

N. B.— Part III of the *Gazette* No. 1,571 of 10.10.2008 was not published.

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

අංක 1,572 - 2008 ඔක්තෝබර් 17 වැනි සිකුරාදා - 2008.10.17  
No. 1,572 - FRIDAY, OCTOBER 17, 2008

(Published by Authority)

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

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

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

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

All notices to be published in every Part of the *Gazette* shall close at 12 noon of each Friday, *a fortnight before the date of publication*. All Departments, Corporations, Boards, etc., are advised that any notification fixing specific dates for closing times of applications in regard to vacancies, tender notices and the dates and times of auction sales, etc., should be prepared with due regard to this change, *i.e.*, by giving adequate time both from the time of despatch of notice to the Government Press and from the date of publication thus enabling those interested in the contents of the notices to actively and positively participate.

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication *e.g.*, Notices for publication in the weekly *Gazette* of 24th October, 2008, should reach the Government Press on or before 12 noon on 10th October, 2008.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2008.

### 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 or 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 traveling 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 (1 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. If 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.

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

## Posts – Vacant

### PARLIAMENT OF SRI LANKA

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

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the 'Secretary - General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte' on or before 10.11.2008 indicating the post applied for on the top left - hand corner of the envelope.

1. (a) Hansard Reporter (Sinhala)
- (b) Hansard Reporter (Tamil)
- (c) Hansard Reporter (English)

#### 1.1 Salary Scale :

Rs. 271,020 - 3 x 3,900 / 13 x 4,800 - 345,120 per annum. (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 39,700).

A Hansard Reporter on successful completion of 10 years satisfactory service will be eligible for promotion to the Post of Senior Hansard Reporter and placed on the salary scale of Rs. 298,440 - 5 x 7,740/ 8 x 9,480 - 412,980 per annum. (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 46,600).

#### 1.2 Age :

Not less than 18 years and not more than 45 years of age as at 10.11.2008 (The upper age limit shall not apply to those already in the Public/Provincial Public Service/ Corporations and Statutory Boards).

#### 1.3 Educational Qualifications :

- (a) General Certificate of Education (Ordinary Level) Examination in not less than six (6) subjects including Mathematics at not more than two sittings with a Credit Pass in Sinhala Language (for Sinhala Hansard Reporters) of Tamil Language (for Tamil Hansard Reporters) or English Language (for English Hansard Reporters) ;

or

- (b) National Certificate of General Education Examination in not less than eight (8) subjects including Mathematics at one sitting with a Credit Pass in Sinhala Language (for Sinhala Hansard Reporters) or Tamil Language (for Tamil Hansard Reporters) or English Language (for English Hansard Reporters).

#### 1.4 Professional Qualifications

##### 1.4.1 Hansard Reporters (Sinhala)

- (a) Shorthand - 110 w. p. m.  
Typewriting - 30 w. p. m.
- (b) High proficiency in Sinhala Language and a wide general knowledge
- (c) Knowledge of English and Tamil Languages and computer literacy will be an added qualification.

##### 1.4.2 Hansard Reporters (Tamil)

- (a) Shorthand - 110 w. p. m.  
Typewriting - 30 w. p. m.
- (b) High proficiency in Tamil Language and a wide general knowledge
- (c) Knowledge of English and Sinhala Languages and computer literacy will be an added qualification.

1.4.3 *Hansard Reporters (English)*

- (a) Shorthand - 120 w. p. m.  
Typewriting - 40 w. p. m.
- (b) High proficiency in English Language and a wide general knowledge.
- (c) Knowledge of Sinhala and Tamil Languages and computer literacy will be an added qualification.

- (i) *Note* : Applicants who fail to acquire the required proficiency in the recruitment tests for selection to the Post of Hansard Reporters (Sinhala)/ (Tamil)/ (English) will be considered for selection to the Posts of Committee Reporter and Stenographer. The annual salary scales applicable for the above posts are as follows :

Committee Reporter (Sinhala) . (Tamil) / (English) - Rs. 247,620 - 9 x 3,900/6x48---311,520

Stenographer (Sinhala)/ Tamil (English) Rs. 182,880 - 3 x 1,680/10 x 2,220/4x 3,480 - 224,040.

- (ii) Therefore it will be sufficient to forward the applications only for the Post of Hansard Reporters (Sinhala) / (Tamil)/ (English).

1.5 *Method of Recruitment* .- Through written tests in Shorthand, Typewriting, Reporting, Language and an Interview.

1.6 *Terms of Employment* .- Selected candidates for the Posts of Hansard Reporters (English) will have to pass a Shorthand test at the speed of 140 w. p. m with 90% accuracy, within one year of the appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the former post as the case may be.

2. *Conditions of Service* :

- (i) These posts are permanent and pensionable. The appointment in the first instance will be on probation for a period of three years. If a permanent and pensionable officer in the Public service/Provincial Public Service who has been confirmed in his/her appointment is selected, he/she will be appointed on an acting period of one year.
- (ii) Selected candidates will be subject to the Financial and Departmental Regulations applicable to the Staff of the Secretary General of Parliament.
- (iii) Selected candidates will have to contribute to Widows, and Orphans,/Widowers, and Orphans, Pension Fund with a percentage decided by Government from his/her salary.
- (iv) Selected candidates will be subjected to a medical examination and security clearance.
- (v) Security Clearance Reports will be obtained in respect of selected candidates before they are appointed.

3. Applicants should attach copies of the following certificates (Not Originals) to their applications; Originals of the certificates should be produced when called upon to do so.

- (a) Birth certificate ,
- (b) Certificates of Educational qualifications,
- (c) Certificates of Professional qualifications ,
- (d) Certificates of Experience ,
- (e) Two recent testimonials.

(Applicants already in Public Service / Provincial Public Service / Government Corporations and Statutory Boards need not attach copies of testimonials.)

4. Applicants in the Public Service/Provincial Public Service/Government Corporations and Statutory Boards should send applications through their respective Heads of Departments/Institutions.

5. Canvassing in any form will be a disqualification for the post.

6. Applications received after the closing date of applications, sent without copies of the above mentioned certificates, and not forwarded through Heads of Departments/Institutions will be rejected. Applications sent through Heads of Departments Institutions too, will be rejected if received after the closing date of applications and applications not prepared according to the specimen will also be rejected.

Secretary General of Parliament.

Parliament of Sri Lanka,  
Sri Jayewardenepura Kotte,  
17th October, 2008.

### Parliament of Sri Lanka

#### APPLICATION FOR A POST OF HANSARD REPORTER (.....)

01. (a) Name with initials : \_\_\_\_\_.  
Mr/Mrs/Miss : \_\_\_\_\_.
- (b) Name denoted by initials : \_\_\_\_\_.
02. (a) Address (Private) : \_\_\_\_\_.  
Telephone No. : \_\_\_\_\_.
- (b) Address (Office) : \_\_\_\_\_.  
Telephone No.: \_\_\_\_\_.
03. (i) Date of birth ..... (A copy of the birth certificate should be attached)
- (ii) Age as at 10.11.2008 : years : \_\_\_\_\_, months : \_\_\_\_\_, days : \_\_\_\_\_.
04. Whether married or single : \_\_\_\_\_.
05. Sex : \_\_\_\_\_.
06. State whether a citizen of Sri Lanka : \_\_\_\_\_.
07. National Identity Card No : \_\_\_\_\_.
08. Educational qualifications : (Copies of the certificates should be attached)

<i>Examination passed and year</i>	<i>Subjects</i>	<i>Grade</i>

09. Higher Educational Qualifications : (Copies of the certificates should be attached)
  - (i) Degree and year : \_\_\_\_\_.
  - (ii) University : \_\_\_\_\_.
10. (a) Speed in Shorthand : \_\_\_\_\_.
- (b) Speed in Typewriting : \_\_\_\_\_.
11. Professional Qualifications : (Copies of the certificates should be attached) : \_\_\_\_\_.
12. Details of Present Employment :
  - (a) Name and Address of the Institution : \_\_\_\_\_.
  - (b) Present Post : \_\_\_\_\_, Date of Appointment to the Post: \_\_\_\_\_.

- (c) Annual Consolidated Salary Scale : \_\_\_\_\_.  
(d) Monthly Consolidated Salary: \_\_\_\_\_. (f) Allowance : \_\_\_\_\_.

13. Have you been convicted for a criminal offence in a Court of Law ?

If so, give details : \_\_\_\_\_.

14. Have you served under the Government earlier ?

If so, give details, and reasons for termination of employment : \_\_\_\_\_.

15. Copies of the following certificates (Not originals) are attached :

(N. B: The applications not attached with copies of these certificates will be rejected)

- (a) Birth Certificate,  
(b) Certificates of Educational Qualification,  
(c) Certificates of Professional Qualifications,  
(d) Certificates of Experience,  
(e) Two recent testimonials to the applicant's character,  
(Those who are already in Public Service/Provincial Public Service/ Government Corporations/ Statutory Board need not to send copies of testimonials).

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

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

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

CERTIFICATE OF HEAD OF DEPARTMENT /INSTITUTION

(Only applicants serving in the Public Service/Provincial Public Service/Government Corporation/Statutory Boards)

Secretary General of Parliament,

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

\_\_\_\_\_,  
Signature of Head of Department /Institution.  
(Official Stamp)

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

## Examinations, Results of Examinations & c.

### AUDITOR GENERAL'S DEPARTMENT

#### Open Competitive Examination for Recruitment of Audit Examiners to Grade II of the Audit Examiners' Service – 2008

A COMPETITIVE examination will be conducted by the Commissioner General of Examinations to select suitable candidates for the posts of Audit Examiners Grade II of the Audit Examiners' Service in terms of the Provisions in Paragraph 06(ii) (b) of the Minute of said service. Applications are invited from the candidates possessing the required qualifications as stated in this notification.

##### 01. *Date of Examination :*

The examination will be held by the Commissioner General of Examinations in Colombo and Jaffna in the month of November 2008. The Public Service Commission reserves the right to postpone or cancel this examination.

##### 02. *Number of persons to be appointed and the effective date :*

The effective date of appointments will be determined by the Public Service Commission. The Public Service Commission reserves the right to refrain from filling any or all of the vacancies.

##### 03. *Service Conditions :*

- (i) The selected candidates will be appointed to Grade II of the Audit Examiners' Service on the general conditions governing the appointments of the Public Service published at the beginning of the Paragraph (II B) of Part 1 of the Ordinary *Gazette*, conditions set out in the Minute of Audit Examiners' Service published in the Extra Ordinary *Gazette* No.380/61 dated 20, December 1985 of the Democratic Socialist Republic of Sri Lanka and subjected to amendments made or to be made hereafter to the said Minute.
- (ii) This post is permanent and pensionable. You are required to pay 7% of your monthly earnings to the Widow's and Orphans' Pension Fund from the date of your appointment.
- (iii) The successful candidates will be appointed to this service on probation for a period of three years from the date of appointment.
- (iv) Confirmation at the end of their probationary period of successful candidates competing in this Examination will *inter-alia* depend on :
  - (a) Satisfactory work, attendance and conduct,
  - (b) Passing of Efficiency Bar Examination before the end of probation period.
- (v) His/Her Service will be Terminated he/she fails to secure confirmation at the end of the probationary period.

##### (04) *Salary Scale :*

The consolidated salary scale relating to Grade II of the Audit Examiners' Service in terms of the Public Administration Circular No. 6/2006(iv) is, Rs.16,720–10x320–11x365–15x450–30,685. (Efficiency Bar before Rs.17,680)



(05) *Health and Discipline :*

The candidate must satisfy the Public Service Commission that he/she is duly qualified in respect of health and an excellent moral character. The candidate must be of sound constitution, possessed of good sight and physically qualified for service in any part of the Island. When a candidate who is already not in the Public Service / Provincial Public Service is selected, he / she should appear for a medical test.

(06) *Qualifications :* All candidates must :-

- (a) Be a citizen of Sri Lanka,
- (b) Should be not less than 22 years and not more than 32 years of age for the persons not in the Public Service/ Provincial Public Service as at the end of the closing date of application. The applicants who are in the Public Service/Provincial Public Service should not be more than 40 years of age.;
- (c) Have an excellent moral character and must be of sound constitution;
- (d) Should have obtained one of the following qualifications;
  - (i) Should be a graduate of a recognized University or have obtained equivalent qualification ;
  - or
  - (ii) Should have passed the Examination of Licentiate or Intermediate of the Institute of Chartered Accountants in Sri Lanka.
  - (iii) Should have passed the Higher National Diploma in Accountancy/Commerce of Technical College of Sri Lanka/ Sri Lanka Institute of Advanced Technological Education.
- (e) No member of clergy of any religion will be permitted to appear for this examination.

*Note.*— The candidates who compete for this examination should be able to produce certificates of their educational and professional qualifications, immediately at the request of the Auditor General. Applications submitted on pending results will not be entertained.

*Note.*— A candidate will be deemed to have qualified only if he / she has ;

- (i) Successfully completed in every respects the examination or examinations required to pass as at 07 th November 2008 and ;
- (ii) Submitted at the interview, an official certificate or any official document on behalf of the said certificate or the qualifications that can be accepted by the Public Service Commission.

(07) *Examination Fees :*

The examination fee is Rs.300. This fees should be paid to the nearest Divisional Secretariat before the closing date of applications with instructions that it should be credited to Revenue Head 4000-20-03-20-13. The receipt obtained from the Divisional Secretariat should be affixed to the application. The examination fees paid will not be refunded fully or partly in any circumstances. (Keeping a photocopy of the cash receipt with you will be helpful).

(08) *Method of Application :*

- (a) The application should be prepared in accordance with the specimen form annexed to this notification, using both sides of the papers in A4 size as from 01 to 02 on first page, 03 to 05 (i) second page, 05(ii) to 09 on third page and 10 to 12 on fourth page and should be filled by the candidate himself.

- (b) The application should be filled in the language in which the candidate eligible to sit for the examination (Refer Paragraph 12).
- (c) Applications for the Open Competitive Examination must be sent by registered post to reach the Commissioner General of Examinations, Department of Examinations Sri Lanka, Pelawatta, Battaramulla. on or before 07 th November 2008.

The top left hand corner of the envelop containing the application should bear clearly the words "Open competitive examination for recruitment to the Posts of Audit Examiners Grade II – 2008". No application received after the closing date will be accepted. Candidates who are in the Public Service / Provincial Public Service should send their applications through their Heads of the Institutions.

- (d) Applications which are not completed in every respect will be rejected. No allegation that an application has been lost or delayed in the post will be considered. Further the issue of an admission card to a candidate does not necessarily means that he or she has the requisite qualification to sit for the examination. Such admissions are subjected to subsequent inquiries.
- (e) Applications will not be acknowledged. A notice will be published in the newspapers as soon as Admission Cards are issued to applicants. A candidate who does not receive his admission card at least seven days before the date of the examination should immediately notify the Commissioner General of Examination, Department of Examination. Pelawatta, Battaramulla with the following particulars. (Telegraph Address ("Exams" - Colombo.)
- (i) Name of the Examination :
  - (ii) Full name of the Applicant :
  - (iii) Address :
  - (iv) Date of posting of the application, registered number, and the post office and a photocopy of the application in respect of an external candidate and a photocopy of the application certified by his Head of Department in respect of a candidate in Public Service.
  - (v) A photocopy of the cash receipt.
- (f) The signature of the applicant should be attested by an authorized person. Applicants who are already in Public Service or Provincial Public Service should get their signatures attested by their Heads of Departments or by an officer authorized to do so on his behalf, other applicants should get their signatures attested by anyone of the following ; i.e. a Justice of Peace, a Commissioner of Oaths, an Attorney at Law, a Notary Public, a Principal of a Government school, a public officer drawing a monthly consolidated salary of Rs.20,030 or over, a Chief Incumbent or Higher Priest of a Buddhist Temple, a member of the clergy of any other religion who is in charge of a place of worship or holding a position of importance in such places of worship, a Commissioned Officer in three Armed Forces, an officer holding Gazetted Post in the Police Service.

(09) *Admission to the Examination :*

- (a) The Commissioner General of Examinations will issue an admission card to every person whose application has been received. A candidate presenting himself for the examination must produce his admission card to the supervisor of the examination centre. A candidate who fails to produce his admission card will not be permitted to sit for the examination.
- (b) A candidate must sit for the examination at the examination hall assigned to him. Every candidate should submit the admission card to the supervisor on the of first day presenting himself for the examination.

A set of rules to be followed by all candidates is published in this *Gazette*.

- (c) The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualification to sit for the examination.
- (d) All candidates are bound to abide by the rules laid down by the Commissioner General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner General of Examinations.

(10) *Identification of the Candidates:*

A candidate will be required to prove his identity at the examination to the satisfaction of the supervisor for each subject he/she appears. For this purpose, only the following documents will be accepted.

- (a) The National Identity Card issued by the Department of Registration of Persons.
- (b) A passport issued by the Department of Immigration and Emigration not more than three years before the date of the examination.
- (c) A valid identity card issued by the Post Master General.

(11) *Furnishing False Information :*

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

(12) *Method of Examination :*

- (a) The examination will be held in Sinhala, Tamil and English Languages.
- (b) A candidate should sit for the examination in the language in which he passed the qualifying examination or in the official language.
- (c) A candidate who has passed subjects at the qualifying examination in two or more languages should sit for the examination in the language in which he passed the majority of subjects at such examination or in the official language.
- (d) A candidate with a Special Degree who has passed the core subject in one language and the subsidiary subject in another language should sit for the examination in which he passed the principal subject or in the official language.

*Note:*

- (i) the term "Qualifying Examination" in (b) and (c) above refer to any of the examinations referred to in paragraph 06.
- (ii) A candidate must sit for all the papers of examination in one and the same language.
- (iii) A candidate will not be permitted to change the medium of the examination given in his application.

(13) *Method of Testing :*

- (a) A written test on the following five subjects and a *viva voce* test.

1. Accounting	-	03 hours – 150 marks
2. Cost Accounting	-	02 hours – 100 marks
3. Auditing	-	03 hours – 150 marks
4. Business Mathematics and Statistics	-	02 hours - 100 marks
5. Environment - Part 1 - Economics	-	01 hour - 50 marks
Part 2 - General Commercial knowledge	-	01 hour – 50 marks
Part 3 – Commercial Law	-	01 hour - 50 marks

The syllabus of the written test is shown in Appendix "A".

- (b) Candidate who obtain a minimum of 40 percent of the marks in each paper and an average of not less than 50 percent of the aggregate marks only will be eligible to be called up for the interview and the interview will be held on a date intimated after the date of written test. The interview will be confined to scrutinizing the qualifications, certificates and service records of candidates and marks will not be given for the interview. The interview Board is appointed by the Public Service Commission.

(14) *Method of Selection for Appointment :*

Those who have scored the highest marks totaling the marks for 05 papers in the written test will be selected. In the event of more than one candidate have scored similar marks, the final decision for selection will be made by the Public Service Commission.

(15) Any matter does not covered by the above regulations will be decided by the Public Service Commission.

By order of the Public Service Commission,

S. SWARNAJOTHI,  
Auditor General.

Auditor General's Department,  
Independence Square,  
Colombo -07.  
07th October, 2008.

**Appendix "A"**

*Syllabus of the Written Test -*

(i) *Accounting – One paper of the three hours duration on*

- ❖ Accounting Theory – A general understanding of basic concepts and principles, methods of assets valuation, theory of double entry, classification of costs, classification of information in balance sheets and manufacturing, trading and profit and loss account.
- ❖ Accounting Systems – Understanding the concept of control based on the need to control changes in resources used in an accounting entry; need for comparison with standards; analysis of business transactions familiarity with procedures governing basic management functions such as purchasing, selling, receipt & payment of moneys, inventory control etc; familiarity with different designs of records, day books, ledgers, control accounts, etc.
- ❖ Accounting practice problems including the preparation of balance sheet, manufacturing, trading and profit and loss accounts, reconciliation statements, control accounts etc; accounting and statistical ratios.

(150 marks)

(ii) *Cost Accounting – One paper of two hours duration on*

- ❖ Principles of costing, types of costing, purchase and stores procedures, materials, pricing of materials, pricing of issue materials, wages, overheads, fixed and variable expenses, direct and indirect expenses, budgetary control, standard costing, variations, marginal costing, contract costing, process costing, job costing, transport costing, output costing.

(100 marks)

(iii) *Auditing – One paper of three hours duration on*

- ❖ Auditing concepts and theory – Need for audit; accountability as a base for audit; scope of audit; classes of audit; timing of audit; qualifications of auditors powers; authority for audit; pre-audit; internal check; internal control; in depth audit; internal audit, the need for standards; of evidence for audit; techniques.
- ❖ Auditing systems and procedures – Familiarity with audit programmes covering the main balance sheet, manufacturing, trading and profit and loss account items, land buildings, fixed assets, inventories, money assets, sales, purchases, receipts, payments, etc..

- ❖ Auditing problems – Simple problems to test powers of observations, ability to detect errors and unusual situation.

- ❖ Functions of the Auditor General.

(150 marks)

- (iv) Business Mathematics and Statistics – One paper of two hours duration on Elements of Business Mathematics and Statistics.

(100 marks)

*Mathematics –*

- ❖ Equations - Linear and quadratic equations including graphical solutions
- ❖ Series – Arithmetic and Geometric  
Simple and compound interest including discounting
- ❖ Elementary probability theory including permutations and combinations  
Use of mathematical table.

*Statistics –*

- ❖ Collection, presentation and interpretation of data
- ❖ Analysis of frequency distributions; averages and dispersion; standard deviation ; frequency curves
- ❖ Probability, distribution and its application
- ❖ Sampling and significance concept of sample distributions, standard error, methods of sampling, tests of significance.
- ❖ Time series – Components of a time series, trends, - seasonal, cyclical and irregular.
- ❖ Graphic communication, statistical graphic charts.

- (v) *Environment – One paper of three hours duration on ;*

- ❖ Elements of Economics, Law and General Commercial Knowledge.

*Economics :*

- ❖ Nature and significance of the study of economics, the price system, demand and supply, cost and revenue, maximization of profits, factors of production; competition & monopoly.
- ❖ The characteristics of the economy of Sri Lanka; national income; gross national product; balance of payments; economic problems such as inflation, recession, fixed and floating exchange rates, devaluation.
- ❖ Money and banking – Nature, forms and functions of money; value of money; general levels of prices; functions of the Central Bank of Sri Lanka, Commercial Banks, Credit and Savings Institutions.

*Law :*

- ❖ An outline of the history of different systems of law in Sri Lanka and in general their applicability; organization and functions of courts, labour tribunals, industrial courts; functions of judges and other important legal officers engaged in the administration of justice in the in Sri Lanka.
- ❖ Nature of contract; natural and legal person; agency; doctrine of ultra vires.

*General Commercial Knowledge :*

- ❖ Office organization including systems and procedures, filing and indexing, office appliances, organization of meetings; writing of minutes, reports.
- ❖ Organizations; business units including sole trader, partnership, joint stock companies, Co-operatives, public corporations.
- ❖ Principles and classes of insurance; Sri Lanka Export Credit Insurance Corporation.
- ❖ Carriage of goods by sea, land and air; freight; demurrage
- ❖ Negotiable instruments; meaning of negotiability; cheques; bills of exchange; endorsements; crossing; acceptance; dishonour.

- ❖ Role of co-operatives in Sri Lanka.
- ❖ Principles of investments; stock exchange in Sri Lanka
- ❖ Sale of goods including contract of sale, the passing of ownership of the property in the goods, conditions and warranties, hire purchases, purchase on Installment basis.
- ❖ International trade including procedure, documents, methods of export, import, methods and terms of payment, customs and excise duties.
- ❖ Development finance including the functions of the National Development Bank, Development Finance Corporation, World Bank, International Monetary Fund.

( 150 marks)

Index No	
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for office use only

### Specimen Form of Application

#### Open Competitive Examination for Recruitment of Audit Examiners to Grade II of the Audit Examiner's Service - 2008

(Application form to be prepared in two A4 size papers as No. 01-02 in first page, No. 3-5 (i) in second page, No. 05 (ii) to 09 in third page and remainder in fourth page.

City	
1.	Colombo
2	Jaffna

--

(Mark "X" in front of the city the candidate wish to sit for the examination as per Gazette Notification.

(Medium of Examination)

(Sinhala - S, Tamil - T, English - E write the relevant English letter in the cage. (No change of language stated to sit for the examination will be allowed.)

01. Name :

1:1 Name with Initials :  
(In English Block Capital) Ex : Mr. SILVA A, S. A.

1:2 Full Name  
(In English Block Capital)

1:3 Full Name :  
(In Sinhala /Tamil)

1:4 National Identity Card No.:

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02. Address :

2: 1 Permanent Address (To be received Admission Card):  
(In English Block Capital)

2: 2 Permanent Address :  
(In Sinhala / Tamil)

2 : 3 Official Address :  
(In English Block Capital)

2: 4 Official Address :  
 (In Sinhala /Tamil)

(An office in the Public Service /Provincial Public Service should write his/her official address. Any change occurred in the adress should be informed immediately)

03. Race :

1. Sinhala  
 4. Muslim

2. Tamil  
 5. Others (Write the relevant number in the cage)

3. Indian Tamil

04. 4: 1 Sex :

Female - F

Male - M

(Write the relevant English letter in the cage)

4:2 Married - M

Single - S

(Write the relevant English letter in the cage)

4:3 Date of Birth :

Year : \_\_\_\_\_,

Month : \_\_\_\_\_,

Date : \_\_\_\_\_,

4:4 Age as at 07.11.2008

Years : \_\_\_\_\_,

Months : \_\_\_\_\_,

Days : \_\_\_\_\_,

05 (i) Qualifications you have obtained to sit for this examination.

<i>Qualification obtained</i>	<i>Date of obtaining qualification</i>	<i>Subjects</i>	<i>Date of Issuing results</i>	<i>Institution from which the qualification obtained</i>

(ii) Subjects passed at the G. C. E. (O/L) Examination.

<i>Subjects</i>	<i>Pass obtained</i>

06. Extra educational and professional qualifications :

07. Names and addresses of two referees nominated by the applicant to certify his/her character and capacity

- (i)  
(ii)

08. Candidates who sit for this Examination while serving in the Public/Provincial Public Service should fill the following.

- (i) The Service Departmental Grade you belongs to :  
(ii) Date of confirmation in the Service / Departmental Grade

Year :  Month :  Date :

09. The cash receipt should be affixed on the application firmly.

- (i) Number : \_\_\_\_\_, (ii) Place of Payment : \_\_\_\_\_,  
(iii) Date : \_\_\_\_\_, (v) Amount Paid (Rupees) : \_\_\_\_\_,

(Keeping a photocopy of the cash receipt with you will be helpful)

10. *Certificate by Candidate :*

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

\_\_\_\_\_  
Signature of Candidate

Date : \_\_\_\_\_,

11. *Attestation :* (Refer Paragraph 08 (f) of the *Gazette* notification)

I hereby certify that Mr/Mrs./Miss..... who forward this application is known to me personally and placed his/her signature in my presence on ..... 2008.

\_\_\_\_\_  
Signature and Seal of the Attester

Date : \_\_\_\_\_,  
Full Name of the Attester : \_\_\_\_\_,  
Designation : \_\_\_\_\_,  
Address : \_\_\_\_\_,

12. *Certificate of the Head of the Institute :*

(For candidates competing in the open competitive examination and who are already in Public Service/Provincial Public service)

I hereby Certify that the applicant Mr/Mrs./Miss..... is serving in this office from ..... and his/her work, attendance and conduct is satisfactory and I personally checked all the information furnished in cages 01 to 08 above with the records available in this office and found correct and he/she signed in my presence on 2008.

\_\_\_\_\_  
Signature and Seal of the Head of the  
Institute or the Authorized Officer.

Dat : \_\_\_\_\_,  
Full Name of the Attester : \_\_\_\_\_,  
Designation : \_\_\_\_\_,  
Addresses : \_\_\_\_\_,