

N.B.— Parts I:III and III of the *Gazette* No. 1,876 of 15.08.2014 were not published.

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

අංක 1,877 - 2014 අගෝස්තු මස 22 වැනි සිකුරාදා - 2014.08.22  
No. 1,877 - FRIDAY, AUGUST 22, 2014

(Published by Authority)

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

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

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*Note.*— Municipal Councils (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of August 01, 2014.

#### 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 12th September, 2014 should reach Government Press on or before 12.00 noon on 29th August, 2014.

#### 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*.”

P. H. L. V. DE SILVA,  
Acting Government Printer.

Department of Government Printing,  
Colombo 08,  
01st January, 2014.

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

Department of Examinations,  
Pefawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

## Posts – Vacant

### MINISTRY OF YOUTH AFFAIRS AND SKILLS DEVELOPMENT

#### Calling Applications to the Posts of Management Assistant (Demonstrator) of Supra Grade of the Department of Technical Education and Training

APPLICATIONS are invited from qualified officers who are holding the Post of Demonstrator Class I of service category of Management Assistant (Technology) segment 3 of the Department of Technical Education and Training to appoint to the Post of Management Assistant (Demonstrator) of Supra Grade of the Department.

01. *Recruitment Procedure.*— Appointments will be made equivalent to the No. of vacancies available, based on the merit order of the results of structural interview, in terms of provisions of the scheme of recruitment for the Posts of Management Assistant (Demonstrator) of Supra Grade of the Department, for the existing vacancies in Colleges of Technology and Technical Colleges, coming under the purview of the Department of Technical Education and Training.

	<i>Headings, to be given marks at the structural interview</i>	<i>Maximum Marks</i>
1.	Additional Educational Qualification	25
2.	Additional Vocational Qualifications, obtained relevant to the post	35
3.	Additional Experience obtained within the field relevant to the post	35
4.	Skills, at the interview	05
	Total	100

02. *Mode of Applications.*— Applicants should prepare their applications personally according to the specimen form herewith, in A4 size paper using both sides and send with the recommendation of their Head of the institution, under registered cover to reach the "Director General, Department of Technical Education and Training, P. O. Box 557, Olcott Mawatha, Colombo - 10" on or before 22.09.2014. The envelope enclosing the application should be marked "Posts of Management Assistant (Demonstrator) of Supra Grade of the Department of Technical Education and Training" on the top left hand corner.

03. *Salary, relevant to the post.*— Monthly consolidated salary scale applicable to this post is Rs. 20,030 - 11x365 -18x500 - Rs. 33,045. Salary will be paid in term of Public Administration Circular No. 06/2006, MN-7-2006(ඒ).

04. *No. of Vacancies.*— Nine (09) vacancies in Colleges of Technology and Twenty nine (29) vacancies in Technical Colleges will be completed on the results of this structural interview.

#### 05. *Qualifications :-*

- Should have completed five (05) year active and satisfactory period of service in Class I of Post of Demonstrator of the Department of Technical Education and Training.
- Should have earned prescribed five (05) salary increments within five (05) years. immediately prior to the date of applications.
- Should have been absorbed to Class I of Demonstrator Post of Management Assistant (Technology) segment 3 service of the Department of Technical Education and Training.
- Physical Fitness.*— Every candidate shall have sufficient physical and mental fitness to serve in any part of Sri Lanka and to discharge the duties of the post.
- Should have passed the Efficiency Bar Examination, relevant to the Class I.

All qualifications, need to recruit to the post should have been fulfilled by the closing date of applications.

06. *Mode of selection.*— Applicants, who selected based on the merit order of marks, of structural interview, should liable to serve in any College of Technology or Technical College which has vacancies and situated in any part of the Island. If acceptance at appointment at the attached College will be rejected, his appointment will be repealed and next qualified applicants will be called and vacancies will be completed.

07. These appointments will be made, subject to the general conditions, which control the Public Service appointments, rules mentioned in the scheme of recruitment relevant to this post and amendments, already done or would be done to such scheme.

08. Public Service Commission has the power to fill or not to fill vacancies and to take decision with regard to the matters that rules were not made herein.

09. In the event of any inconsistency between the Sinhala, Tamil and English texts of this *Gazette* Notification, Sinhala text shall prevail.

By order of the Public Service Commission,

Secretary,  
Ministry of Youth Affairs and Skills Development.

**MARKING SCHEME OF STRUCTURAL INTERVIEW FOR THE RECRUITMENT TO THE POST OF  
MANAGEMENT ASSISTANT (DEMONSTRATOR) OF SUPRA GRADE OF THE DEPARTMENT OF  
TECHNICAL EDUCATION AND TRAINING**

	<i>Headings, to be examined and given marks</i>		<i>Maximum Marks</i>
1.	<b>Additional Education Qualifications</b> 1. For a Diploma Course, not less than one year 2. Certificate Courses (not less than 06 months) 3. Certificate Courses (less than 06 months) - 02 marks per a certificate	10 07 08	<b>25</b>
2.	<b>Additional Vocational Qualifications (except qualifications related to the recruitment)</b> 1. Have fulfilled NVQ level 7 qualifications of relevant field obtained from the University of Vocational Technology or an institution recognized by the Tertiary and Vocational Education Commission  2. Have fulfilled NVQ level 6 qualifications of relevant field obtained from an Institution recognized by the Tertiary and Vocational Education Commission	20  15	<b>35</b>
3.	<b>Additional Experience :</b> 05 marks per a year, which over the active and satisfactory service period of 05 years in class I of the Post of Demonstrator		<b>35</b>
4.	<b>Skills at the interview</b>		<b>05</b>
	<b>Total</b>		<b>100</b>

APPLICATION FOR THE POST OF MANAGEMENT ASSISTANT  
(DEMONSTRATOR) OF SUPRA GRADE OF THE DEPARTMENT OF  
TECHNICAL EDUCATION AND TRAINING

3.2 Age as at closing date of applications :  
Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.

4. Whether married/unmarried/Widow :\_\_\_\_\_.

1. 1.1 Full Name (in block capital letters) :\_\_\_\_\_  
1.2 Full Name (in Sinhala) :\_\_\_\_\_.

5. 5.1 Date and Grade, recruited to the Post of Demonstrator :  
\_\_\_\_\_.

2. 2.1 Address :\_\_\_\_\_  
2.2 Telephone No. :\_\_\_\_\_  
2.3 Service Station :\_\_\_\_\_.

5.2 Date of Promotion to Class I  
5.3 Period of Service in Class I  
5.4 Language medium, recruited to the Post of Demonstrator :\_\_\_\_\_.

3. 3.1 Date of birth :  
Year :\_\_\_\_\_, Month :\_\_\_\_\_, Date :\_\_\_\_\_.

6. 6.1 Have you been absorbed to Class I, of service category of Management Assistant (Technology) segment 3 ? :\_\_\_\_\_.  
6.2 If so, date of absorption :\_\_\_\_\_.

7. 7.1 No. of pay leave, obtained within five (05) years immediately prior to the closing date of application :—.

7.2 Active period of service in Class I of Post of Demonstrator :—.

I declare that I have earned all salary increments to be received within 05 years, immediately prior to the closing date of applications and I have not subjected to any disciplinary punishment within that period and also I hereby declare that I have fulfilled the required qualifications for this post and to the best of my knowledge and belief, the particulars mentioned in the application are true and correct. I aware that even I selected according to the structural interview, I am not qualified to obtain the appointment if any incorrect information detected.

\_\_\_\_\_  
Signature of the Applicant.

Date :—.

*Attestation of the Head of the Institution*

I hereby certify that Mr./Mrs./Miss ..... who submit this application, is working in this office since ..... and he/she completed active and satisfactory period of service, immediately prior to ..... and I personally examined the particulars, mentioned in the application with the records of this office and were found correct and signed before me on .....

\_\_\_\_\_  
Signature of the Head of the Institution.

Date :—.

Name :—.

Designation :—.

Address :—.

(Seal)

08-718

## Examinations, Results of Examinations &c.

### GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY SOUTHERN CAMPUS - SURIYAWEWA UNDERGRADUATE CADETSHIPS

APPLICATIONS are invited from suitably qualified Sri Lankans for Undergraduate Cadetships at General Sir John Kotelawala Defence University Southern Campus Suriyawewa from 27th July 2014 to 31st August, 2014.

2. General Sir John Kotelawala Defence University is empowered to award Degrees by the General Sir John Kotelawala Defence Academy Act, No. 68 of 1981 and subsequent amendments thereto, to those who have successfully completed the Academic and Military components of studies pertaining to the degree programmes.

3. The Degree programmes applicable to these Officer Cadets will be of five year duration for Architecture (B Arch) Stream, four year duration for Bachelor of Science in Built Environment (Hons.), three year duration for Bachelor of Science in Built Environment, four year duration for Bachelor of Science in Surveying Sciences (Hons.), four year duration for Bachelor of Science in Quantity Surveying (Hons.), four year duration for Bachelor of Science in Information Technology and bachelor of Science in Information System :

3.1. The allocation of Officer Cadets for the three services will be based on the aggregate marks obtained at the three interviews, conducted for selection and the availability of vacancies in each service. Officer Cadets will be commissioned in the Regular Forces of the Sri Lanka Army, Navy or Air Force, after successful completion of the degree programmes.

3.2 On successful completion of the academic and military training components of the degree programmes, the Officer

Cadets will be awarded Bachelor of Architecture (B Arch), Bachelor of Science (B. Sc.), in the disciplines of Built Environment, Surveying, Sciences, Quantity Surveying, Information Technology and Information Systems as applicable.

3.3 All degree programmes are conducted in the medium of English.

3.4 Selected candidates will be allowed to follow one of the following Bachelors Degree Programmes.

(a) *Bachelor of Architecture (B Arch) - Five year Degree with two exit points in 4th and 3rd year respectively with following degrees :*

Bachelor of Science in Built Environment (Hons.)  
- Four Years.

Bachelor of Science in Built Environment - Three Years.

For those who have passed three (3) of the following subjects at the G. C. E. (A/L) Examination in 2013 or 2012 are eligible to apply for University admission (YES).

(i) *At least one of the following subjects :*

Biology  
Higher Mathematics  
Chemistry  
Physics  
Combined Mathematics  
Art  
Geography

- (ii) *The other subject and subjects from the following list :*
- Accounting  
Hindu Civilization  
Business Statistics  
Islamic Civilization  
Greek and Roman Civilization  
Elements of Political Science  
English  
Sinhala  
Christian Civilization  
Communication and Media Studies  
Hindi  
Buddhist Civilization  
Home Economics  
Chinese  
Logic and Scientific Method  
Mathematics  
Sanskrit  
German  
Arabic  
History  
Business Studies  
Japanese  
Economics  
Pali  
French  
Tamil  
Information and Communication Technology
- (iii) At least a Credit Pass (C) in Mathematics I or II at the G. C. E. (Ordinary Level) Examination or an Ordinary pass (S) in Mathematics at the G. C. E. (A/L) Examination.
- (b) *Bachelor of Science in Quantity Surveying (Hons.) - Four years*  
For those who have passed three (3) of the following subjects at the G. C. E. (A/L) Examination in 2013 or 2012 are eligible to apply for University admission (YES).
- At least one subject from
- Combined Mathematics Higher Mathematics
- and other subject/subjects from the following list :
- Accounting  
Business Studies  
Information and Communication Technology  
Economics  
Physics  
Business Statistics  
Chemistry
- In addition, candidates should have satisfied the following requirements at the G. C. E. (O/L) Examination :
- (a) At least a Credit pass (C) in Mathematics I or II.  
(b) At least an Ordinary pass (S) in Science I or II.  
(c) At least a Credit pass (C) in English language.
- (c) *Bachelor of Science in Surveying Sciences (Hons.) - Four years*  
For those who have followed Physics, Combined Mathematics and any other subject available at the G. C. E. (A/L) Examination in 2013 or 2012, passed three (03) subjects and are eligible to apply for University admission (YES).
- (d) *Bachelor of Science in Information Technology - Four years*  
For those who have followed Physical Science, Bio Science, Arts or Commerce Stream at the G. C. E. (A/L) Examination in 2013 or 2012 passed three (03) subjects and are eligible to apply for University admission (YES).
- (e) *Bachelor of Science in Information Systems - Four years*  
For those who have followed Physical, Science, Bio Science, Arts or Commerce Stream at the G. C. E. (A/L) Examination in 2013 or 2012, passed three (03) subjects and are eligible to apply for University admission (YES).
- 3.5 Selected candidates are required to follow a range of common and special subjects pertaining to respective Degree Programmes, including English, Management, Law, International Studies and Military subjects.
- 3.6 They are also required to undergo continuous training in Physical Development, Drill, Weapon Training and Leadership, during their Degree Programmes.
4. *Eligibility requirements.* – Candidates should :
- (a) be a citizen of Sri Lanka.  
(b) be not less than 18 years and not more than 22 years of age on 31.08.2014.  
(c) be eligible to apply for University admission and have fulfilled the following requirements :
- (i) Passing the Common General Test ;  
(ii) Have a minimum of a credit (C) pass for English language at G. C. E. (Ordinary Level) Examination.

(d) Satisfy the following minimum physical standards :

		Male	Female
Height	Army	5'6"	5'3"
	Navy	5'6"	5'3"
	Air Force	5'6"	5'4"
Weight	Army	50kg	–
	Navy	50kg	41kg
	Air Force	17<BMI<26	17<BMI<25
Chest		32" (unexpanded)	–

*Note.* – (If a candidate possesses outstanding achievements in sports or other relevant activities, the above physical standards may be relaxed by the Secretary, Ministry of Defence and Urban Development and Chairman of the Board of Management, General Sir John Kotelawala Defence University).

(e) *Confirm to the required medical standards.* – Successful candidates are required to pass a medical test to the satisfaction of the Secretary, Ministry of Defence and Urban Development and Chairman of the Board of Management, General Sir John Kotelawala Defence University.

(f) Be unmarried. (No Officer Cadet will be permitted to marry whilst under training and until permitted to do so by Service Regulations.)

5. *Conditions of Service.* – Selected candidates will be enlisted as Officer Cadets of General Sir John Kotelawala Defence University, Southern Campus - Suriyawewa. They will be subjected to laws, regulations and orders under the General Sir John Kotelawala Defence Academy Act, No. 68 of 1981 and subsequent amendments thereto.

6. At the time of enlistment selected candidates will have to enter into a Bond and an agreement with the Democratic Socialist Republic of Sri Lanka to serve for a compulsory period as applicable, after being graduated in the respective degree programmes.

7. Officer Cadets will be paid an amount of approximately Rs. 26,000 per month as pay and allowances. In addition, the following facilities will be provided free of charge:

- (i) Board and lodging ;
- (ii) Medical facilities ;
- (iii) Uniforms ;
- (iv) Batman facilities ;
- (v) Sports and recreational facilities.

8. On being commissioned to the Regular Forces of the Sri Lanka Army, Navy or Air Force, they will be entitled for pay and allowances appropriate to the rank in accordance with the Service pay codes.

(a) The following allowances are payable monthly :

- (i) qualification allowance ;
- (ii) ration allowance ;
- (iii) disturbance allowance when ordered to live in (for married officers only) ;
- (iv) uniform up keep allowance.

(b) Other facilities and allowances :

- (i) accommodation when ordered to live in ;
- (ii) rent allowance ;
- (iii) uniform allowance ;
- (iv) batman allowance ;
- (v) one return duty warrant a month from place of work to home station to those who are ordered to “live in”.

9. Officers of the Army/Navy/Air Force will be governed by the following regulations in respect of their pay prospects and conditions of service :-

- (i) The Army/Navy/Air Force pay code.
- (ii) Current regulations for officers of the Army/Navy/Air Force published in the Sri Lanka Government *Gazette*.
- (iii) Current Army/Navy/Air Force Pensions and Gratuity Code published in the Sri Lanka Government *Gazette*.

10. During the course of training, Officer Cadets are required to undergo such training as may be prescribed by the Vice Chancellor, General Sir John Kotelawala Defence University, Southern Campus - Suriyawewa and or respective Service Commanders.

11. Officer Cadets under training are liable to be posted for training to any part of Sri Lanka or Abroad.

12. Officer Cadets under training will be required to live in, accommodation provided and follow a routine laid down by the General Sir John Kotelawala Defence University, Southern Campus - Suriyawewa or by the respective Service establishments.

13. *Language Requirements.* – Selected candidates will be required to comply with any rules and regulations already made or that may hereafter be made for giving effect to the language policy of the Democratic Socialist Republic of Sri Lanka.

14. *Proof of Identity.* – Candidates will be required to produce proof as to their identity. Identity cards issued by the Department of Registration of Persons or Post Master General or Driving License issued by the Registrar of Motor Vehicles will be accepted for this purpose.

15. *Applications.* – Application forms and the Brochures can be downloaded from the University Website [www.kdu.ac.lk](http://www.kdu.ac.lk).

16. Duly completed applications should accompany a receipt obtained by paying Rs. 1,000 (One Thousand Rupees) to any Branch of the Bank of Ceylon in favour of “The Vice Chancellor, General Sir John Kotelawala Defence University” to be credited to the Current Account Number “9405831” of the Bank of Ceylon, Idama Branch,



Moratuwa. The applications without basic qualifications and not duly filled in accordance with the conditions or the information will be rejected. The application fee will not be refunded.

17. The duly completed applications should be forwarded to "The Registrar, General Sir John Kotelawala Defence University, Ratmalana" under registered cover to reach him on or before 31.08.2014.

"Application for Cadetships" and the stream applied, should be written on the top left-hand corner of the envelope. Applications received after the closing date or do not confirm the requirements of this notification will be rejected.

18. Applications from officers in Government Services and Corporations or Statutory Bodies should be forwarded through the Head of the Department/Corporation/Statutory Bodies and should accompany a certificate to the effect that the Officer would be released if selected.

19. Applications should be sent with certified copies of certificates of Registration of Birth, G. C. E. (O/L), G. C. E. (A/L) result sheets with a certification for being qualified for University admission (Yes).

20. Preliminary selection will be made from among those candidates who have achieved the required standards in accordance with the evaluation criterion determined by the Selection Committee appointed by the Board of Management of the General Sir John Kotelawala Defence University. Candidates who are selected from the first interview will be required to undergo tests as may be prescribed by the Board of Management of the General Sir John Kotelawala Defence University. The final selection will be made by the Final Selection Committee appointed by the Board of Management of the General Sir John Kotelawala Defence University.

21. Candidates who are selected for interviews and tests will be informed in writing of the venues, times and the dates of such interviews. Travelling or other expenses for this purpose will not be paid to applicants.

22. Anyone who desires to recommend a candidate should do so by giving him a testimonial. Any form of canvassing would be a disqualification.

23. Receipt of Applications will not be acknowledged. No correspondence or inquiries will be entertained with regard to rejected applications.

GOTABAYA RAJAPAKSA, RWP RSP psc.,  
Secretary,  
Ministry of Defence and Urban Development and  
Chairman of the Board of Management  
General Sir John Kotelawala Defence University.

## EXCISE DEPARTMENT OF SRI LANKA

### Open Competitive Examination for the Recruitment to the Post of Excise Inspector

APPLICATIONS are invited from Sri Lankan citizens for the Post of Excise Inspector in the Excise Department of Sri Lanka.

Applications prepared in 297mm x 210mm (A4) papers as per the specimen form indicated in this notification should be sent to "the Commissioner General of Excise, Department of Excise, No. 34, W. A. D. Ramanayake Mawatha, Colombo 02" on or before 22.09.2014 by the registered post. "Application for the Post of Excise Inspector" should be mentioned at the top left hand corner of the envelope enclosing the application.

Applications should be completed and precise in all respects as indicated in the notification and applications which are not so completed and precise and which are not been received as at the specified date will be rejected without any notice. Complaints regarding the loss of applications or correspondence in that connection in the post will not be entertained. The receipt of the applications will not be acknowledged.

01. *Method of Recruitment to the service.*— Recruitment will be made on the basis of Open Competitive Examination and an interview conducted giving due consideration to personal skills of applicants. If it is found that the number of qualified applicants is equal to or less than the number of existing vacancies, they may be called to a structured interview without conducting a written examination.

02. *Structured interview.*— The applicants who score 50% or more marks at the written examination, will be called for the interview as per the number of existing vacancies. Qualified persons are to be selected on the merit basis of total marks obtained by applicants both in the written examination and interview.

03. *Particulars regarding the General duties of the post.*— Operation and monitoring of junior officers and personal engagement in the process of standardization of licit alcohols and prevention of illicit alcohols/dangerous drugs under the respective ordinances and other orders viz, execution of relevant functions in a certain jurisdiction or a special unit or an excise station and execution of raids in relation to excise crimes and execution of prevention activities by the relevant officer himself and directing junior officers in the performance of such activities.

04. *Salary Scale.*— Rs. 15,850 - 7x180 - 2 x 240 - 8x 320 - 17x375 - Rs. 26,525 (Step 11) monthly salary is applicable for this post. (RS-2-2006A as per P. A. C. 6/2006iv).

05. *Age Limit.*— Applicants should be not less than 21 years and not more than 35 years as at 22.09.2014. Officers who are already serving in the Department of Excise and possess other qualifications, can apply for the Post as external applicants without considering the maximum age limit.

**06. Educational and Other Qualifications :**

- (i) The applicant should be a Graduate of a recognized University.
- (ii) The applicant should have obtained credit passes for Mathematics and English Language at the G. C. E. (Ordinary Level) Examination.
- (iii) The minimum height measured bear footed should be 167.6cm (5 feet and 06 inches). The size of the chest when exhaled should be 83.8cm. (33 inches).
- (iv) Applicants should possess a good moral character.
- (v) Applicants should be physically fit enough to serve in any part of the Island.
- (vi) Applicants should be with the minimum eye sight of 6/6 and 6/12 including the eye sight of identifying goods without using spectacles or contact lenses.
- (vii) Priority will be given to applicants with talents in sports and other extra curricular activities.

**07. Particulars regarding the written examination :**

Common Question Paper (Duration : 2 hours, 100 marks)

It is expected to measure applicant's intelligence, logical thinking ability and ability in decision making. (Questions relating to Mathematical/Graphical problems, writing of synonyms/antonyms, making phrases/sentences and filling blanks will be included in the paper).

08. Marks will be allocated for the following qualifications at the structured interview :

*Talents in Sports.*— For talents recorded in National, Provincial, District, Divisional and School Level Competitions in different sports.

*Special trainings.*— For Cadet/Voluntary Service/Martial Arts or technical training.

**Other Extra Activities :**

09. *Examination Fees.*— Applicants should pay an amount of Rs. 1,000 as the examination fees. Any bank draft obtained from any of the bank branches to be credited to the Account No. : 0007041628 of the Commissioner General of Excise in the Taprobane Branch of the Bank of Ceylon should be sent along with the application. The applicants are advised to keep a photocopy of the bank draft with them. This amount will not be refunded.

10. *Training Period.*— Three months training will be provided to the selected applicants. The training of persons who are unable to pass the examination conducted at the end of this training period will be terminated. If it is confirmed that the reasons for not passing the examination by a certain applicant are beyond the control of the relevant officer, the training period can be extended by three months and the apprentice can be allowed to sit the examination again.

Trainees will be paid a combined monthly allowance of Rs. 3,000 during the training period.

11. *Probation period.*— Applicants who complete the training successfully will be appointed as Excise Inspectors subject to a probation period of three (03) years. If they are able to get through the Departmental Examinations that are prescribed to be passed by them, they will be confirmed in the Post of Excise Inspector at the end of the probation period. If it is confirmed that the reasons for not passing the examination are beyond the control of the relevant officer and if his conduct, service and attendance are satisfactory in all respects, his probation period can be extended only up to a maximum of two years for allowing him to pass the examination.

**12. Conditions of the Employment :**

- (i) This post is permanent and pensionable.
- (ii) They can be directed to serve in any part of the Island.

**13. Conditions of the Service :**

- (i) Applicants qualified to be appointed, should be abide by the Official Languages Law and rules and regulations that are imposed by the Government from time to time.
- (ii) Sections 10-12 of the Chapter II of the Establishments Code will be applicable.
- (iii) Before the structured interview, applicants will be examined to check whether they have physical qualifications.

D. G. M. V. HAPUARACHCHI,  
Commissioner General of Excise,  
Excise Department of Sri Lanka.

06th August, 2014.

**SPECIMEN APPLICATION FORM**

APPLICATION FOR THE POST OF EXCISE INSPECTOR IN THE  
DEPARTMENT OF EXCISE

01. (i) Name in full (in mother language) : \_\_\_\_\_.
- (ii) Name in full (in English) : \_\_\_\_\_.
- (in block letters)
- (iii) Name with initials : \_\_\_\_\_.
02. (i) Permanent Address : \_\_\_\_\_.
- (ii) Divisional Secretary's Division : \_\_\_\_\_.
- (iii) Grama Niladhari's Division : \_\_\_\_\_.
- (iv) Police Station : \_\_\_\_\_.
- (v) Nearest Excise Station : \_\_\_\_\_.
- (vi) Postal Address : \_\_\_\_\_.
- (For sending admission cards)
- (vii) Telephone No. : \_\_\_\_\_.

03. Date of Birth :  
Age as at 22.09.2014 :  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.

and I will be subject to dismissal from the service without any compensation if detected after the appointment.

04. Whether a citizen of Sri Lanka (state whether by descent or by registration) : \_\_\_\_\_.

\_\_\_\_\_  
Signature of the Applicant.

05. Nationality : \_\_\_\_\_.

Date : \_\_\_\_\_.

06. National Identity Card No. : \_\_\_\_\_.

08-763/1

07. Civil Status : \_\_\_\_\_.

08. Educational Qualifications :

(i)

Name and Year of the Degree	University	Subjects	Class obtained

(ii) Passed in the G. C. E. (Ordinary Level) :

Passes for Mathematics and English subjects	Index No. and Year

09. If you are employed at present, give particulars : \_\_\_\_\_.

10. Particulars regarding sports certificates and extra activities :  
\_\_\_\_\_.

11. Particulars regarding other special training/particulars regarding voluntary services in Forces : \_\_\_\_\_.

12. (i) Height : .....cm (.....feet ..... inches)  
(ii) Size of chest (when exhaled) .....cm (.....inches)

13. Have you ever been convicted from any Court of Law for a Criminal offence, if so give particulars regarding the offence and the punishments : \_\_\_\_\_.

14. Name of the Bank to which money is paid : \_\_\_\_\_.  
Bank Draft No. : \_\_\_\_\_.

Bank draft should be firmly affixed here.

15. I certify that particulars mentioned in this application by me are true and correct. I know that I will be disqualified if any particulars indicated here are detected false or incorrect before the selection

## EXCISE DEPARTMENT OF SRI LANKA

### Open Competitive Examination for the Recruitment to the Post of Excise Guard/Woman Excise Guard

APPLICATIONS are invited from Sri Lankan citizens for the Post of Excise Guard/Woman Excise Guard in the Excise Department of Sri Lanka.

Applications prepared in 297mm x 210mm (A4) papers as per the specimen form indicated in this notification should be sent to "the Commissioner General of Excise, Department of Excise, No. 34, W. A. D. Ramanayake Mawatha, Colombo 02" on or before 22.09.2014 by the registered post. "Application for the Post of Excise Guard/Woman Excise Guard" should be mentioned at the top left hand corner of the envelope enclosing the application.

Applications should be completed and precise in all respects as indicated in the notification and applications which are not so completed and precise and which are not been received as at the specified date will be rejected without any notice. Complaints regarding the loss of applications or correspondence in that connection in the post will not be entertained. The receipt of the applications will not be acknowledged.

01. *Method of Recruitment to the service.*— Recruitment will be made on the basis of marks obtained in the competitive examination and the interview.

02. *Particulars regarding the general duties of the post.*— Field duties should be conducted within the area assigned and investigation and reporting of related information on Excise crimes including the provision of assistance in such raids and in relevant judicial proceedings. In addition, updating of excise criminal/technical reports and documents including reserve duties of the office are the special duties assigned to them.

03. *Salary scale.*— Rs. 14,280 -7x145 - 10x180 -17x240 - Rs. 21,175 monthly salary is applicable for this Post. (RS-1-2006A as per P. A. C. 6/2006iv).

04. *Age limit.*— Applicants should be not less than 18 years and not more than 30 years as at 22.09.2014. The maximum age limit will not be relevant to those who are already serving in the public service or in the Provincial Public Service.

**05. Educational and Other Qualifications :**

- (i) The applicant should have passed six subjects at the G. C. E. (Ordinary Level) Examination in one sitting including English language with credit passes for Sinhala/ Tamil Language and Mathematics.
- (ii) The minimum height for Excise Guards measured bare footed should be 162.5cm (5 feet and 04 inches). The size of the chest when exhaled should be 81.2cm (32 inches). The height for Woman Excise Guards should be 157.5cm (5 feet and 02 inches).
- (iii) Applicants should be with the minimum eye sight of 6/6 and 6/12 including the eye sight of identifying goods without using spectacles or contact lenses.
- (iv) Applicants should possess a good moral character. Female applicants should be unmarried. Woman Excise Guards who are recruited, will not be allowed to marry until they complete the probation period and until they are confirmed in the Post.
- (v) Applicants should be physically fit enough to serve in any part of the Island.
- (vi) Priority will be given to applicants with talents in sports and other extra curricular activities.

**06. Particulars regarding the written examination :**

- Intelligence Test        - 01 hour (100 marks)  
General Knowledge       - 01 hour (100 marks)

07. Marks will be allocated for the following qualifications at the structured interview :

- (i) Cricket/Football/Volleyball/athletics.
- (ii) Scout/Cadet/Army Voluntary Service/Police Reserve Service.
- (iii) Martial Arts.
- (iv) Leadership.
- (v) Other Extra Activities/Personality.

08. **Examination Fees.**— Applicants should pay an amount of Rs. 500 as the examination fees. Any bank draft obtained from any of the bank branches to be credited to the Account No. 0007041628 of the Commissioner General of Excise in the Taprobane Branch of the Bank of Ceylon should be sent along with the application. The applicants are advised to keep a photocopy of the bank draft with them. This amount will not be refunded.

09. **Training Period.**— First of all, the selected applicants will be appointed as apprentice Excise Guards/Woman Excise Guards. And those who complete at least 06 months training and get through prescribed examinations they will be considered to be posted as Excise Guards/Woman Excise Guards.

10. **Probation period.**— Applicants who complete the training successfully will be appointed as Excise Guards/Woman Excise Guards subject to a probation period of three (03) years. If they are able to get through the Departmental Examinations that are prescribed to be passed by them, they will be confirmed in the Post of Excise Guard/Woman Excise Guard at the end of the probation period.

**11. Conditions of the Employment :**

- (i) This post is permanent and pensionable.
- (ii) They shall be directed to serve in any part of the Island.

**12. Conditions of the Service :**

- (i) Applicants qualified to the appointed, should be abide by the Official Languages Law and rules and regulations that are imposed by the Government from time to time.
- (ii) Sections 10-12 of the Chapter II of the Establishments Code will be applicable.
- (iii) Before the structured interview, applicants will be examined to check whether they have physical qualifications.

D. G. M. V. HAPUARACHCHI,  
Commissioner General of Excise,  
Excise Department of Sri Lanka.

06th August, 2014.

**SPECIMEN APPLICATION FORM**

APPLICATION FOR THE POST OF EXCISE GUARDS/WOMAN EXCISE  
GUARDS IN THE DEPARTMENT OF EXCISE

01. (i) Name in full (in mother language) : \_\_\_\_\_.  
(ii) Name in full (in English) : \_\_\_\_\_.  
(in block letters)  
(iii) Name with initials : \_\_\_\_\_.
02. (i) Permanent Address : \_\_\_\_\_.  
(ii) Divisional Secretary's Division : \_\_\_\_\_.  
(iii) Grama Niladhari's Division : \_\_\_\_\_.  
(iv) Police Station : \_\_\_\_\_.  
(v) Nearest Excise Station : \_\_\_\_\_.  
(vi) Postal Address : \_\_\_\_\_.  
(For sending admission cards)  
(vii) Telephone No. : \_\_\_\_\_.
03. Date of Birth : \_\_\_\_\_.  
Age as at 22.09.2014 :  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
04. Whether a citizen of Sri Lanka (state whether by descent or by registration) : \_\_\_\_\_.

Bank draft should be firmly affixed here.

4.0 *Conditions of Service.*— Selected candidates will be appointed to Class I of the Translators' Service subject to the general conditions governing the appointments to the Public Service and on the terms and conditions set out in the Minute of the Translators' Service published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 829/7 of 26.07.1994 and any amendments already made and would be made thereto in future.

5.0 Selected candidates will be required to submit themselves to a medical examination by a Government Medical Officer before assuming duties and if it is found that the candidate is not physically fit to serve in any part of the Island the appointment will not take effect.

6.0 *Qualifications.*— The candidate should –

- (i) Be a citizen of Sri Lanka.
- (ii) Have a credit pass in the first language at the G. C. E. (O/L) Examination or at an equivalent examination ;  
and  
A credit pass in the second language at the G. C. E. (O/L) Examination or at an equivalent examination or any acceptable higher qualification in the second language ;  
and
- (iii) (a) be a graduate of a recognized university ;  
or  
(b) an Attorney-at-Law ;  
or  
(c) a holder of Advanced Diploma in Commerce of a recognised Technical College or Polytechnic College ;  
or  
(d) a holder of Advanced National Diploma in Management of the Open University ;  
or  
(e) a holder of National Diploma in Technology of the University of Moratuwa.

*Note 1.*— The effective date of the above degree or certificates should be on or before the application closing date.

- (iv) Be not below 21 years and not above 40 years of age on the last day of the month preceding the month in which the closing date for applications falls i. e. 31.08.2014 (The upper age limit will not apply to the officers who are holding permanent posts in the Public or Provincial Public Service).

*Note 2.*— A candidate who has passed in any two subjects with Sinhala, Tamil and English at the Degree Examination, will be placed two steps above the initial salary of the scale.

7.0 *Examination Fees.*— The fee for the examination is Rs. 500. Fees should be paid to any District/Divisional Secretariat to be credited to Revenue Head 2003-02-13 before the closing date of the applications. The receipt received should be affixed in the relevant cage of the application. Fees are not refundable. It is advisable to keep a photocopy of the cash receipt with the candidate.

8.0 *Method of Application :*

- (a) The application should be in the form of the specimen appended to this notification and should be prepared by the candidate him/herself on A-4 size papers using both sides of the papers. It should be specially noted that the application forms should be so prepared that cages 1 to 7 appear on the first side of the paper, 8 to 11 appear on the other side of the paper and 12 to 13 on the 3rd page. The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.
- (b) The application should be prepared in the language in which the candidate intends to sit the examination.
- (c) Candidates' signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a *Gazetted* post in the Police Service or an Officer holding a permanent post in the Public Service whose annual salary is more than Rs. 240,360.
- (d) The completed applications should be sent by registered post to the "Commissioner - General of Examinations, organization and Foreign examination Branch, Department of Examinations - Sri Lanka, P. O. Box 1503, Colombo" so as to reach him on or before 22nd of September 2014. Applications received after that date will not be accepted. The top left hand corner of the envelope containing the application should clearly bear the words "Open Competitive Examination for Recruitment to the Translators' Service - 2013(2014)".
- (e) The candidates who are in the Public Service at present should submit their applications through the Head of the Department under whom they serve. A candidate who fails to do so, will be considered as disqualified. Candidates are requested to submit their applications to the Head of the Department as early as possible to enable him to forward them to the Commissioner General of Examinations on or before 22nd of September 2014.
- (f) Any application which is not complete in every respect is liable to be rejected without notice. Complaints on applications' getting lost or delayed in the post will not be considered.
- (g) Receipt of applications shall not be acknowledged. A notice shall be published in the newspapers by the Department of Examinations 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 shall 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 and the

NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number to the candidate to the Department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examination.

#### 9.0 Admission to the Examination :

- (a) On the assumption that only those who possess the qualifications will send in applications, the Commissioner General of examinations will issue admission cards to all persons whose applications have been received. A candidate presenting for the examination must produce his/her admission card to the supervisor of the examination centre. A candidate who fails to produce his/her admission card will not be permitted to sit the examination.
- (b) The candidate must sit the examination at the examination hall which has been assigned to him/her. Every candidate should get his/her signature attested in advance and admission card shall be surrendered to the supervisor of the hall on the first day he/she presents him/herself for the examination. A set of rules to be observed by all candidates is published in this *Gazette*.

*Note.*– The issue of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination.

10.0 *Identification of Candidates.*– A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject offered. For this purpose any of the following documents will be accepted.

- (a) National Identity Card issued by the Department of Registration of Persons.
- (b) A valid passport.

11.0 *Penalty for furnishing false information.*– If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false within his knowledge or if he has willfully suppressed any material fact, he/she will be liable to dismissal from the Public Service.

12.0 *Method of Examination.*– It consists of two parts. i. e. written examination and an interview.

12.1 *Written Examination.*– Question papers on the following subjects.

- (a) Translation - 100 marks - 3 hour duration
- (b) English Language - 100 marks - 1 1/2 duration
- (c) Sinhala Language - 100 marks - 1 1/2 duration

- (d) Tamil Language - 100 marks - 1 1/2 duration
- (e) Comprehension - 100 marks - 1 1/2 duration

#### 12.1.1 Syllabus :

- (a) Translation.– Translation of difficult passages taken from official, scientific, legal and technical documents and classical literature including extracts from an official document, report or newspaper article either (i) or (ii) or (iii) or of the following :
  - (i) From Sinhala to Tamil and Tamil to Sinhala,
  - (ii) From Sinhala to English and English to Sinhala,
  - (iii) From Tamil to English and English to Tamil.
 (A high standard of competence is expected in translation)

*Note.*– *English/Sinhala/Tamil Language Paper.*– For this purpose question papers will be designed in three languages and the candidate should sit for the relevant papers in two languages.

- (b) *English Language.*– An essay, summary, construction of sentences using words to bring out their meaning, explaining the meaning of idioms, analysis of compound and complex sentences into clauses.
- (c) *Sinhala Language.*– A candidate will be required to write an essay, to make a précis, to summarize a given passage in candidate's own words, to construct sentences using words to bring out their meaning, to correct grammatical errors in sentences and to explain the meaning of idioms.
- (d) *Tamil Language.*– A candidate will be required to write an essay, to make a précis to summarize a given passage in candidates own words, to construct sentences using words to bring out their meaning, to correct grammatical errors in sentences and to explain the meaning of idioms.
- (e) *Comprehension.*– The comprehension paper will be prepared in Sinhala/Tamil/English languages and the candidates are allowed to answer the question papers in one of the languages according to their choice.

Candidates will be given a set of passages and also candidates will be presented with a set of alternative statements one of which fits the content of the passage best. he would be required to pick the most appropriate statement. In case of other passages questions will be set to test the extent to which the candidate is able to grasp the meaning of the passage.

*N. B.*– Marks will be deducted for bad handwriting and spelling mistakes. A candidate whose handwriting is illegible is liable to be disqualified.

12.1.2 A candidate will be required to obtain a minimum of 40 percent in each paper and candidates will be selected for appointments in the merit order of the aggregate marks depending on the number of existing vacancies.

12.2 *Interview*. – An interview will be held to examine the eligibility, educational certificates and the physical fitness of the candidates. No marks shall be awarded for this purpose.

13.0 All applicants should read the *Gazette* Notification carefully before the application form is completed. Relevant codes should be written correctly and no appeals will be considered regarding any corrections due to mistakes or inadvertence. It is advisable to keep a photocopy of the application and the cash receipt with the candidate.

13.1 *Examination Results*. – The result sheet which prepared according to the merit order of the total marks scored by the candidates, who qualified as per the section 12.1.2 of this notification will be forwarded to the Director General of Combined Services by the Commissioner General of Examination. Issuance of the results personally to all the applicants who have sat for this examination or publishing of the results in the website - [www.results.exam.gov.lk](http://www.results.exam.gov.lk) will be done by the Department of examination Sri Lanka.

14.0 This examination notification will be published in Sinhala, Tamil and English languages and in case of any inconsistency among texts, the Sinhala text shall prevail. Any matter not referred to herein will be decided by the Director General of Combined Services. All the applicants bound by the general rules and regulations mentioned in this *Gazette* Notification.

K. V. P. M. J. GAMAGE,  
Director General of Combined Services,  
Ministry of Public Administration and  
Home Affairs.

Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07,  
08th August, 2014.

### Specimen Form of Application

OPEN COMPETITIVE EXAMINATION FOR  
RECRUITMENT TO CLASS I OF THE TRANSLATORS'  
SERVICE - 2013(2014)

(For office use only)

01. Indicate below the post, which you compete for in the Translators' Service :

- (i) Sinhala/Tamil Translator      01  
(ii) Sinhala/English Translator      02  
(iii) Tamil/English Translator      03

(Indicate the relevant number in the cage)

02. Language medium of Examination :

- Sinhala/Tamil      -      1  
Sinhala/English      -      2  
Tamil/English      -      3

(Indicate the relevant number in the cage)

03. (i) Name with initials : \_\_\_\_\_.

(In English block capitals)

*Eg.* – GUNAWARDHANA M. G. B. S. K.

(ii) Name in full :

(i) In English : \_\_\_\_\_.

(ii) In Sinhala/Tamil : \_\_\_\_\_.

(iii) Number of the N. I. C. :

04. (i) Address to which the application should be sent (in English block capitals) : \_\_\_\_\_.

(ii) Address to which the application should be sent (in Sinhala/Tamil) : \_\_\_\_\_.

(iii) Official Address (in English block capitals) : \_\_\_\_\_.

(iv) Telephone No. :

05. (i) Sex :

- Female      1        
Male      0

(Indicate the relevant number in the cage)

(ii) Whether you are a citizen of Sri Lanka : \_\_\_\_\_.

(iii) Ethnicity :

- Sinhala      01  
Lanka Tamil      02  
Indian Tamil      03  
Muslim      04  
Other      05

(Indicate the relevant number in the cage)

06. Whether married or single :

- Married      1  
Single      2

(Indicate the relevant number in the cage)

07. (i) Date of birth :

Year :          Month :        Date :

(ii) Age as at 22.09.2014 :

Years :        Months :        Days :

08. Particulars of educational qualifications you possess to appear for this examination as per para 6.0 of this *Gazette* Notification :

(a) (i) Name of the degree OR the certificate which qualifies you to apply : \_\_\_\_\_.



(ii) Name of the establishment from which the said certificate was obtained :\_\_\_\_\_.

(iii) The effective date of the degree or certificate :\_\_\_\_\_.

(iv) Language medium of the degree :\_\_\_\_\_.

(v) Other languages passed at the degree :

(1) \_\_\_\_\_.

(2) \_\_\_\_\_.

(b) (i) The G. C. E. (O/L) Examination OR the similar examination from which a credit pass was obtained for the first language :\_\_\_\_\_.

Year :\_\_\_\_\_.

(ii) The G. C. E. (O/L) Examination from which a credit pass was obtained for the 2nd language OR the examination from which a similar qualifications were obtained :

Exam :\_\_\_\_\_ Year :\_\_\_\_\_.

09. Whether you are holding a permanent post in Public or Provincial Public Service at present :

Yes/No

Name of the Post :\_\_\_\_\_.

Present Institution :\_\_\_\_\_.

Date of Appointment :\_\_\_\_\_.

10. Affix the receipt so as not to be detached :

11. I declare that to the best of my knowledge and belief the information given in this form is true and that I have affixed the receipt No. .... dated ..... being payment of the examination fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination.

I have carefully read the *Gazette* Notification and understood the contents thereof before completing this application form, and in case of any error in Code Numbers, or in the information supplied due to any mistake or inadvertence on my part, I promise to bear the loss caused thereby, and not to lodge any appeal in that connection. ("Further, I agree to be bound by the rules and regulations imposed by Commissioner - General of Examinations on conducting of the exam and issuance of results).

\_\_\_\_\_,  
Signature of Applicant.

Date :\_\_\_\_\_.

12. Attestation of the Applicant's Signature :

I hereby certify that Mr./Mrs./Miss ..... residing at ..... is personally known to me and that he/she signed before me on .....

Signature of the person attesting :\_\_\_\_\_.

Name and Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

(Official Stamp)

*Note.*— The signatures of the persons in public service should be certified by the relevant Head of the Department or by an officer authorized to do so on behalf of him.

13. Certificate of the Head of the Department :

I certify that the particulars given by this applicant in paras 07, 08 and 09 are correct, his/her work and conduct are satisfactory and that he/she has satisfied the qualifications as per *Gazette* Notification to appear for this examination.

He/She can be released from service if selected.

\_\_\_\_\_,  
Signature of the Head of Department and  
Official Stamp.

Date :\_\_\_\_\_.

Name in full of the Officer,

Attesting the Signature :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

08-850

**EFFICIENCY BAR EXAMINATION PRESCRIBED  
FOR OFFICERS IN SEGMENT "B" AND SEGMENT  
"A" OF CLASS II OF THE SRI LANKA  
TECHNOLOGICAL SERVICE - 2014**

IT is hereby notified that, in accordance with the approved service minute of Sri Lanka Technological Service, the above mentioned examinations will be held by the Commissioner General of Examinations, in Colombo, in the month of November 2014.

02. (i) These examinations will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of conducting the examination and issuing the results. The candidates will be subjected to a punishment imposed by the Commissioner General of Examinations, if such rules are violated by them.

(ii) Rules prescribed for candidates are printed separately at the beginning of this *Gazette* notification.

03. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their applications in accordance with the specimen form and officers of Sri Lanka Technological Service in the public service should forward their applications through the respective head of department and officers of Sri Lanka Technological Service in the Provincial Public Service should forward their applications through the Secretary of PSC in the Provincial Council where they serve, by registered post to reach the Commissioner General of examinations, Organizations and Foreign Examination Branch, Department of Examinations, P. O. Box 1503, Colombo on or before 22nd of September 2014. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of application will be rejected.

04. *Identity cards.*— Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any of the following documents will be accepted :

- (a) An Identity Card issued by the Department of Registration of Persons,
- (b) A valid passport.

The candidature of any applicant who is unable to furnish any of the above documents is liable to cancellation on the discretion of Commissioner General of Examinations.

05. *Application :*

- (i) Applications should be prepared in a paper A4 in size. No. 01 to 07 should appear on the first page whilst the rest should appear on other pages. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting and in the language medium in which the candidate sits this examination.
- (ii) When the application form is prepared, the title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms. Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. It is the responsibility of the candidate to make sure that the application form perfected by him/her self complies with the specimen given in the examination notice and it would be advisable to keep a photocopy of the completed application form.
- (iii) The candidates appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, a fee of Rs. 400 should be paid for the whole examination and if only one subject is offered, a fee of Rs. 200 should be paid. The fee can be paid at any District/Divisional Secretariat to be credited to Revenue Head 2003-02-13 of the Commissioner General of

Examination and the receipt obtained thus should be affixed firmly in the relevant cage. It would be advisable to keep a photocopy of the receipt with the candidate. Under no circumstance, will the fee be refunded not transferred in respect of other examinations.

- (iv) This examination is held in Sinhala, Tamil and English media. Applicants should select one medium relevant to them and they should answer the question papers in one and the same language selected by them. The medium they applied for is not allowed to change at a later occasion.
- (v) An officer is not allowed to sit for both Efficiency Bar Examinations at one and the same occasion.
- (vi) The officers who have been appointed to Segment II B of Sri Lanka Technological Service as at the closing date of the application can sit for the Efficiency Bar Examination in Segment II B.
- (vii) However, the officers in segment II A as well as the officers in Class II segment 'B' who have completed a service period of five years and passed the 1st Efficiency Bar Examination can sit for the Efficiency Bar Examination in class II segment 'A'.

06. The Commissioner General of Examinations will issue admission cards along with a copy of the time table to all candidates whose applications have been received. A candidate sitting for the examination must produce his admission card which bears the candidate's signature and duly attested to the supervisor of the examination center. A candidate who fails to produce his admission card will not be permitted to sit the examination. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : i. e. certified photocopies of the application form and the receipt kept at your possession, receipt of registration. In case of applicants outside Colombo, a letter of request with a fax number to which the admission card should be sent and other particulars mentioned above should be sent to the Department of Examination by fax.

07. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in para (06) above will not be considered.

08. Officers may, if they so wish, present themselves for different subjects separately at different examinations. However, in order to secure a pass at least 40% of the marks should be obtained in respect of each question paper.

09. *Issue of the results of the examination.*— In accordance with the particulars indicated in para 3 above, the results of the candidates belonging to Provincial Public Service will be issued to the Secretary of the respective Provincial Public Service Commission and the results

of the candidates belonging to public service will be issued to the Secretary of the Ministry of Public Administration.

10. *Scheme of Examinations :*

- (1) The Efficiency Bar Examination for officers in Class II Segment "B" will consist of 02 question papers.

**Subject No. (01)** - Office Administration and Establishments Code - (Two hours) - 100 marks

**Subject No. (02)** - Financial Regulations - (Two hours) - 100 marks

*Office Administration and Establishments Code (Subject No. 01) - Syllabus :*

This paper will be based on the following Chapter of Establishments Code.

Chapter II	Recruitment Procedure and Appointment.
Chapter III	Transfers.
Chapter IV	Grant of Monthly Pay, Temporary Status, Permanent status and Pensionability.
Chapter V	Release, Reversion and Termination of Employment.
Chapter VIII	Overtime, Holidays, Holiday Pay and Allowances.
Chapter XII	Leave.
Chapter XIII	Railway Warrants.
Chapter XIV	Travel on duty within the Island.
Chapter XIX	Government Quarters.
Chapter XLVII	General Conduct and discipline.

*Financial Regulations (Subject No. 02) - Syllabus.*

This paper will be based on the following Chapters of Financial Regulations.

(1) **Chapter I**

Estimates of Expenditure and Revenue.  
The Consolidated Fund and Planning and Programming of Expenditure, Form of Presentation of Annual Estimates, New Proposals, Preparation Submission and Passing of Estimates of Expenditure, Variations to Estimates of Expenditure.  
(FR 1 to 68)

(2) **Chapter III**

Financial Management and Accountability.  
Chief Accounting Officers, Accounting Officers, Revenue Officers, Authorization, Approval, Certification, Delegation of Authority.  
(FR. 124 to 147)

- (2) The Efficiency Bar Examination for Officers in Class II Segment "A" will consist of 02 question papers.

**Subject No. 03** - Office Administration and Establishments Code. (Two hours) 100 marks.

**Subject No. 04** - Financial Regulations - (Two hours) 100 marks

*Office Administration and Establishments Code (Subject No. 03) - Syllabus :*

This paper will be based on the following Chapters of Establishments Code.

Chapter XV	Travel abroad for study, training or on duty.
Chapter XVI	Holiday Travel.
Chapter XXIII	Special concessions and conditions regarding Officers suffering from certain types of illnesses.
Chapter XXIV	Salary Loans and Advances.
Chapter XXV	Concessions to members of Trade Unions.
Chapter XXVII	Channels of communication.
Chapter XXVIII	Administrative procedures.
Chapter XXX	Right of Government over its Officers.
Chapter XXXIII	Legal advice and legal actions.
Chapter XLVII	General conduct and discipline.
Chapter XLVIII	Rules of disciplinary procedure.

Circulars issued on performance appraisal.

*Financial Regulations (Subject No. 04) - Syllabus.*

This paper will be based on the following Chapters of Financial Regulations.

(1) **Chapter VI**

Custody of Public Money etc., Imprests and Bank Accounts.  
Security and custody of Public etc., Counterfoil Books, Boards of Survey on Cash Stamps etc., Imprests, Bank Accounts.  
(FR. 315 to 396)

(2) **Chapter XIII**

Supplies, Works and Services,  
Procurement and Contracts, Supplies, Custody and Verification of Stores, Surplus and unserviceable Articles.  
(FR. 685 to 775)

11. The decision of the Secretary, Ministry of Public Administration and Home Affairs will be the final in respect of any matter not provided for in this notification.

12. Issue of an admission card to a candidate does not necessarily mean that his/her eligibility to sit for the examination has been accepted.

13. In the event of any inconsistency between the Sinhala, Tamil and English texts of this *Gazette* notification, the Sinhala text shall prevail as the accurate text.

P. B. ABEYKOON,  
Secretary,  
Ministry of Public Administration  
and Home Affairs.

Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07,  
08th August, 2014.

### Specimen Form of Application

(For office use only)

#### EFFICIENCY BAR EXAMINATION PRESCRIBED FOR OFFICERS IN SEGMENT "B" AND SEGMENT "A" OF CLASS II OF THE SRI LANKA TECHNOLOGICAL SERVICE - 2014

(Applications for "B" and "A" segments cannot be submitted at one and the same time)

Medium in which you sit for the Examination  
(Sinhala - 2/Tamil - 3/English - 4)  
(Indicate the relevant number in the cage)

Examination which you apply  
(II 'B' - 0/II 'A' - 1)  
(Indicate the relevant number in the cage)

01. (a) Name with initials : (Indicate the initials at the end of the name) : \_\_\_\_\_.  
(In English block capital letters)  
(Eg.- GUNAWARDHANA, M. G. B. S. K.)

(b) Name in full : \_\_\_\_\_.  
(In English block capital letters)

(c) Name with initials : \_\_\_\_\_.  
(In Sinhala/Tamil)

02. Official address : (Admissions will be posted to this address) : \_\_\_\_\_.  
(In English block capital letters)

In Sinhala/Tamil : \_\_\_\_\_.

03. Sex :

(Male - 0/Female - 1)

(Indicate the relevant number in the cage)

04. Telephone Number :

--	--	--	--	--	--	--	--	--	--

05. National Identity Card Number :

--	--	--	--	--	--	--	--	--	--

06. Subject/Subjects offered :

Subject offered for the Class II Segment B/Class II Segment A Efficiency Bar Examination (delete inapplicable words)

Subject

Subject No.

.....

.....

07. Whether you belong to the Provincial Public Service or Public Service :  
(Indicate the relevant number in the cage)

(Public Service - 10/Western Provincial Public Service - 01/Central Provincial Public Service - 02/Southern Provincial Public Service - 03/North Provincial public Service - 04/Eastern Provincial Public Service - 05/Northwestern Provincial Public Service - 06/North Central Provincial Public Service - 07/Uva Provincial Public Service - 08/Sabaragamuwa Provincial Public Service - 09)

08. (i) Date of Birth :

Year :  Month :  Date :

(ii) Age as at 22.09.2014 :

Years :  Months :  Days :

09. (i) Designation : \_\_\_\_\_.

(ii) Class and Grade of Sri Lanka Technological Service : \_\_\_\_\_.  
(should be included as II A/II B)

(iii) Service period in the above class and grade as at 22.09.2014 : \_\_\_\_\_.

10. Department which you belong to : \_\_\_\_\_.

Affix the receipt of examination fee here.  
(It would be advisable to keep a copy of the receipt)

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Further, I agree to abide by the rules imposed by the Commissioner General of Examination on conducting the examination and issuing the results.

\_\_\_\_\_  
Signature of the Candidate.

Date : \_\_\_\_\_.

**Note.**– Candidate should place his/her signature in the presence of the Head of Department or an officer duly authorized to sign on his behalf.

*Attestation of Candidate's Signature*

I hereby certify that Mr./Mrs./Miss ..... is presently employed in my office and is well known to me and he/she placed his/her signature in my presence on ..... 2014.

\_\_\_\_\_,  
Signature of the Attester.

*Certification of the Head of the Department*

I hereby certify that the particulars given in paragraphs 1 - 10 above are correct and this candidate is eligible to sit for the examination and also eligible to sit for the examination in the language medium mentioned above.

\_\_\_\_\_,  
Signature and designation of Head of Department.

Date :\_\_\_\_\_.

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