

*N.B.*— (i) Parts I(III) and IV(A) of the *Gazette* No. 1,768 of 20.07.2012 were not published.  
(ii) The Catalogue of Books printed quarterly in July–September, 2008 has been published in Part V of this *Gazette*.

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

අංක 1,769 - 2012 ජූලි 27 වැනි සිකුරාදා - 2012.07.27  
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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)*

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* Notices for publication in the weekly *Gazette* of 17th August, 2012 should reach Government Press on or before 12.00 noon on 03rd August, 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,  
Pefawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

## Posts – Vacant

### BUILDINGS DEPARTMENT

#### Technical Officer in the Sri Lanka Technological Service (Civil) – Class II Segment "B"

APPLICATIONS are invited by the Director General of Buildings from the Citizens of Sri Lanka possessing minimum qualifications stated in this notification for the above vacant posts in the Ministry of Construction, Engineering Services, Housing and Common Amenities and in the Buildings Department.

2.0 Applications prepared using both sides of A4 paper and in accordance with the specimen form appended to this notification should be reached by "Director General of Buildings, Buildings Department, "Sethsiripaya", Battaramulla on or before 30.08.2012 by Registered Post. Post applied should be indicated on the top left hand corner of the envelope. Applications from officers in the Public Service must be forwarded through the Heads of Departments. Late and incomplete applications shall be rejected.

#### 3.0 Conditions of Recruitment :

- 3.1 The post is permanent and pensionable. Selected applicants are liable to contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme.
- 3.2 The applicant will be subject to the provisions of section 10-12, Chapter 11 of the Establishment Code.
- 3.3 Selected applicants should abide by the provisions of the Establishment Code, the Financial Regulations, Departmental Orders and any other Regulations or Orders issued from time to time by the Government.

#### 4.0 General Qualifications :

- 4.1 Should be a citizen of Sri Lanka.
- 4.2 Should have an excellent moral character and should be physically sound.
- 4.3 Applicants should serve in any part of the Island in which you are called upon to serve.
- 4.4 Should not be less than 18 years and not be more than 45 years of age at the closing date of applications. (The maximum age limit will not apply for those who are already in the Public Service.).

#### 5.0 Educational Qualifications required for all Posts :

- 5.1 Should have passed the G. C. E. (Ordinary Level) Examination in six (06) subjects with four (04) Credit

passes including Language or Literature, Mathematics, Science and any other subject in not more than two sittings ; and

- 5.2 Should have passed the G. C. E. (Advanced Level) Examination with three (03) Science subjects including Applied Mathematics/Pure Mathematics/Combined Mathematics and Physics in one sitting.

#### 6.0 Other Qualifications required :

##### Technical Officer (Civil) - Class II Segment "B" :

In addition to the above qualifications stated in 5.0, one of the following professional qualifications in relevant field should be completed and possess the relevant certificate at the closing date of applications :

- (i) National Diploma in Technology awarded by the University of Moratuwa or Hardy Technical Institute, Ampara ;
- (ii) National Diploma in Engineering awarded by the National Apprenticeship and Industrial Training Authority ;
- (iii) Higher National Diploma in Engineering awarded by the Ministry of Education and Higher Education ;
- (iv) Diploma in Technology awarded by the Open University of Sri Lanka ;
- (v) Successfully completed the 1st part of the Engineering Examinations conducted by the Institute of Engineering Sri Lanka.

#### 7.0 Selection Criteria :

- 7.1 *Conditions of Competitive Written Examination :*  
Eligible applicants have to sit for the written competitive examination and obtain minimum of 40% marks for each question paper to qualify.

Applicants will be called for an interview in accordance with the order of marks obtained at the examination and selection will be in order of the marks. No marks will be given at the interview other than examination, educational and other certificates.

7.2 Syllabus for the Competitive Written Examination :

SPECIMEN APPLICATION FORM

(i) Technical Knowledge (01 hour)

BUILDINGS DEPARTMENT

For the Post of Technical Officer (Civil)

TECHNICAL OFFICER IN THE SRI LANKA TECHNOLOGICAL  
SERVICE (CIVIL) - CLASS II "B"

- \* Dimensions, knowledge of plans, foundations, types of soil, building materials, building structures and finishes taking of quantities through building plans, preparation of estimates, water supply and sewerage systems.

For Office use

Medium for Competitive written examination :

(ii) General Knowledge and Intelligence Test (01 hour)

Sinhala - S  
Tamil - T

(Write the relevant English letter in the cage.)

- \* Geography of Sri Lanka, History, Politics, sports and important events occurred recently (including international achievements).
- \* Important events in the world, Capital Cities, International Organizations and their functions.
- \* Ability to comprehend, logical common sense, decision making, solving statistical and mathematical problems, phrases, knowledge on using tables, graphs, pictures and diagrams.

01. (i) Last name with initials : \_\_\_\_\_.
- (ii) Names denoted by initials (in Sinhala/in Tamil) : \_\_\_\_\_.
- (iii) Name with initials (state in capital letters) : \_\_\_\_\_.
02. Address and Telephone Numbers :
  - (i) Official Address : \_\_\_\_\_.
  - Telephone Number : \_\_\_\_\_.
  - (ii) Personal Address : \_\_\_\_\_.
  - (iii) Telephone Number : \_\_\_\_\_.
  - (iv) Mobile Telephone Number : \_\_\_\_\_.

7.3 Examination will be held in Sinhala and Tamil Medium.

8.0 Recruitment.- Selected applicants with educational and professional qualifications under above, 5.1, 5.2 and 6.0 will be recruited to Class II Segment "B" in Sri Lanka Technological Service.

9.0. Salary Scale.- Rs. 15,005 - 4 x 180 - 6 x 240 - 11 x 320 - 20 x 360 - 27,885 under MN -3-2006 A of Public Administration Circular No.06/2006 (IV).

10.0 Scheme of Promotion.- All promotions will be made in accordance with the Service Minute of the Sri Lanka Technological Service.

11.0 Implementation of Official Language Policy.- As per Public Administration Circular, No. 07/2007 dated 28.04.2007 issued by the Ministry of Public Administration and Home Affairs, all officers recruited to the Public Service after 01.07.2007 should acquire proficiency in the other Official language within a period of five (05) years in addition to the Official language through which they enter the service.

D. G. S. JAYAKODY,  
Director General of Buildings.

Buildings Department,  
Sethsiripaya,  
Battaramulla.

03. Gender :
 

Male - 0	<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>
Female - 1	

(Write the relevant number in the cage)
04. National Identity Card Number :
05. (i) Date of Birth :
 

Year : <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	Month : <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	Date : <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>
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(ii) Age as the closing date of application :

Years : <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	Months : <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	Days : <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>
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06. Marital Status :
 

Unmarried - 1	<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>
Married - 2	

(Write the relevant number in the cage.)
07. Particulars of G. C. E. (O/L) Examination (first sitting) (Please attach copies) :
  - (i) Year and month of the examination : \_\_\_\_\_.
  - (ii) Index Number : \_\_\_\_\_.

<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><i>Subject</i></td> <td style="width: 50%; text-align: center;"><i>Pass</i></td> </tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> </table>	<i>Subject</i>	<i>Pass</i>	.....	.....	.....	.....	.....	.....	.....	.....	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><i>Subject</i></td> <td style="width: 50%; text-align: center;"><i>Pass</i></td> </tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> </table>	<i>Subject</i>	<i>Pass</i>	.....	.....	.....	.....	.....	.....	.....	.....	<p>It is compulsory to submit certified time copies of the entire relevant document which relate to above 9 and 10.</p> <p>12. Certification of the applicant :_____.</p> <p>I hereby certify that the information given above is true and correct. I am also aware that if any particulars contained here, is found to be false or incorrect, I am liable to disqualification, if detect before selection and to dismissal without compensation, if detect after appointment.</p> <p style="text-align: right;">_____, Signature of applicant.</p> <p>Date :_____.</p> <p style="text-align: center;"><i>Only for the applicants who are in the Public Sector</i></p>
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<p>08. Particulars of the G. C. E. (O/L) Examination (Second sitting) if required only (Please attach copies) :</p> <p>(i) Year and month of the examination :_____.</p> <p>(ii) Index Number :_____.</p>		<p>This applicant Mr./Mrs./Miss..... is presently attached to this Ministry/Department as a Permanent/Temporary/Casual officer. He/She can be released/cannot be released if selected to the above post.</p> <p style="text-align: right;">_____, Signature of Head of the Institute.</p> <p style="text-align: right;">_____ (Official Seal).</p>																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><i>Subject</i></td> <td style="width: 50%; text-align: center;"><i>Pass</i></td> </tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> </table>		<i>Subject</i>	<i>Pass</i>	.....	.....	.....	.....	.....	.....	<p>09. Particulars on the G. C. E. (A/L) Examination (Please attach copies) :</p> <p>Year of the Examination passed :_____.</p> <p>Month :_____. Date :_____.</p> <p>Index Number :_____.</p>												
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<p>10. Other qualifications : Technical/Professional (Please attach copies) :_____.</p>		<p>Designation :_____.</p> <p>Date :_____.</p>																				
<p>11. Experience in relation to the relevant field :_____.</p>		<p>07-684</p>																				

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Muslim Marriages

ANURADHAPURA 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. Muslim males only 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 27th August, 2012.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
10th July, 2012.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Anuradhapura	Galnewa	Post of Registrar of Muslim Marriages in Negampaha Area of Kalagam Palatha Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura.

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## Examinations, Results of Examinations &c.

### FIRST AND SECOND EFFICIENCY BAR EXAMINATIONS FOR OFFICERS IN CLASS III OF THE SRI LANKA ACCOUNTANTS SERVICE - 2012

FIRST and Second Efficiency Bar Examinations for officers in Class III of the Sri Lanka Accountants Service will be held in October 2012 in Town 1 Colombo and Town 2 Jaffna by the Commissioner General of Examinations. Change of the town indicated in the application to appear for the examination will not be allowed later. The closing date of application for the Examination will be 24.08.2012. The Examination will be conducted in Sinhalese, Tamil and English media and no candidate will be permitted to change the medium later.

02. A specimen application form to be used in applying for this examination is appended at the end of this notification. All applicants are advised to prepare their applications as per specimen given. Application should be prepared only in A4 size paper and items 01 to 07 should be on page 1 and the rest on page 2. The form should be completed by the applicant in his / her own hand writing. Further, Name of the Examination given at the top should be written in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications. Applications which do not conform with the specimen application form and those received after the closing date of applications and incomplete applications will be rejected without prior notice. Those who wish to sit for both First and Second Efficiency Bar Examinations should send two separate applications specifying the examinations. Particulars given in the top of the specimen application form as the case may be, should be mentioned accurately. Further, Two receipts obtained by marking payments for two examinations should be affixed to both application forms separately.

03. All applications should be sent through the Head of the Respective Department (For e.g. through Divisional Secretary in the case of a Divisional Secretariat) by Registered Post to reach the Commissioner General of Examinations, Organization and Foreign Examination Branch, Department of Examinations, Palawatta, Battaramulla, to reach him on or before 24.08.2012. The name of the examination should be written on the top left corner of the envelope containing the application. Retaining a copy of the application would be useful. Examination will be conducted in Sinhalese, Tamil and English media and no candidate will be

permitted to change the language medium applied for. New officers for the purpose of Official Language Policy may prepare their applications in the Official Language or in Tamil or English in accordance with the language medium they were recruited.

04. An Admission card together with a copy of the time table of the examination will be issued by the Commissioner General of Examinations to all applicants whose applications have been accepted. Immediately after admission cards are dispatched to the respective candidates, a press notice to that effect will be published by the Department of Examinations, Sri Lanka. If any candidate does not receive his / her Admission Card and Time Table 2 or 3 days before the examination, he/she should notify this fact in writing immediately to the Department of Examinations. It would be useful if you could send a certified photocopy of the application retained by you together with the receipt for the payment of cash, registration receipt and your letter of request with the fax number, if outside Colombo, to send your Admission Card :-

- (i) Name of Examination :\_\_\_\_\_.
- (ii) Full name of the applicant :\_\_\_\_\_.
- (iii) Complete Address :\_\_\_\_\_.
- (iv) Post Office at which the application was posted :\_\_\_\_\_.
- (v) Registered No. and Date :\_\_\_\_\_.

05. *Identify*.— Candidates should prove their identity to the supervisor of the examination every time they appear for a subject in the Examination Hall. For this purpose one of the following documents only will be accepted :-

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

The Commissioner General of Examinations reserves the right to cancel or reject the candidature of the candidate who fails to produce any of the documents mentioned.

06. *Examination Fees*.— Candidates who sit this examination will be required to pay examination fees on the basis set out below :-

**Examination Fee :**

	<i>Rs. cts.</i>
(a) <i>First sitting</i> - No fee will be charged	
(b) For the whole examination for each subsequent sitting	400 0
(c) Per subject	150 0

The relevant examination fee could be paid to the credit of Revenue Head of the Commissioner General of Examinations No. 2003-02-13 at any Divisional Secretariat and the receipt obtained should be securely affixed to the application form at the allotted place so that it may not get detached. Retaining a copy of the receipt would be useful. Those who apply for both examinations should affix two receipts obtained by making payments for both examinations separately.

07. This examination is conducted by the Commissioner General of Examinations and all candidates will be required to abide by the rules and regulations laid down by him in connection with this examination. Rules and regulations published in Part I(IIA) of this *Gazette* for applicants for examinations are applicable to this examination. On the first day of the examination, Admission Card with the applicants authenticated signature should be handed over to the supervisor of the examination.

08. Duty leave should be granted by the Head of Departments to applicants who are eligible to sit for the Examination and to whom Admission Cards have been issued by the Commissioner General of examinations to enable them to sit for the examination. Admission Cards will be issued to all the applicants who have submitted applications and issuing an Admission Card to an applicant should not be considered by him / her as a qualification to sit for examination.

09. Any matters not covered by these regulations will be dealt with the discretion of the Secretary to the Ministry of Finance and planning.

10. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, The notice published in Sinhala medium shall prevail.

11. Syllabuses related to the First and Second Efficiency Bar Examinations are given below :-

**Syllabus of the First Efficiency Bar Examination for officers in Grade III of the Sri Lanka Accountants Service**

(a) First Efficiency Bar Examination consists of 4 question papers of 3 hours on the following subjects :-

- (1) Government Financial Procedures (Sub. No. – 01) – 100 marks ;
- (2) Law and Management (Sub. No. – 02) – 100 marks ;
- (3) Administration (Sub. No. – 03) - 100 marks ;
- (4) Report writing and presenting Information to Management (Sub. No. – 04) -100 marks.

(b) The officers should pass the Examination within stipulated period or before as per the provisions of the service minute and the letter of appointment and they can sit all the subjects on one occasion or separate occasions if they so desire.

(c) Applicants should score 40 marks for a pass in each paper

**Syllabus :**

(1) *Government Financial Regulations (Sub. No. 01) :*

Candidates will be tested on the application of Financial Regulations and Treasure Circulars in Government transactions, financial regulations/procedures as they relate to revenue, expenditure, foreign aid, annual and supplementary estimates, public debt, supplies, tenders, imprests and advances, financial sanctions, the State account, functional and economic classifications, programme and performance budgeting, functions of the Minister of Finance, The General Treasury, the Ministry of planning, The Secretaries, the Audit General and the Public Accounts Committee.

(2) *Law and Management (Sub. No. 02) :*

*Law : Definition of Law*

Legal system of Sri Lanka  
Judicial system of Sri Lanka  
Law of Contract  
Law of agency  
Sale of goods  
Hire purchase  
Negotiable instruments  
Guarantee of Securities  
Insurance

*Management :*

Introduction to Management  
Functions and skills of Managers  
Planning process and setting organizational levels  
Organizational structure  
Human Resource Management  
Performance evaluation  
Promotion  
Motivation  
Leadership  
Communication  
Decision Making  
Conflict resolution  
Change Management/Conflicts Management/  
Time Management  
Quality cycle and Production and result  
Management ethics and responsibilities

(3) *Administration (Sub No. 03) :*

Chapters of the Establishments Code VII, IX, XI, XII, XV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII

Public Service Commission Rules and Procedure  
Volume I- VI



(4) *Report writing and presenting information to the Management (Sub. No. 04) :*

Importance of accuracy, of timeliness and perfection of management information  
Dealing with reference information  
Periodic and ad-hoc reports  
Writing minutes of meeting and notes  
Structure of management reports  
Important results that should be highlighted  
Interpretation of results  
Suggesting variations  
Use of statistical name system in data analysis  
Comparison of performance  
Use of ratios and percentages in management reports  
Diagrammatic representation  
Listening to professional talks and lectures  
Reporting lectures through speech  
Panel discussions  
Seminar abilities  
Delivering a speech

variations and sub variations, analysis of significance, presentation behavioral aspects of control accounting, concepts of budgeting, administration of budgetary control, the budget manual, fixed and flexible budgets, master and supplementary budgets, budget centres, management participation, intervention and motivation in the preparation of budgets, the budget period and identification of the principle budget factor.

(2) *Public Finance Management – (Sub. No. 06) - 03 hours paper :-*

Answering all the questions is compulsory.  
(Applicants are not allowed to select questions).

Role of the Government Accountant.

The Constitutional and Legal Framework of Public Finance, Establishment Framework, Central Government, State Corporations, Local Government Institutions, Cooperative Movement etc..

Governance of the Parliament, Duties of the General Treasury, The issues related to the control exercised by the Ministry of Finance and Planning, Estimate Committee, Auditor General, State Finance Committee, Consolidated Fund and the Parliament.

Financial cycle, Compilation of Planning Programmes, Compilation of Budgetary Documents, Approval of Funds, Accounting Activities, Reporting, Evaluation and Auditing.

Project Appraisal, Utilisation of Service Quotations and Statistical Data Determination of the theory of Payment and Expected value. Cost Benefit Analysis, Discounted Cash Flows, Internal Rate of Return, Feasibility of Projects, Economics, Financial and Management Aspects of Project Compilation and Appraisal, Successful Submission of Projects.

Techniques of compiling programmes, Use of Network Analysing Methods, Allocation of Resources, Issues Related to Transportation, Replacement of assets in lieu of the assets which are worn out as a result of use or with the time and the assets which do not thus wear out but become dormant with the time or after being used for a certain period of time, Performance Budget, Establishment and Utilisation of Fundamental Methods, Evaluation of Performance, Determination of Criteria, Units and Norms, Analysis of Criteria and Performance.

Programme Budget, Programme Structure, Classification according to Functions, Programme activities, Expenditure Projects, Expenditure codes, Economic and Functional Classification.

**Syllabus of the Second Efficiency Bar Examination for the officers of the Sri Lanka Accountants Service**

(a) The Second Efficiency Bar Examination consists of the following subjects :-

- (1) Management Accountancy (Sub. No. 05) - 100 marks ;
- (2) Public Financial Management (Sub. No. 06) - 100 marks ;
- (3) Management and Organization (Sub. No. 07) - 100 marks.

(b) The officers should pass the Examination within stipulated period or before as per the provisions of the service minute and the letter of appointment and they can sit all the subjects on one occasion or separate occasions if they so desire.

(c) Applicants are required to obtain 40% of marks for each paper.

2. *Syllabus:*

(1) *Management Accountancy (Sub. No. 05) – 3 hours paper* Answering all the questions is compulsory.  
(Applicants are not allowed to select questions) :-

Control theory on accounting – feed back – open and closed, Primary and applied primes, Types of ideal standard costs, principles of performance standards and their application, revision of standards, learning cycle and determination of motivation, analysis of

Financial control Systems, level of Responsibilities, Internal Control and Financial Regulations. Internal Auditing, Efficiency Auditing, Management Auditing, Variable Analysis, Decision of compiling capital Budget. Long term Planning and its importance, Forecasting, Accuracy and Limitations, Risk Analysis, Decision trees, Probability Factors.

Demand on Capital, Issues Related to Capital Efficiency and Income estimation, Consideration of risk Factors in Evaluation of Project Priorities, Payback Determinants, Calculating Rate or Return, Net Present Value and DCF Yields, Impact of Taxation. Investment Appraisal, Project Cost Control and Post Audit.

Decision on Capacities, Product Mix, Production or Purchase, Alternative Methods of Manufacture, Issues related to closing of Factories, Pricing Policies and Theory of Contribution, Impact of Customer Demand, Demand Flexibility, Marketing Strategy, Techniques of Performance Evaluation, Determinants and Ratios of Profitability.

Cost Benefit Analysis, Management of Working Capital.

Finance Control of Government Commercial Enterprises, Budgeting, Management Reporting, Interpretation of Financial Statement and the use of Financial Ratios.

Pricing in Public Enterprises.

Accounting plan and its contents, Government Reports and Public Enterprises.

3. Management and Organization – (Sub. No. 07) 03 hour paper

Answering all the questions is compulsory. (Applicants are not allowed to select questions)

Questions will be set to test the Candidate's knowledge on management and principles of organization, use of these principles with regard to the problems and issues and problems in the Public Sector and the knowledge on new management strategies and techniques.

P. A. ABEYSEKARA,  
Deputy Secretary to the Treasury.

Ministry of Finance and Planning,  
Colombo 01,  
27th day of July, 2012.

### Model Application Form

#### FIRST AND SECOND EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN THE SRI LANKA ACCOUNTANT'S SERVICE – 2012

(For office use)

Should be forwarded to the Commissioner General of Examinations through the Head of the Department by registered post.

Town

Town No.

\* Town applied to sit for the Examination and its Number

(Write the name of the Town in Block letters according to the para. 01 of the *Gazette*)

\* Medium of the Examination Applied Sinhalese - 2  
(Medium applied will not be allowed to change subsequently) Tamil - 3  
English - 4

(Put the relevant number in the cage)

\* The Efficiency Bar Examination Applied

First - 1  (Put the relevant number in the cage)  
Second - 2

(Refer the para. 2 of the *Gazette* Applications should be submitted separately for the two examinations.)

01. Name

1.1 Name with initials at the End : \_\_\_\_\_.

(In English Block letters e.g. SUNIL, A.B)

1.2 Full Name : \_\_\_\_\_.

(In Sinhala / Tamil)

1.3 National Identity Card No. :

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02. Official Address : \_\_\_\_\_.

(In English Block letters)

2.1 Official Address : \_\_\_\_\_.

(In Sinhala / Tamil)

2.2 Address to which the Admission Cards should be sent :

\_\_\_\_\_.

(In English Block letters)

03. 3.1 Sex :

Female - 1  (Put the relevant number in the cage)  
Male - 2

3.2 Date of Birth :

Year :  Month :  Date :

3.3 Age as at the closing date of applications :

Attention of Signature

Years :    Months :   Dates :

04. Subjects offered under the Para, 10 of the *Gazette* (only 4 (i) or 4 (ii) relevant to the Efficiency Bar Examination Applied should be completed in one application form)

4 (i) First Efficiency Bar :

Subject	Subject No.
.....	<input type="text"/>
.....	<input type="text"/>
.....	<input type="text"/>
.....	<input type="text"/>

4 (ii) Second Efficiency Bar :

Subject	Subject No.
.....	<input type="text"/>
.....	<input type="text"/>
.....	<input type="text"/>

I hereby certify that Mr./Mrs./Miss..... who is an officer working in my office is known to me personally placed his/her signature before me on .....

\_\_\_\_\_,  
Signature of the Attestor.

Name :\_\_\_\_\_.  
 Designation :\_\_\_\_\_.  
 Address :\_\_\_\_\_.  
 Date :\_\_\_\_\_.

Certificate of the Head of the Department

I Certify that,

- (i) The foregoing particulars were checked and found correct and
- (ii) The applicant is eligible to sit for this examination

\_\_\_\_\_,  
Signature of the Head of the Department.  
(Official frank should be placed)

05. Date of Appointment to Grade III of the Sri Lanka Accountant's Service :\_\_\_\_\_.  
(Date of assuming duties permanently should be mentioned)

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

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06. Name of the work place (if it is a Divisional Secretariat, Name of the said office) :\_\_\_\_\_.

07. Whether you are sitting for the examination for the first time :\_\_\_\_\_.

08. If not, examination fees paid:

- (i) Office ; paid :\_\_\_\_\_.
- (ii) Receipt Number :\_\_\_\_\_.
- (iii) Date :\_\_\_\_\_.

(Paste the receipt securely.)

10. I declare that the foregoing particulars are true and correct and that I am entitled to sit for the examination in the language medium indicated above. I agree to abide by the decisions taken by the Commissioner General of Examinations regarding the examination.

\_\_\_\_\_,  
Applicant's Signature.

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

*Note.*— The applicant must sign before his/her Head of the Department, or officer authorized to sign on his / her behalf or his / her Provincial Head.

## HIGHER DIPLOMA COURSE IN ATHLETICS/ FOOTBALL COACHING CONDUCTED BY THE NATIONAL INSTITUTE OF SPORTS SCIENCE OF THE MINISTRY OF SPORTS

### Calling for Applications

APPLICATIONS are invited for the Higher Diploma Course in Athletics/Football coaching conducted by the National Institute of Sports Science of the Ministry of Sports. The duration of the course is six (06) months. During the first three (03) months, theoretical and practical training along with related tests will be provided. A research thesis relating to the subject has to be carried out during the next three (03) months for the completion of the course.

The applicants who have not exceeded 45 years of age on 27.07.2012 (the upper age limit is not applicable to those who are already in Government Service) possessing the following qualifications should prepare the applications by themselves and send by registered post to the Registrar, National Institute of Sports Science, No. 100/7, Independence Avenue, Colombo 07 to reach before 27.08.2012. "Athletics/Football Coach Training Course" should be written on top left corner of the envelope.

Qualifications for the Athletics Course are as follows :

Medium – Sinhala

07. Should have passed the Sports Diploma conducted by the National Institute of Sports Science ; or

08. Should have followed a six (06) month course in Athletics at a recognized institute ; or

09. Should have passed the three year Diploma in Physical Education (at a College of Education Vidyapeeta) and have represented a national team or a junior national team as a sportsman or should be a coach who has produced a national level sports person.

Qualifications for the football course are as follows :

Medium - Sinhala

07. Should have passed the Sports Diploma conducted by the National Institute of Sports Science ; or

08. Should have followed a six month course in football at a recognized institute ; or

09. Should have passed the three year Diploma in Physical education (at a College of Education - Vidyapeeta) and have represented a national or a junior national team as a sportsman or should be a coach who has produced a national level sports person.

Note :-

- (g) Applicants who are on full time duty should produce particulars of duty leave in support of their application.
- (h) Selected candidates are required to pay Rs. 20,000 as course fees.
- (i) Eligible candidates will be selected based on an interview.

SHANTHA WEERASINGHE,  
Director,  
National Institute of Sports Science.

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Correction

**COMPETITIVE EXAMINATION FOR RECRUITMENT  
OF ASSISTANT DIRECTORS FOR THE  
DEPARTMENT OF COMMERCE UNDER THE  
MINISTRY OF INDUSTRY AND COMMERCE – 2012**

DUE to an oversight occurred during the translation process, the English and the Tamil versions of the Government Gazette Notification No. 1,757 dated 04.05.2012 indicate the time allocated

for the IQ paper as 02 hours, whereas the time actually allocated for the said paper is only 01 hour.

However, this is indicated accurately in the Sinhala translation. As such, the English and the Tamil translations are corrected as follows.

*Examination Procedure :*

IQ Test (100 marks) - 01 hour question paper

Any inconvenience caused due to this oversight is very much regretted.

TILAK COLLURE,  
Secretary,  
Ministry of Industry and Commerce.

07-762

**MINISTRY OF EXTERNAL AFFAIRS**

**Competitive Examination for Filling Vacancies in the  
Public Management Assistants' Service Cadre in Sri  
Lanka Missions Abroad – 2012**

APPLICATIONS are hereby invited to sit for the competitive examination conducted by the Commissioner-General of Examinations, on behalf of the Ministry of External Affairs to fill vacancies in the home-based Public Management Assistants' Cadre in Sri Lanka Missions abroad, from eligible officers of the Public Management Assistants Service, Provincial Public Management Assistants Service and Local Government Public Management Assistants Service, to be held in Colombo in November, 2012.

2. *Eligibility.* – Applicants should meet the following eligibility criteria :

- (a) Should be an officer of the Class I of the, Public Management Assistants Service, the Provincial Public Management Assistants Service or the Local Government Management Assistants Service or an officer who has been completed 05 years satisfactory service of the Class II of the, Public Management Assistants Service, the Provincial Public Management Assistants Service or the Local Government Management Assistants Service, on the date of application.
- (b) The post and the workplace of the applicant at the time of applying for the Examination, will be applicable with regard to all aspects at the Examination after submitting the application, any changes thereto shall not be considered.

*Note.* – Officers in other Management Assistant Services, not belonging to the above mentioned services, are not eligible to apply.

	<i>Subject No.</i>	<i>Paper</i>	<i>Duration</i>
(c) Age should be less than 56 years on the closing date of applications.	01	Financial Systems	2 hours
(d) Should have completed the EB Examination of Class II of the services mentioned under above (a) on the date of application.	02	Establishment Code and Official Procedure	2 hours
	03	English	2 hours
	04	General knowledge	1 hour

(e) Should have earned on the due date, all the annual increments, falling within the five years immediately preceding the date of application.

(f) Should not have been subjected to any form of disciplinary punishment, other than a warning.

*Note.*– (i) Those who are presently serving in Sri Lanka Missions abroad are not eligible to apply for this examination.

(ii) If an applicant who is eligible at the time of forwarding his/her application, is subsequently promoted to a Class/Grade higher than Class I of the Public Management Assistants Service/ Provincial Public Management Assistants Service/Local Government Public Management Assistants Service or appointed to a post in any other service, will cease to be eligible to fill a vacancy in the Home-Based Public Management Assistants cadre at Sri Lanka Missions abroad. It is the responsibility of such applicant to promptly inform the Secretary, Ministry of External Affairs in the event of any change in his/her official status that might have an impact on his/her eligibility under the clause (a) of this paragraph.

(iii) Preference will be given to officers with experience in accounts and establishment work and have a good working knowledge of English/ other foreign languages (written and spoken). Working knowledge in other foreign languages will be considered as an added qualification.

(iv) Computer skills will be an added qualification and the extent of such skills must be stated in the application.

*Note :* 01. *Accounting.*– This question paper, which will consist of objective and subject type questions, is set to test the candidate's practical knowledge of financial operations and accounting procedures of a Government Institution. All questions should be answered.

02. *Establishment and Office Procedure.*– The questions in this objective and structured type of paper are set to test the candidate's practical knowledge of establishment and office procedures of a Government Institution. All questions should be answered.

03. *English.*– This question paper is designed to test the candidate's knowledge in comprehension and written communication. All questions should be answered.

04. *General Knowledge.*– This paper will consist of MCQs and short answer type questions on political, social, cultural and economic environment, history and geography of Sri Lanka as well as current international affairs. The candidates should answer all questions.

### 3.2 Interview :

3.2.1 The interview will carry 100 marks and will be conducted by a Board appointed by the Secretary, Ministry of External Affairs.

3.2.2 Those candidates who have obtained a minimum of 40 percent marks in each paper and a total aggregate of 200 or above at the written examination will be eligible to be called for the interview.

3. *Method of Selection.*– Selection will be made on the basis of the written examination to be conducted by the Commissioner-General of Examinations and the interview to be conducted by the Secretary, Ministry of External Affairs, which will be held in Colombo. The decision of the Commissioner General of Examinations will be final with regard to conducting of examination and issuing the results.

3.1 *Written Examination.*– The written examination will consist of the following papers each of which will carry 100 marks.

### 4. *Terms of Engagement :*

4.1 Candidates after being selected to fill the vacancies will be required to serve initially at the Ministry of External Affairs in Colombo for a specified period of one year, prior to being posted to a Sri Lanka Mission abroad. If the work and conduct of a candidate during this initial period of service at the Ministry are found to be unsatisfactory, his/ her selection is liable to be cancelled.

4.2 Posting will be decided on the basis of requirements of respective Missions and the officer's suitability and competence (in foreign language etc.). In deciding such posting, there is no obligation on the part of the Ministry to consider the officer's personal needs and grievances (children education etc.) and officer should report for the duty whatever the Mission abroad he/she posted to.

4.3 An officer selected on being posted to a Sri Lanka Mission abroad, is normally required to serve abroad for a period of three years on terms and conditions as stipulated by the Secretary, Ministry of External Affairs and to enter into an agreement to that effect. On completion of the term, the officer will have to return to the Island.

4.4 The selected officers while serving at a Sri Lanka Mission will continue to receive their substantive salaries paid in Colombo. In addition, the officer will be paid an overseas allowance during their period of service abroad.

4.5 Once an officer is selected, cost of air passage from Sri Lanka to the country of posting and back, accommodation and other facilities during his/her service abroad, in respect of the selected officer, his/her spouse and for a maximum of two children who are under 21 years of age and dependent on the officer only, will be met by the Government as determined by the Secretary/External Affairs.

#### 5. Method of application :

5.1 The application forms prepared in an A4 size paper as per the specimen appended to this notification, containing items from 01-05 on the first page, 06-14 on the second page and the rest on the third page. Applications which are not in conformity with the specimen and those not providing the required details will be rejected without any notice. Applicants are advised to keep photo copies of applications.

5.2 In Sinhala and Tamil applications, the name of the examination should indicate in English, in addition to Sinhalese or Tamil.

5.3 Applications should be forwarded through the respective Heads of Department with the recommendation and endorsement from Head of Department on the eligibility of the applicant for service overseas and the correctness of details given in the application. The Head of Department should also state whether the applicant if selected, can be released immediately from the present post.

5.4 Applications should be forwarded by registered post to reach the "Commissioner-General of Examinations,

Organization and Foreign Examination Branch, Department of Examinations, Pelawatte, Battaramulla" on or before 27th August, 2012 and should be marked "Examination for Selection of Management Assistants to fill vacancies in Sri Lanka Missions Abroad" on the top left hand corner of the envelope.

6. *Examinations Fees.*— Examination fee of Rs. 400 should be paid at any District/Divisional Secretariat to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations and the receipt obtained in the applicant's name should be pasted in the relevant cage of the application. Details of the receipt such as number, the office money is paid to, date and the amount paid, should be indicated in the relevant space, Receipt obtained by paying examination fees through any other mode of postal/money orders or stamps will not be accepted. It will be appropriate to keep a photocopy of the receipt. Under no circumstances the examination fees will be refunded.

7. Incomplete applications will be rejected. No allegation that an application has been lost or delayed in the post will be considered. No applications received after the closing date will be accepted.

#### 8. Admission to sit for the Examination.—

8.1. Applications will not be acknowledged.

8.2. The Commissioner-General of Examinations will issued Admission Cards to all those applicants whose applications were accepted. As soon as the admission cards are issued a notification to that effect will be published in the news papers by the Department of Examinations. As instructed in the notification the Department of Examinations. Should be informed in case the admission cards of any candidate is not received within 2 or 3 days after the appearance of the paper notification. Such applicants should inform the Department of Examinations about the non receipt of the admission card with certified photo copies of the application form, the receipt issued on payment of examination fees and the receipt issued when sending the application by registered post. (In case of an appeal from out station, a fax number should be indicated in order to send the admission card).

8.3. A candidate presenting himself/herself for the examination must produce his/her admission card with attestation of signature to the Supervisor of the Examination Centre. A candidate who fails to produce his/her admission card as mentioned above will not be permitted to sit for the Examination.

8.4 A candidate must sit for the Examination at the Examination hall assigned to him/her. All candidates should surrender their admission cards on the first day of the examination to the supervisor. A set of rules to be observed by all candidates is published in the *Gazette*.

The candidates are subjected to all rules and regulations imposed by the Commissioner General of Examinations. If such rules or regulations are violated, the candidate should have to face penalty imposed by the Commissioner General of Examinations.

# SPECIMEN APPLICATION FORM

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR FILLING  
VACANCIES IN THE PUBLIC MANAGEMENT ASSISTANTS' SERVICE CADRE IN  
SRI LANKA MISSIONS ABROAD - 2012

PART "A"

For Office Use

8.5 Issuance of admission card to a candidate shall not be in any way treated as that candidate had satisfied all the qualifications for the examination.

## 9. Medium of Examination :

9.1 The Examination will be conducted in Sinhala, Tamil and English medium. Candidates will not be allowed to change the medium applied subsequently.

9.2 A candidate is required to answer all question papers in one language only, except the English Language paper.

## 10. Penalty for Furnishing False Information :

10.1. If any of the particulars furnished by a candidate are found to be false within his/her knowledge, or if he/she willfully suppressed any material fact, he/she will be liable for dismissal from the Public Service, and therefore, he/she will be ineligible to sit for the examination.

10.2. If a candidate is found to be ineligible to sit for this examination at any stage prior to, during or after the examination, his/her candidature is liable to be rejected.

11. *Identity of Candidate.* - A candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/she offers. For this purpose any of the following documents will be accepted :

(a) National Identity Card issued by the Department of Registration of Persons ;

(b) A valid Passport.

12. Decision of the Secretary of External Affairs will be the final in this regard.

KARUNATHILAKE AMUNUGAMA,  
Secretary/External Affairs.

Ministry of External Affairs,  
P.O. Box 583, Republic Building,  
Colombo 01,  
27th July, 2012.

The Service you belong to :

(Give the relevant number in the Box)

Public Management Assistant Service	- 1
Provincial Public Management Assistant Service	- 2
Local Government Management Assistant Service	- 3

Medium in which the applicant wishes to sit for the examination

Sinhala - 2,

Tamil - 3,

English - 4.

(Give the relevant number in the Box)

## 1.0 Name :

1.1 Last Name with initials Mr./Mrs./Miss : \_\_\_\_\_.

(In English block letters)

Eg: SILVA M.A.

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

1.3 Name in full (In Sinhala/Tamil) : \_\_\_\_\_.

## 2.0 Address:

2.1 Which Admission cards should be sent to (In English block letters) : \_\_\_\_\_.

2.2 Permanent Address (In Sinhala/Tamil) : \_\_\_\_\_.

Telephone No : \_\_\_\_\_.

2.3 Official Address (In English block letters) : \_\_\_\_\_.

Telephone No. : \_\_\_\_\_.

3.0 3.1 Sex: Female - 1

Male - 0

(Give the relevant number in the box)

## 3.2 National Identity Card No. :

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## 3.3 Date of Birth:

Year :     Month :   Date :

## 3.4 Age as at the closing date of application:

Years :   Months :   Days :

4.0 4.1 Service : Public Management Assistants Service/Provincial Public Management Assistants Service/Local Government Public Management Assistants Service (Delete whichever is inapplicable) : \_\_\_\_\_.

4.2 Date of first appointment to the Public Service/Provincial Service/Local Government Service and Language medium (Delete whichever is inapplicable) : \_\_\_\_\_.

5.0 5.1 Civil Status : Married 2 ☐  
Single 1 ☐  
(Give the relevant number in the box)

5.2 If married, number of children : \_\_\_\_\_  
Their dates of birth and ages : \_\_\_\_\_.

6.0 If the spouse is employed, give details : \_\_\_\_\_.

7.0 Educational Qualifications (with language medium) : \_\_\_\_\_.

8.0 Date of Promotion to :

8.1 Class II : \_\_\_\_\_.  
Date of completion of the Efficiency Bar Examination of Class II : \_\_\_\_\_.

8.2 Class I : \_\_\_\_\_.

8.3 The Class which the applicant is currently attached and the date of appointment for the same : \_\_\_\_\_.

9.0 Present Annual Salary : \_\_\_\_\_.

10.0 Experience (Give the number of years) :

10.1 Accounts : \_\_\_\_\_.

10.2 Establishment Procedures : \_\_\_\_\_.

11.0 Proficiency :

(a) Sinhala Language

(b) Tamil Language

(c) English Language

(d) Any other Foreign Language

Reading	Writing	Spoken
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

12.0 Ability :

12.1 Typing (Sinhala/Tamil/English) : \_\_\_\_\_.

12.2 Computer Literacy (Give details) : \_\_\_\_\_.

13.0 If the applicant has previously served at any Sri Lanka Mission Abroad, give the names of the Mission with dates : \_\_\_\_\_.

14.0 Any other qualifications : \_\_\_\_\_.

The receipt issued by the District/Divisional Secretariat on payment of examination fees should be affixed in the below cage (retain a photocopy of the receipt).

1. Receipt No. : \_\_\_\_\_.

2. District/Divisional Secretariat : \_\_\_\_\_.

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

4. Amount : \_\_\_\_\_.

15.0. Applicant's Certificate:

I do hereby declare that I have earned all increments falling due in the 5 years immediately preceding ..... and have not been subjected to any disciplinary punishment, except warning. I also declare that to the best of my knowledge the information furnished in this application is true and accurate. I also be aware that if any information is found to be incorrect or false, before, during or after the examination, the Secretary, Ministry of External Affairs has the right to cancel my candidature/ or appointment.

I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination. I further declare that I will be subject to the rules and regulations imposed by the Commissioner General of Examinations in relation to examination procedure and to the decision taken in relation to the issuance of results.

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

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

PART "B"

(To be filled by the Head of Department)

I declare that I have verified that Mr./Mrs./Miss....., Class I/Class II of the Public Management Assistants Service/ Provincial Government Public Management Assistants Service/Local Government Public Management Assistants Service.

(a) has earned all increments during the 5 years immediately preceding .....

(b) and has not been subjected to any disciplinary punishment during the 5 years immediately preceding ..... and that the information furnished in the application is true. I hereby certify that the examination fees have been paid and the receipt is attached herewith.

**Recommendation :**

(i) Applicant's suitability for service in Missions abroad :

(ii) Whether he/she can or cannot be released, if selected.

\_\_\_\_\_,  
Signature of the Head of Department with  
the Official Frank.

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

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

07-810