the Public Service.

15. The Commissioner General of Labour has the power of not filling some or all the vacancies and to take decisions on any matter which has not been stated in these regulations
16. In the event of discrepancy between the Sinhala, Tamil and English copies of this notification, the sinhala version shall prevail.

B. K. PRABATH CHANDRAKEERTHI,  
Commissioner General of Labour.

Department of Labour,  
Labour Secretariat,  
Narahenpita,  
Colombo - 05.  
15.11.2021

SPECIMEN OF APPLICATION FORM

For office use only

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST LABOUR  
OFFICER - II OF THE DEPARTMENT OF LABOUR - 2021**

01. Medium

Language medium in which you wish to sit for the examination:

Sinhala - 2

Tamil - 3

English - 4

(write the relevant number in the box)

Application form should be filled in the language medium in which you wish to sit for the examination.

02. Personal details -

2.1 Name with initials at the end : .....  
(In English capital letters) Eg: (SILVA A. B. D. P. A)

2.2 Name in full : .....  
(In English capital letters)

2.3 Name in Full : .....  
(In Sinhala/ Tamil)

03. 3.1 Official Address : (In English capital letters) (Admission card will be posted to this address) .....

3.2 Official Address (In Sinhala/ Tamil) : .....

3.3 Personal Address (In Sinhala/ Tamil) : .....

04. Gender : (Male - 0, Female - 1)

Write the relevant number in the box

05. NIC No : 

--	--	--	--	--	--	--	--	--	--	--	--	--
06. Mobile Phone Number : 

--	--	--	--	--	--	--	--	--	--
07. Civil Status : (Unmarried - 1, Married - 2)  
Write the relevant number in the box 

--
08. Nationality : (Sinhala -1, Tamil - 2, Indian Tamil - 3, Muslim - 4, other - 5)  
Write the relevant number in the box 

--
09. 9.1 Date of birth : Year 

--	--	--	--

 Month 

--	--

 Date 

--	--
- 9.2 Age as at 31.12.2021 : Years 

--	--	--	--

 Months 

--	--

 Days 

--	--
10. State the language medium in which you passed the qualifying examination/ interview to enter the post/ service/ grade you are serving as at 31.12.2021 : .....
11. Have you completed all the qualifications stated under Paragraph 02 of the *Gazette* notification as at 31.12.2021?  
.....
12. Educational Qualifications:
- 12.1 Degree : .....
- 12.2 University/ Institution : .....
- 12.3 Result (If you have obtained a class, please state) : .....
- 12.4 Date of validity of Degree : .....
- 12.5 Language medium in which sat for the examination : .....
- 12.6 Date of taking oaths as Lawyer in Supreme Court : .....  
(Please state if applicable only)
13. Experience :
- 13.1 Please state the services/ grades (a class, a grade or a segment, if any) which gives you the qualification for examination candidature : .....
- 13.2 Post held at present : .....
- 13.3 Whether that post belongs to Government service or Provincial Government Service ? .....  
.....
- 13.4 Grade : .....
- 13.5 Class/ Segment : .....
- 13.6 Date of Appointment to the post : .....
- 13.7 Date of Confirmation in the post : .....

- 13.8 Salary Code No : .....
- 13.9 Salary Scale : .....
- 13.10 If several service periods are applicable in order to be qualified to apply for the examination, please state the details of such active and satisfactory periods of service in the chart below.

Name of the Service/ Grade	Salary Code as per the P. A. Circular (Eg: MN-1-2016)	Date of Appointment	Date of Confirmation
1) .....	.....	.....	.....
2) .....	.....	.....	.....
3) .....	.....	.....	.....
4) .....	.....	.....	.....

- 13.11 Total period of active and satisfactory service as at 31.12.2021 in a post approved in terms of the conditions stated in Para 02 of the *gazette notification* .....

**14. Payment of Examination Fee :**

- 14.1 Amount paid : .....
- 14.2 Post Office/ Sub Post Office to which the Examination Fee was paid : .....
- 14.3 Date of payment : .....
- 14.4 Receipt No : .....

Paste the receipt here firmly by one border of it.  
(Keeping a photocopy of the receipt will be useful)

**15. Declaration of the Applicant :**

I do hereby declare that I have earned all the increments during the period of five years immediately preceding 31.12.2021 and that I have completed an active and satisfactory period of service as per Paragraph 2.1 of the *Gazette Notification* as at 31.12.2021 and that I have not been subject to any disciplinary punishment (other than warning). I do hereby declare that I am qualified to appear for the Limited Competitive Examination in terms of all the rules and regulations stated in the *Gazette Notification* and that all the particulars furnished by me in this application are true to the best of my knowledge. I have pasted the cash receipt bearing the No ..... dated ..... which was obtained for payment of the examination fee.

I agree to be bound by the rules and regulations of the examination and agree to the cancellation of my candidature prior to the examination, or subsequent to the examination if my disqualification is revealed according to the Scheme of Recruitment which includes the provisions of the examination. Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations in respect of the conduct of the examination and issue of results.

.....  
Date.

.....,  
Signature of the Applicant.

16. **Attestation of applicant's signature :**

I hereby certify that Mr. / Mrs. / Miss. .... (Applicant's full name) who submits this application is known to me personally, and that he/ she has paid the prescribed examination fee and affixed the relevant receipt herein. He/ she placed his/ her signature in my presence on .....

Date .....

.....  
Signature of the Attesting Officer.

Name in full of the Signature attesting officer : .....

Designation : .....

Address : .....

(To be certified by placing the official Stamp)

17. **Certificate of the Head of the Department : (As per the personal file of the applicant)**

I do hereby certify that Mr./ Mrs./ Miss. .... who is submitting this application is serving in the post of ..... in this Ministry/ Department which is under the Central Government/ Provincial Council and that he/ she has earned all the increments during the period of five years immediately preceding 31.12.2021 and that he/ she has not been subject to any disciplinary punishment (other than warning) during that period and has completed an active and satisfactory period of service of ..... years (five/ ten) as per Para 2.1 of *Gazette Notification*. I further certify that he/ she is qualified to appear for the examination in terms of the regulations stated in the relevant *Gazette Notification* and that he/ she has paid the examination fee and pasted the receipt and placed his/ her signature in my presence.

Date .....

.....  
Signature of the Head of the Department/  
Authorized Officer)

Name : .....

Designation : .....

Date : .....

(Place Official Stamp)

**STATE MINISTRY OF RURAL HOUSING AND BUILDING MATERIALS INDUSTRIES  
PROMOTION**

**Open Competitive examination for the recruitment to the post of quantity surveyor assistant of the  
supervisory management assistant Non Technical/ technical category of the department of Government  
factory - 2021**

APPLICATIONS are invited from Sri Lankan citizens by the Commissioner General of Examinations for the limited open competitive examination scheduled to be held in Colombo in February 2022 to fill vacancies in the following posts of the Department of Government Factory.

<i>Post</i>	<i>No. of Vacancies</i>
Quantity Surveyor Assistant	02

**01. Salary Scale:**

1.1: Salary Code No : MN-3-2016

1.2: Salary Scale : Rs. 31,040-10x445- 11x660 - 10x730 - 10x750 - Rs. 57,550/=

**02. Grade to which recruitment is made : Grade III**

**03. Educational Qualifications :**

- Should have passed six (06) subjects at the same sitting with credit passes to Sinhala/ Tamil/ English Language and two other subjects of Language and Mathematics at the General Certificate of Education (Ordinary Level) Examination, and
- Should have passed all subjects at the same sitting at the General Certificate of Education (Advanced Level) Examination (other than Common General Test)

**04. Professional Qualifications :**

Should have obtained National Certificate of Technology (Quantity Surveying) of level five (05) or six (06) of the National Vocational Qualifications awarded by a technical or technological college recognized the Vocational and Tertiary Education Commission.

**05. Experience :**

Having two year experience in a recognized technical institution of the relevant field will be considered as a special qualification.

**06. Physical Qualifications :**

Every applicant should be physically and mentally fit to perform the duties of the post and serve in any part of Sri Lanka.

**07. Other Qualifications :**

- (i) Should be a citizen of Sri Lanka;
- (ii) Should be of excellent moral character;
- (iii) The candidate is considered as having fulfilled all the qualifications required to sit the competitive examination only if he/ she has fulfilled the relevant qualifications and the prescribed age limit in every respect on the date mentioned in the notice calling for applications;

**08. Age :**

- 8.1 Minimum limit : Not less than 18 years  
8.2 Maximum limit : Not more than 30 years  
(Accordingly only those whose birthdays fall on or before **12.12.2003** and on or after **12.12 1991** are qualified to apply)

**09. Method of Recruitment :**

Candidates who have passed the written examination will be recruited to the post on the order of merit and according to the number of vacancies having verified the qualifications through a general interview.

**10. Examination :-****10.1 Written examination :**

Subjects	Time	Maximum marks	Pass marks
General Knowledge and understanding	01 hour	100	40
Quantity surveying and the use of SLS 573	03 hours	100	40

- (i) The examination will be held in Sinhala, Tamil and English medium;
- (ii) The candidates can sit the examination in the language of their choice and all question papers of the examination should be answered in the same language;
- (iii) The language medium applied will not be allowed to be changed at the examination;
- (iv) The examination fee is Rs. 600.00  
The receipt obtained for the payment of fees from any post office/ sub post office should be pasted in the relevant cage of the application form so as not to be detached. Money orders or stamps for the examination fee will not be accepted. The fee paid for the examination will not be refunded under any circumstances. It is advisable to keep a photocopy of the receipt.

**10.2 Syllabus:**

Subject No. 01 - General Knowledge and understanding.

Syllabus	Nature of questions
<ul style="list-style-type: none"> <li>Topography of Sri Lanka, history, politics, sports and major events in recent times (including victories in the international arena)</li> <li>Important global events, topographic divisions, major cities, international organizations and their functions.</li> </ul>	Short questions & multiple choice questions

Subject No : 02 Quantity surveying and the use of SLS 573

S. No	Syllabus	Nature of questions
1.	Preparing bill of quantities using standard methods (SLS 573)	Compulsory questions
2.	Issuing relating in the preparation of bill of quantities	



S. No	Syllabus	Nature of questions
3.	Preparing bill of quantities for major construction activities	4 questions from the 07 questions from S. No 03 to 09 can be selected and answered.
4.	Estimation using estimate techniques	
5.	Preparing bid documents	
6.	Using contract conditions (CIDA/ SBD)	
7.	Obtaining collective measurements for the payment process	
8.	Inspecting interim and final accounts, contract variation	
9.	Knowledge on two - dimensional and three - dimensional plans	

10.3 **General Interview** : No marks are allocated, only the qualifications will be verified.

11. **Method of application** : The application should be in the form of the specimen appended to this notification using both sides of 8 1/2 x 12 (A4) size paper with numbers 01 to 05 to appear on the first page and remained in the other page. The application should be filled in own handwriting by the candidate in the language medium he/ she intends to sit the examination. The title of the examination appearing on the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms. Since the applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice, the candidates should ensure that the application is in line with the specimen application, it has been perfected with accurate information and that the receipt obtained against the examination fee has been affixed in the cage so as not to be detached. The applications perfected thus should be sent under the registered cover on or before 20.12.2021 to reach "Commissioner - General of Examinations, Institutional Examinations Organization Branch, Department of Examinations, PO. 1503, Colombo" on the top left - hand corner of the envelope enclosing the application "**Open competitive examination for the recruitment to the post of Quantity Surveyor Assistant of the Supervisory Management Assistant Non Technical/ Technical Category of the Department of Government Factory - 2021**" should be clearly indicated. Applications received after this date will be rejected.

Note :

- It is essential for applicants who are in the public service to submit their applications through their respective head of department/ institution.
  - Applications that are not completed in every aspect will be rejected. Any complaints regarding applications lost or delayed in the post will not be entertained.
  - A notification will be published in newspapers as soon as the admission cards are issued to the candidates by the Department of examinations. If the admission card is not received by any applicant even after 2 to 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address, the NIC number of the candidate should be indicated and copies of the application and receipt for the payment of examination fees kept in your possession should attached. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of examinations through the fax number mentioning the notification for sending a copy of the admission.
  - The applicants should have their signature in the admission card attested and on the first day of sitting the examination, the admission card so attested should be submitted to the Chief Supervisor of the Examination.
  - Issuance of an admission card to an applicant does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination or to be appointed to a post.
12. Applicant's signature in the application form & the admission card should be attested. An applicant who applies for the examination from an institution should get his signature attested by the head of the institution or by an officer authorized by him and other applicants by a Principal of a government school/ a retired officer, a Grama Niladhari of a division, a justice of peace, a commissioner of oaths, an attorney - at - Law, a notary public, a commissioned officer of the armed forces, or a staff officer holding a permanent post in the public service or the provincial public service, a chief incumbent of a Buddhist Temple or a venerable Nayaka Thero or a member of the clergy of any other religion holding a important position.

### 13. Identity of the candidate :

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

- I. National Identity Card
- II. Valid Passport
- III. Valid driving license

Candidates should be dressed in a manner which exposes the full face (including ears) ensuring their clear identification. 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 enabling the examiners to identify them easily.

- 14. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and issuance of results and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.
- 15. The results sheet of all the applicants will be submitted to the Director General, Department of Government Factory.
- 16. Any matter not included in these regulations will be dealt with as per the discretion of the Director General of the Department of Government Factory.
- 17. Results of the Examination .- The results sheet of the applicants who have secured not less than 40% of marks for each subject, prepared on the order of the merit will be submitted to "Director General, Department of Government Factory, Kolonnawa". Results will be personally informed to all applicants or will be published on the website of Department of Examinations [www.results.exam.gov.lk](http://www.results.exam.gov.lk)
- 18. In the event of any inconsistency between Sinhala, Tamil and English text of this *Gazette* Notification, the Sinhala text will prevail.

Director General,  
Department of Government Factory.

Department of Government Factory,  
Kolonnawa Road,  
Kolonnawa.  
23rd November, 2021.

For office use only

SPECIMEN APPLICATION FORM

**Open competitive examination for the recruitment to the post of Quantity Surveyor Assistant of the Supervisory Management Assistant Non Technical/ Technical Category of the Department of Government Factory - 2021**

Medium of examination

Sinhala 2

Tamil 3

English 4

(Write the relevant number in the cage)

This will not be allowed to be changed subsequently

1.0

1.1 Name in full (In English Block Letters)

.....  
.....  
(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with the last name first followed by the initials of other names (In English block letters)

.....  
(Eg: GUNAWARDHANA, H. M. S. K.)

1.3 Name in Full (In Sinhala/ Tamil)

.....  
.....

1.4 Name and address of the office/ department/ institution (In English block letters)

.....  
.....

1.5 Name and address of the office/ department/ institution (In Sinhala/ Tamil )

.....  
.....

2.0 The address to which the admission card should be sent (In English block letters)

.....  
.....

3.0 3.1 Gender :-

Female - 1

Male - 0

☐

(Write the relevant number in the cage)

3.2 Date of Birth : Year

Month

Date

3.3 Age as at the closing date of the application : .....

3.4 Marital Status : .....

4.0 NIC No : 

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5.0 Mobile Telephone No : 

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6.0 Educational qualifications :

6.1 G. C. E. (Advanced Level) Examination

Year : ..... Medium : .....

Index No : .....

Subjects Passed	Grade
(1)	
(2)	
(3)	
(4)	

6.2 G. C. E. (Ordinary Level) Examination

Year : ..... Medium : .....

Index No : .....

Subjects Passed	Grade	Subjects Passed	Grade

6.3 Professional Qualifications :

.....

.....

.....

.....

6.4 Experience :

.....

.....

.....

.....

7.0

7.1 Examination Fee : .....

7.2 Post office/ Sub post office : .....

7.3 Receipt No : .....

7.4 Date : .....

The examination fee is Rs. 600/= and the receipt obtained for the payment of that amount should be pasted here.  
It is advisable to keep a photocopy with you.

I declare that the information given herein are true and correct and that I am eligible to sit the examination from the language medium indicated above and that I have pasted herein the receipt for the payment of examination fees. I further declare that I am subject to the rules and regulations imposed by the Director General of Examinations in regard to the conduct of the examination and the release of results.

.....  
Date.

.....  
Signature of the applicant.

**Attestation of the Signature of the applicant**

I, certify that Mr./ Mrs./ Miss. .... who submits this application is personally known to me, that he/ she placed his/ her signature before me on ....., that prescribed examinations fees have been duly paid and the receipt thereof has been affixed herein.

.....  
Signature of attesting Officer.

Name of the Attesting Officer : .....  
Designation : .....  
Address : .....  
Date : .....

**Certification of the head of the department**

I, certify that Mr./ Mrs./ Miss. .... is employed as permanent employee of this Ministry/ Department and if selected to the post he/ she can be released from the service.

.....  
Signature and official stamp of the Head of the Department.

\* Delete whichever not applicable

Name : .....  
Designation : .....  
Address : .....  
Date : .....

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