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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,777 - 2012 සැප්තැම්බර් 21 වැනි සිකුරාදා - 2012.09.21
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(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

	PAGE		PAGE
Posts - Vacant	1824	Examinations, Results of Examinations &c.	1828

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 October, 2012 should reach Government Press on or before 12.00 noon on 28th September, 2012.

B. K. S. RAVINDRA,
Acting Government Printer.

Department of Govt. Printing,
Colombo 08,
23rd June, 2012.

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,
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

AMPARA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both Male and Female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 22nd October, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
30th August, 2012.

SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Ampara	Uhana	Post of Registrar of Marriages (General/ Kandyan) of Wewagampattuwa North Division and Births and Deaths of Gonagolla Division	District Secretary/Additional Registrar General, District Secretariat, Ampara

09-589

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

KURUNEGALA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both Male and Female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 22nd October, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
30th August, 2012.

SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kurunegala	Alawwa	Post of Registrar of Marriages (General/ Kandyan) of Dambadeni Hathpattuwa Division and Births and Deaths of Udukaha South Boyawalana Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala

09-590

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths in Tamil Medium

NUWARA-ELIYA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both Male and Female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 22nd October, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
30th August, 2012.

SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Nuwara-eliya	Nuwara-eliya	Post of Registrar of Marriages for Tamil Medium (General) of Nuwara-eliya Division and Births and Deaths of Thalawakele Agarapathana Division	District Secretary/Additional Registrar General, District Secretariat, Nuwara-eliya

09-591

MINISTRY OF YOUTH AFFAIRS AND SKILLS DEVELOPMENT

Department of Technical Education and Training

POSTS IN CLASS I OF SRI LANKA TECHNICAL EDUCATION SERVICE

APPLICATIONS are invited from Class II officers of Sri Lanka Technical Education Service to fill the vacancies in Class I of the said service of Department of Technical Education and Training, comes under the purview of the Ministry of Youth Affairs and Skills Development.

Applications prepared according to the specimen form mentioned below in A4 size paper using both sides with item Nos. 01 to 13.1 appearing in 1st page, item Nos. 13.2 to 15 in 2nd page and the rest in 3rd page, should be sent under registered cover to reach the Secretary, Ministry of youth Affairs and Skills Development, Nipunatha Piyasa, No. 354/2, Elvitigala Mawatha, Colombo 05, on or before 22.10.2012. "Posts in Class I of Sri Lanka Technical Education Service" should be mentioned on the top left hand corner of the envelope, enclosing the application.

1. *Salary and allowances.*— Those selected will be placed in the salary step of Rs. 36,755 of the Salary Scale Rs. 22,935 - 10x645 - 8x790 - 17x1,050 - Rs. 53,555. SL-1-2006 relevant to these posts.

Salary increments will be paid subjected to passing of the relevant efficiency bar examinations as mentioned in the service minute of Sri Lanka Technical Education Service

published in the *Gazette* Notification No. 415, dated 15.08.1986 and amendments done from time to time and any amendments that would be done to this service minute, in future.

2. *Qualification :*

- 2.1 Should have completed at least one year period of satisfactory service in Class II of Sri Lanka Technical Education Service and confirmed in the said post with a Post Graduate degree or Post Graduate Diploma certificate or equivalent qualifications ; *or*

- 2.2 Should have completed at least 05 year period of satisfactory service in Class II of Sri Lanka Technical Education Service and confirmed in the service.

("Satisfactory Service Period" shall mean, all salary increments have been earned in the 05 year period immediately preceeding to the closing date of applications and have not been subjected to any punishment (except warning) on a disciplinary process, within the said period).

3. Original copies of the following documents and any other documents to prove other qualifications should be submitted at the Interview :

- (a) Certificate of birth ;
- (b) Degree Certificate or other educational certificates ;
- (c) 02 character certificates ;

(d) Certificates of professional and Technical qualifications ;

(e) Highest certificates passed in Sinhala, Tamil and English medium.

4. All applicants should submit their applications only to the Secretary of the Ministry of Youth Affairs and Skills Development, through the Head of the Department and applications received after the closing date of applications will not be considered.

5. All applicants should appear for a structural interview, according to the following making scheme and existing vacancies will be filled according to the highest marks order.

As ordered by the Public Service Commission,

K. A. THILAKARATHNE,
Secretary,
Ministry of Youth Affairs and
Skills Development.

No. 354/2,
Nipunatha Piyasa,
Elvitigala Mawatha,
Colombo 05.

Making Scheme of the interview to promote to Class I of Sri Lanka Technical Education Service

Total Marks - 100

1. For the Seniority – 40 marks

1.1 04 marks per year, for the number of years completed after completing 01 year service experience in class II of Sri Lanka Technical Education Service with a Post Graduate Degree or Post Graduate Diploma or equivalent qualification ;

Maximum 40 marks

or

1.2 04 marks per year, for the number of years completed after completing 05 year service experience in class II of Sri Lanka Technical Education Service.

Maximum 40 marks

(Period of service will be considered up to the closing date of applications)

2. For Skills - 60 marks

2.1 For vocational qualifications, obtained

Maximum 20 marks

(Marks should be given only to the Degree, in addition to the Post Graduate Degree or Post Graduate Diploma which are the basic qualifications, to be obtained by the officers, who are eligible to be promoted to class I under 12.1 or service minute of Sri Lanka Technical Education Service)

PhD - 20
M.Sc., MBA, MEng, MPhil, MA, MSsc - 15
Post Graduate Diploma (not less than 01 year) - 10
(Marks will not be given to Post Graduate Degree or Post Graduate Diploma, produced for the Efficiency Bar)

2.1.1 For applicants who are eligible to be promoted to class I under 12.2 of Service Minute of Sri Lanka Technical Education Service

PhD - 20
M.Sc., MBA, MEng, MPhil, MA, MSsc - 15
Post Graduate Diploma (not less than 01 year) - 10

2.2 03 marks per year of administrative experience obtained in a scheduled post (permanent) in class II
Maximum 15 marks

2.3 05 marks per each research or innovation published (Research thesis or patent warrents should be submitted)
Maximum 10 marks

2.4 02 marks per each commendation, obtained
Maximum 10 marks

2.5 Communication Skills - 02 marks
Leadership - 02 marks
Personality - 01 marks
Maximum 05 marks

APPLICATION FOR THE PROMOTION TO CLASS I OF SRI LANKA TECHNICAL EDUCATION SERVICE

1. Name (with initials) :_____.

2. Full Name :_____.

3. Official Address :_____.

4. Private Address :_____.

5. Telephone No. :_____.

6. Date of birth :_____.

7. Age, as at the closing date of application :_____.

8. Sex :_____.

9. Civil Status :_____.

10. Date appointed to Class II of Sri Lanka Technical Education Service :_____.

11. Date of first appointment to SLTES :_____.

12. 12.1 Total Service period as at the closing date of applications :_____.

12.2 Period of service in class II as at the closing date of applications :_____.

13. Educational Qualifications :

13.1 G. C. E. (O/L) : Year : _____.

	Subjects	Grade		Subjects	Grade
1.			5.		
2.			6.		
3.			7.		
4.			8.		

13.2 G. C. E. (A/L) : Year : _____.

	Subjects	Grade
1.		
2.		
3.		
4.		

13.3 Particulars of Degree, obtained :

	Name of the Degree	Field	Effective date of the Degree
1.	PhD		
2.	MA/MSc		
3.	Post Graduate Diploma		
4.	BSc/BA		

13.4 Name and field of post graduate degree or post graduate Diploma which is considered for the Efficiency Bar : _____.

14. Professional Qualifications :

14.1 Professional Qualifications obtained in the fields relevant to the present post :

1. _____.
2. _____.
3. _____.

14.2 Professional Qualifications obtained in other fields :

1. _____.
2. _____.
3. _____.

15. Qualifications obtained in Institutional Administration : _____.

16. Particulars of certificates/commendations with regard to well disciplinary : _____.

17. Particulars, of Research and Innovations, published _____.

I certify that the above particulars are true and correct to the best of my knowledge and I have not been involved or punished for any disciplinary offence during my service period.

_____,
Signature of the applicant.

Date : _____.

Recommendation of Head of the Department :

I hereby certify that the above particulars, of Mr./Mrs./Miss who is working in this Department/College of Technology/ Technical College, are true and correct and he/she has not been punished for any disciplinary offence during the service period.

_____,
Director General,
Department of Technical Education and
Training.

Seal _____.

Date _____.

09-529

Examinations, Results of Examinations &c.

TELECOMMUNICATIONS REGULATORY COMMISSION OF SRI LANKA (TRCSL)

Examination for the Issue of Amateur Radio Operator's License by the TRCSL

1. CATEGORIES of Amateur Radio Operator's License :

- (a) Amateur Radio Operator's Advance Class License,
- (b) Amateur Radio Operator's General Class License,
- (c) Amateur Radio Operator's Novice Class License.

2. *Minimum Entry Requirements.* – Every candidate entering for the examination must be fourteen (14) years of age or over on the closing date of applications.

3. *Scheme of Examination :*(a) *Advance Class.* – The examination consists of two parts :

Part 1:- Two (2) compulsory written papers to be undertaken at one sitting :

Paper I - Advance Electrical Technology and Radio Communications (3 hours) ;

Paper II - Licensing Conditions, Operating Practices and Procedures (2 hours).

Part 2 :- Practical Morse Code Test(05 words per minute).

- (b) *General Class.*– The examination consists of two parts. Two (2) compulsory written papers to be undertaken at one sitting :

Paper I - Fundamentals of Electricity and Radio Communications (2 hours) ;

Paper II - Licensing Conditions, Operating Practices and Procedures (1 hour).

- (c) *Novice Class.*– The examination consists of two parts. Two (2) compulsory written papers to be undertaken at one sitting :

Paper I - Basic Electricity, Radio and Electronic Theory (2 hours) ;

Paper II - Licensing Conditions, Operating Practices and Procedures (1 hour).

4. *Conditions of Examinations.*– The following conditions shall apply to all categories of Amateur Radio License Examinations :

- To pass the examination, the candidates should pass all papers of the examination.
- Candidates must pass the two (2) written papers of the examination at the same sitting.
- Only those candidates who pass Part 1 of the examination will be allowed to appear for Part 2 (Morse test) in case of Advance class.

5. *Medium of Examination.*– The examination will be conducted in English Medium only.

6. *Examination Fees.*– Applicants who conform to the requirements of the examination are required to remit the examination fees mentioned in this notification to the "Telecommunications Regulatory Commission of Sri Lanka". If further information in this regard is required, the applicants are requested to write to the TRCSL.

The examination fee is payable either by a money order or a pay order/draft from any Bank drawn in the name of the "Telecommunications Regulatory Commission of Sri Lanka". The entry form must be sent by recorded delivery on registered post or delivered by hand. Official receipts must be retained as TRCSL will not consider any claim that form has been overlooked or lost unless proof of posting of delivery is produced.

Fees are not refundable or cannot be transferred from one examination to another at a later date. Any candidate who withdraws his application or cannot appear for the examination due to any reason whatsoever will be required to pay approximate examination fee for any subsequent entry.

Category of Examination	Fee for Part 1	Fee for Part 2
Advance Class	276.00	138.00
General Class	138.00	-
Novice Class	138.00	-

7. *Closing Date of Application.*– The examination will be held twice each year in April and October. The date of examination will be informed by the Commissioner of Examinations. Applications must be made on the appropriate entry form obtained from the under mentioned office, completed, and submitted to the address given below on or before the closing date mentioned below :-

Director General,
TRCSL,
276, Elvitigala Mawatha,
Manning Town,
Colombo 08.

Category of License	Last Date of Entry
Advance Class	05.10.2012
General Class	
Novice Class	

8. *Attestation.*– Candidate's signature must be attested by one of the following :

A Justice of Peace, Commissioner of Oaths, an Attorney-at-Law and Notary Public, Commissioned Officer of the Army, Navy or Air Force, Gazetted Officer of the Police, a person holding a permanent post in the State Service drawing a consolidated salary of not less than Rs. 493,920 per annum. All other applications will be rejected.

9. *Identification of Candidates.*– A candidate will be required to prove his/her identity in the examination and for this purpose any of the following documents will be accepted :

- A valid Identity Card issued by the Postmaster - General ;
- A valid Passport ;
- An Identity Card issued by the Department of Registration of Persons.

All candidates are required to act in conformity with the Provisions of the Examination Act, No.25 of 1968.

Any matters which has not been provided for under these Rules and Regulations will be settled at the discretion of the Director-general of Telecommunications.

Director General,
TRCSL.

No. 276, Elvitigala Mawatha,
Manning Town,
Colombo 08,
21st September, 2012.

09-497

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE – 2011(I) 2012

IT is hereby notified that an Efficiency Bar Examination for the officers in Class II of Public Management Assistants' Service will be held by the Commissioner - General of Examinations in the month of December, 2012 as per Provisions of para 5.2 of the approved service minute of Public Management Assistants' Service published in the *Government Gazette* of the Democratic Socialists Republic of Sri Lanka bearing No. 1372/23 dated 24.12.2004.

2.0 This examination for officers in Class II of the Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of relevant towns and town numbers are given below. The Commissioner - General of Examinations reserves the right to cancel any center due to insufficiency of candidates or any other reason and decide an alternative as per the candidate's second preference of towns. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated :

<i>Town</i>	<i>Town No.</i>
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

3.0. (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

(ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner-General of Examinations for violation of these rules and regulations.

4.0. *Eligibility*:- Officers who have been appointed to posts in Class II of Public Management Assistants' Service are eligible to appear for this examination.

Note:- Provisions for Provincial Management Assistants' Service shall be issued by the relevant Provincial Public Service Commission concurrently to this *Gazette* Notification.

5.0. The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/herself. Applications should be sent by the Registered post through the respective Heads of Departments to reach the **Commissioner-General of Examinations, Organization & Foreign Examinations Branch, Department of Examinations, Pelawatta, Battaramulla**, on or before 22nd October, 2012. The name of the examination should be indicated at the top left of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

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

(i) The National Identity Card issued by the Department of Registrations of Persons ;

(ii) A valid Passport.

The candidature of those who fail to produce any of the above mentioned documents may be cancelled at the discretion of the Commissioner-General of Examinations. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations.

7.0. *Applications*:- Applications should be prepared in a paper of "A4" size in such a manner that Para Nos. 1.0 to 5.0 appear on the first page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting.

Application should strictly conform to the specimen appended and candidates are advised not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 400 for the whole examination and Rs. 200 for only one subject should be paid at any District/Divisional Secretariat/post-office islandwide to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. It will not be allowed to transfer the fee paid for this examination in favour of another.

8.0. The Commissioner-General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. 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 and, in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.

9.0. The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations, enabling them to appear for the examination. No travelling expenses will be paid.

10.0. Candidates should answer both question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.

11.0. Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass.

(For further details, refer to Para. 5:2 of Public Management Assistants' Service Minute.).

12.0. For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.

13.0. The Commissioner-General of Examinations will release the results of the examination to the Director General of Combined Services and the lists of names of the candidates who have passed the exam will be published in the Government *Gazette of Democratic Socialist Republic of Sri Lanka*.

14.0. *Examination Procedure.*- Candidates should sit for a written examination, which will consist of the following subjects :-

Subject	Marks	Duration	Subject No.
(01) Office Systems and Procedure	100	02 Hrs.	01
(02) Accounting Systems adopted in the Government Offices	<u>100</u>	02 Hrs.	02
Total	<u>200</u>		

14.1 *Office Systems and Procedure.*- This paper is intended to test the candidate's knowledge of office systems adopted in Government offices and his/her ability of practical application of the knowledge. This paper consists of two parts :

Part I - A paper of multiple-choice questions, duration is 30 minutes, 25 marks ;

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

14.2 *Accounting Systems adopted in Government Offices.*- Candidate's knowledge in Accounting Systems adopted in Government office, books and records controlling accounts and orders and instructions of the Treasury issued in relation to that and his/her ability of practical application of the knowledge will be tested. This paper consists of two parts :

Part I - A paper of multiple-choice questions, duration is 30 minutes, 25 marks ;

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

15.0. The decision of the Director General of Combined Services will be final, in respect of any matter not provided for in this notification.

B. P. P. S. ABEYGUNARATHNE,
Director General of Combined Services,
Ministry of Public Administration
and Home Affairs.

Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07,
06th September, 2012.

Specimen Form of Application

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE – 2011 (I), (2012)

*(As per this exam notification, only the officers in Class II of
Public Management Assistants' Service of the **Combined Services**
shall be eligible to forward applications)*

(For office use only)

(Indicate the name and the number
of the town in which you wish to sit
for the examination as per Para 2.0
of the *Gazette* notification)
(This cannot be changed subsequently)

Town	Town No.
1.	
2.	

Medium of examination

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the cage)

2.2 Names and Address of the Office/Department/
Institution :_____.
(In Sinhala/Tamil)

2.3 Address to which the admission card should be sent
:_____.
(In block capitals)

3.0 Sex :

Female - 1
Male - 0

(Indicate the relevant number in the cage.)

4.0 National Identity Card No. :

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5.0 Subject/s you offer :

Subject	Subject No.

6.0 Present Post :

6.1 Post :_____.

6.2 Number of the letter of appointment :_____.

6.3 Date of entry into Class II of Public Management
Assistants' Service :_____.

7.0 7.1 Are you sitting the examination for the first time ? :—.

7.2 If not, the fee paid :_____.

7.3 For affixing the receipt :

Affix the receipt securely here.
(It would be useful to keep a photocopy of the receipt)

8.0 *Certificate of the Candidate :*

I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. The receipt obtained by paying Rs. to a District/Divisional Secretariat post office at has been affixed hereto. Further, I agree to be bound by the rules and regulations of the Examinations Act and also to the decision taken by the Commissioner-General of Examinations regarding this examination.

_____,
Signature of candidate.

Date :_____.

Note.- The candidate should sign in the presence of the Head of his/her Department/Institution or an officer authorized to sign on behalf of such Head of Department.

1.0 1.1 Name with initials :_____.

(In block capitals)

Eg : SILVA M. A.

1.2 Name with initials :_____.

(In Sinhala/Tamil)

1.3 Names denoted by initials :_____.

(In block capitals)

1.4 Names denoted by initials :_____.

(In Sinhala/Tamil)

2.0 Place of work and address :

2.1 Names and Address of the Office/Department/
Institution :_____.
(In English Capital Letters)

ATTESTATION OF THE SIGNATURE

I certify that who is an officer in my office and who is known to me personally placed his/her signature in my presence this day of, he/she has paid the relevant examination fee and that the receipt has been affixed.

_____,
Signature and official stamp of the
person attesting.

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

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that,

- (i) The particulars furnished by the candidate have been examined ;
- (ii) This officer belongs to combined services ;
- (iii) The officer has *appeared/not appeared for the examination earlier ;
- (iv) *He/she has affixed the receipt obtained by paying the relevant fee to this application form since *he/she has appeared for the examination ; and
- (v) The candidate is eligible to sit the examination.

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

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

*(Delete inapplicable words)

09-669

**MINISTRY OF PUBLIC ADMINISTRATION AND
HOME AFFAIRS**

**Open Competitive Examination for recruitment to the
Posts of Technical Officers in Grade III of Sri Lanka
Technological Service for District Secretariats/
Kachcheries and Divisional Secretariats – 2012**

THE *Gazette* Notification No. 1,773, "Open Competitive Examination to recruit to the Posts of Technical Officers in Grade

III of Sri Lanka Technological Service, for District/Divisional Secretariats and Offices of the Government Agents which are under the Ministry of Public Administration and Home Affairs - 2012" published in the *Gazette* of Democratic Socialist Republic of Sri Lanka dated 24th August, 2012 is hereby revised with the inclusion of the following note below 4(a) of Section 04.

Note. – If the number of applicants who are qualified for the recruitment for Grade III, is not sufficient to fill the vacancies, applicants who become qualified as follows shall be recruited to the training grade for the remaining vacancies.

The closing date for the applications mentioned in the *Gazette* notification shall be 24.09.2012 and the other provisions of the *Gazette* notification shall be remained unchanged.

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

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
04th September, 2012.

09-694

DEPARTMENT OF CENSUS AND STATISTICS

**Open Competitive Examination to Recruit the Executive
Grade III (Statistician) – 2012**

APPLICATIONS are called for Competitive Examination according to the Public Service Commission standards to select appropriate individuals to fill existing vacancies for the post of (Statistician) Executive Class III at this Department. The application which prepared according to the specimen given at the end of this notice should be sent in registered post to Commissioner General of Examinations, Department of Examination of Sri Lanka, Pelawatta, Battaramulla on or before the date mentioned below. In the left top corner of the envelope "Open Competitive Examination for Recruitment of Executive Class III (Statistician)" should be written clearly. Name of the examination which is given in the title should be indicated in English in addition to Sinhala or Tamil.

(a) Last date of calling applications is 19.10.2012.

Examination will be held in December, 2012.

Note. – Consideration will not be given to complaints claiming that Application form or related documents delayed or lost in postage. Applicant should bear the loss of delaying the application until the closing date.

1. *Recruitment Method.* – Recruitment will be made for the Post of Statistician based on serial ranks obtained in the written examination conducted by Department and recommendation of the interview board which appointed by Public Service Commission and in accordance to the existing vacancies.

(Marks will not be given for interview) (Syllabus of the limited examination for recruitment of Statistician Class III is given under No. 8(1)).

2. *Conditions for Recruitment :*

- (i) This position is permanent and entitled to pension. Should contribute to the Widows' and Orphans' Pension Scheme.
- (ii) Officers who are appointed to this position are subjected to acting service period of probation.
- (iii) First Efficiency Bar Examination should be passed within three (3) years after the appointment to the position.
- (iv) Should obtain competency level in other official languages within five (5) years according to Public Administration Circular No. 7/2007(II). Officers who are appointed to the service in languages other than official languages should obtain competency in an official language within three (3) years and competency of another official language within six (6) years.

3. *Salary Scale.* – This position is entitled to the Salary Scale according to the Public Administration Circular No. 6/2006 SL-1-2006, Rs. 22,935 - 10x645 - 8 x790 - 17x 1,050 - Rs. 53,555.

4. *Educational Qualifications.* – A Degree with a class from a University recognized by University Grants Commission having studied minimum of one of the following subjects as main subject : Statistics, Mathematics, Economics, Social Science, Demography, Computer Science, Information Technology, Geography or Draftsmanship ; or

General Degree with Second Upper Class from a University recognized by University Grants Commission having studied minimum of one of the following subjects as main subjects : Statistics, Mathematics, Economics, Social Science, Demography, Computer Science, Information Technology, Geography or Draftsmanship.

5. *Age limit.* – Between 21 and 35 years of age.

6. *Physical qualification :*

- (i) All applicants should be willing to work in any part of Sri Lanka ; and
- (ii) With physical and mental fitness to discharge his/her official duties.

7. *Other Qualifications :*

- (i) Applicant should be a Sri Lankan citizen ;
- (ii) Applicant should possess an excellent character ;
- (iii) All required qualifications for the post should be obtained before the closing date of applications as mentioned in the notice/*Gazette*.

8. 8.1 Written Examination :

	<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
1	Theories related to subjects	100 (2 hours)	40%
2	IQ Examination	100 (1 hour)	40%

Note. – Applicants should obtain more than 40% or more marks in all papers and applicants with highest cumulative marks for both papers will be selected according to the number of existing vacancies.

8.1.1 This examination is conducted by the Commissioner General of Examinations.

8.1.2 *Mode of Examination :*

- * Examination will be held in Tamil, Sinhala and English Languages ;
- * Applicant can sit for the examination in his/her preferable language ;
- * Applicant should answer all papers in the same language ;
- * Language mentioned in the admission card will not be changed ;
- * Applicant should sit for both (2) papers.

8.1.3 *Syllabus :*

General knowledge related to subjects :

- (i) National and International Statistics ;
- (ii) Statistics and development of people ;
- (iii) New developments related to statistics ;
- (iv) Socio-economic data ;
- (v) Environment and society ;
- (vi) Geographical features and people ;
- (vii) Information Technology.

Intelligence Qualification. – Identifying problems and reasons, decision making, maintaining relationship with people communication skills and self control policies and Defining applicant's improved

management skills according to events and incidents to practice are expected from this examination.

8.2 *General Interview.* – (marks will not be given).

Objectives expected to achieve. – To examine whether qualifications mentioned in the recruitment procedures and published notice are fulfilled and the mental and physical fitness.

8.3 *General Conditions :*

- (i) The competitive examination will be held only in Sinhala/Tamil/English languages. Answers for both papers should be given in one language. No room will be given to change applied language. All applicants are bound to adhere to the rules and regulations made by Commissioner General of Examinations on conduct the examination. He/She is bound to punishment imposed by Commissioner of Examinations if he/she violates the rules and regulations.
- (ii) Examination fee is Rs. 1,000. The examination fee could be paid at any post office located in any part of the country to be credited to the Income Head 2003-02-13 of Commissioner of Examination and the receipt obtained should be properly affixed on the specified space in the application. Photocopy of the receipt should be retained by the applicant.
- (iii) Examination fee is not refundable under any circumstances.
- (iv) The examination will be held only in Colombo. Date of the examination will be informed later.
- (v) Incomplete applications will be disqualified without any notification.

Note. – No admission without admission card. The admission card with certified signature of the applicant should be handed over to the Examination Inspector on the first day of examination.

Issuing of admission card should not be considered as acceptance of the candidate as having fulfilled all required qualifications to sit for the examination.

- (vi) Application form should be prepared using A4 (C. M. 22x.29) size paper and the application form should be prepared to enable to include paragraph No. 01 to 06 in the first page, paragraphs No. 07 to 12 in the second page and rest in the third and fourth pages. The applicant should ensure that the application form perfected by himself in accordance

with the specimen form appearing in the examination notification. Application which is not in accordance with the specimen form and incomplete applications are liable to rejection without notification. It will be useful for the applicant to keep a photocopy of the application with him/her. Further the applicant should clarify whether the filled application is accordance with model application mentioned in the examination notice and if it is not applications will be rejected. Therefore, prepare the application according to specimen herewith.

- (vii) Receipt of application would not be acknowledged. Paper notice will be given immediately when admission cards are issued to applicants.
- (viii) The power of postponing or voiding the examination with the approval of Public Service Commission is vested on Commissioner General of Examination.
- (ix) Paper notice will be published by the Department of Examination immediately after issuing admission cards. It should be reported Department of Examination of Sri Lanka according to the notice if not received the admission card within two or three days after the paper notice. While informing this it is more effective to sent your request letter to Examination Department of Sri Lanka with the photocopies of the application, exam fee payment receipt and receipt of registered post of the application. (Fax : 0112784232) If you are away from Colombo please note a Fax No. to sent the admission card.

9. *Identification of the Applicant.* – All candidates should prove their identity as to satisfy the officer in charge of the examination centre. Only one of the following documents given below is acceptable :–

- (i) Valid National Identity Card issued by the Department of Registration of Persons ;
- (ii) Valid Passport.

Applicants who are selected in the written examination should have the following documents ready to submit during the interview :–

- (i) Birth Certificate ;
- (ii) Degree and other educational certificates ;
- (iii) Two character certificates (One of these should be obtained from a lecturer or a professor of University) ;
- (iv) Certificates related to Professional Qualification (if any) ;
- (v) Certificates for having passed higher examinations in Sinhalese, Tamil and English Languages.

For attention :

- (a) Should not annex and send any documents or its copies with the application form ;
- (b) Applications of applicants who fail to produce documents when requested will not be considered.

Officers serving in Public Service or Provincial Public Service, Government Corporations should forward their application through head of the Department/Institution. It is compulsory to all applicants to confirm their signature before sitting for the examination. Otherwise, applicants should confirm their signature through principal/retired principal/Grama Niladhari/Justice of Peace/Commissioner of peace/Notary Public Lawyer/Authorized Officers of Forces/Government employees with annual salary of Rs. 240,360 or more or permanent employees of Provincial Government or Buddhist priest of Viharaya or authorized priests of other religions.

Application and related documents should not be sent to any Institution/Department or any individuals other than Commissioner General of Examinations.

According to the recommendation of Public Service Commission,

Secretary,
Ministry of Finance and Planning.

Head Office,
Colombo 01,
2012.

SPECIMEN APPLICATION

THE OPEN COMPETITIVE EXAMINATION TO RECRUIT THE EXECUTIVE
GRADE III (STATISTICIAN) FOR THE DEPARTMENT OF CENSUS AND
STATISTICS - 2012

Index No. :

(For office use only)

The medium expected to appear for the examination

(Sinhala - 2/Tamil - 3/English - 4)
Write the relevant number in the box.

01. 1.1 The Name with the initials at the end :———. (In English Block Letters) Eg. : SUNIL A. B.
- 1.2 Full Name :———. (In English Capital Letters)
- 1.3 Full Name :———. (Sinhala/Tamil)

02. 2.1 Permanent/Address :———. (In English Capital Letters)

2.2 Address to which the admission to be sent :———. (In English Capital Letters)

2.3 Telephone No. :

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03. 3.1 Sex :
Female - 1
Male - 0
(Write down the relevant number in the cage)

3.2 Date of Birth :

Year : Month : Day :

04. National Identity Card No. :

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

05. Nationality (Put ✓ in the relevant cage) :

Sinhalese		Indian Tamil	
Sri Lankan Tamil		Malay	
Muslim		Other	

06. Residential District :———. Divisional Secretariat Division :———.

07. Fee paid (Applicant is advisable to keep a copy of the receipt) :
Date of payment :———. Amount :———. District/Divisional Secretariat Office :———. Receipt No. :———. (The receipt is to be pasted here from an edge firmly)

08. The highest pass gained for language proficiency : (Please mention the name of the Examination) :
Sinhala :———. Tamil :———. English :———.

09. Educational Qualification :

Details of the degree :

Degree	Institute	Pass	Subjects	Validity Date

Other Educational Qualifications :

ATTESTATION OF THE SIGNATURE OF THE APPLICANT

Course	Institute	Details of Subjects

I hereby certify that Mr./Mrs./Miss who is forwarding this application is personally known to me and that the receipt has been pasted and put his/her signature before me.

_____,
The Signature of the Officer
attesting the signature.

10. Other Qualifications : _____.

11. Present occupation and the previous occupations :

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

Institute	Designation	From - To	Salary (Monthly)

When the applicant is an employee of a government Department/Institute, the application shall be forwarded through the head of the Department or the institute along with the above certificate.

THE CERTIFICATE OF THE HEAD OF THE DEPARTMENT

12. Are you a suspect of a criminal case ? If so give the details :
_____.

Mr./Mrs./Miss works in this department as a permanent/temporary/casual employee. I hereby certify that he/she has not been subject to any disciplinary punishment (except for a warning) and the information furnished in this application are correct. Also I certified that his/her work and behaviour are satisfactory and has fulfilled the qualifications as per the *Gazette* notification to sit for this examination and the relevant examination fee has been paid and the receipt is attached.

If selected he/she can be/can't be released from the service.

_____,
The signature of the Head of the
Department/Institution.

I do hereby certify that the information furnished by me in this application are true and correct. I am aware that if any of these particulars have been found false or incorrect prior to the selection, renders me a disqualified and if found subsequently to the appointment I will be dismissed without any compensation. Also I declare hereby that I am subjected to the rules and regulations and on decision of releasing the results being formulated by the Commissioner General of Examinations in the holding of the acumination.

_____,
Signature of the candidate.

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

Date : _____.

09-695