

N.B.— Part IV(A) of the *Gazette* No. 1,606 of 12.06.2009 was not published.

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

අංක 1,607 - 2009 ජුනි 19 වැනි සිකුරාදා - 2009.06.19  
No. 1,607 - FRIDAY, JUNE 19, 2009

(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 26th June, 2009 should reach Government Press on or before 12.00 noon on 12th June, 2009.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2009.

### 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

### MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES

#### Post of Deputy Director (Natural Resources)

APPLICATIONS are invited from citizens of Sri Lanka who possess following qualifications for the post of Deputy Director (Natural Resources) of the Sri Lanka Scientific Service - Class II - Grade I.

(1) Educational qualifications and Other qualifications :

Applicants should possess the following qualifications :-

- (i) A special degree from a recognized University in one of the following disciplines ; Oceanic Environmental Science, Agriculture, Environment Science, Zoology, Geology, Botany, Forestry, Biological Science, Chemistry or Coast Conservation ; and
- (ii) In addition a Post Graduate degree in the disciplines mentioned above or in the field of Natural Resources ; and
- (iii) 10 years experience in the Sri Lanka Scientific Service II/II, with completion of efficiency bar examination ; and
- (iv) Successful completion of five(05) years service at the closing date of the application (successful service means the period of service during which all the salary increments have been earned and no other punishment imposed other than a warning).

(2) Salary Scale : As per PA Circular 06/2006 in SL 1- 2006, Rs. 22,935 – 10 x 645 – 8 x 790 – 17 x 1,050 – Rs. 53,555 is applicable to Grade III, II and I. Accordingly a salary point of Rs.30,175 upto Rs. 35,705 will be applicable.

(3) Age Limit : Below 45 years as at 19.06.2009 (The age limit will not be applicable to employees who are already in the public service).

(4) Scheme of Recruitment : Selections will be made from the Officers of Sri Lanka Scientific Service by a structural interview conducted by an Interview Board appointed by Public Service Commission. Marks will be allocated according to the following marking scheme approved by the Public Service Commission :-

- i. For any additional educational qualifications
  - Post Graduate Diploma - Maximum 25 marks (In addition to basic qualification)
  - Post Graduate degree - 15 Marks
  - Doctorate - 20 marks
  - Doctorate - 25 Marks
- ii. Service Experience - Maximum 30 marks  
(03 marks for every year served above 10 years)
- iii. Research and Publications - Maximum 20 marks  
Satisfying the following requirements.  
(04 marks for such)
  - a. The Publication should be over 2000 words.
  - b. The relevant Research and Publication should be in the field of natural resources or in disciplines prescribed in the scheme of recruitment Para (6) 1.
  - c. 04 Marks will be allocated to any research work or Publications done independently and only 02 marks for group research or publication.
- iv. Computer literacy and training - Maximum 15 marks  
(03 Marks per training course of over 06 months)
- v. Performance at the Interview - Maximum 10 marks

(5) Conditions of Employment :

- (i) This post is permanent and pensionable. It will be required to contribute to Widows and Orphans/Widower and Orphans Pensions Scheme.
- (ii) Paragraph 10 to 12 Volume ii of the Establishment Code will be relevant to this post.

(6) Duly completed applications prepared as per annexed specimen form along with the Bio-data should be submitted to the Secretary, Ministry of Public Administration and Home Affairs, Independence Square, Colombo 07 on or before 17.07.2009 "Post of Deputy Director (Natural Resources)" should be written on the top left hand corner of the envelope enclosing the application.

In the event, any information given in the application is found to be false prior to the appointment, his/her candidature will be cancelled. If such detection is made after the appointment, action will be initiated to dismiss him/her from the service.

By order of Public Service Commission,

D. DISSANAYAKE,  
Secretary,  
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration,  
and Home Affairs,  
Independence Square,  
Colombo 07,  
26th, May 2009.

SPECIMEN APPLICATION FORM

MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES

APPLICATION FORM FOR THE POST OF DEPUTY DIRECTOR (NATURAL RESOURCES)

For official use only

(SECTION A)

01. Surname with Initials (should be written in English Language) (Mr./Mrs./Miss) :\_\_\_\_\_.

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

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

i. Private :\_\_\_\_\_.

ii. Official :\_\_\_\_\_.

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

04. Date of Birth :\_\_\_\_\_.

Year :\_\_\_\_\_, Month :\_\_\_\_\_, Date :\_\_\_\_\_.

05. Age as at :\_\_\_\_\_.

Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.

06. Nationality :\_\_\_\_\_.

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

08. Educational qualifications :\_\_\_\_\_.

i. Degree qualifications :\_\_\_\_\_.

Degree	Subjects	Passed General/Class	Year	University

ii. Post Graduate Qualification :-

<i>Post Graduate Degree</i>	<i>Year of Graduation</i>	<i>University</i>

09. Service Experience :\_\_\_\_\_.

(A service certificate from the Head of the Department should be attached)

10. Any other Qualifications :\_\_\_\_\_.

11. Reasons to leave the previous employment if attached to a Government Department or Corporation :\_\_\_\_\_.

12. If found guilty of a criminal offence by a judgement of a Court of Law, state the criminal offence so committed and the punishment imposed :\_\_\_\_\_.

13. I certify that all information given in this application is correct. I am fully aware of the fact that in case if I have been found guilty of having provided false information in the application prior to my selection, I shall be deemed to be disqualified or if it reveals after my appointment, I shall be dismissed from the service.

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

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

(SECTION B)

(Recommendation of the Head of the Department of Public/Provincial Council/Organization)

I certify that this application forwarded by Mr./Mrs./Miss.... who serves in the capacity of... in this Department/Ministry/Provincial Council, and the information provided is true and correct and that his/her work, attendance and conduct is satisfactory. In the event he/she is selected for the above post he/she can be released/cannot be released.

\_\_\_\_\_,  
Signature of the Head of the Department/  
Authorised Officer and the Rubber Stamp.

Name :\_\_\_\_\_;

Designation :\_\_\_\_\_;

Address :\_\_\_\_\_;

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

06-222

**SRI LANKA POLICE DEPARTMENT**

**Vacancies in the Post of Police Constables/Women Police Constables and Police Constable Driver – Special Task Force Police Constable and Police Constable Driver**

AS per the Government Notification No. 1,582 of 26.12.2008 in connection with the above recruitment, the closing date of applications 30.06.2009 and applications has been extended Three Months till 30.09.2009.

Inspector General of Police.

06-354

## REGISTRAR GENERAL'S DEPARTMENT

### Posts of Registrars - Marriages, Births and Deaths – Galle District

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

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

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

04. Applicants should be not less than 21 years and not more than 65 years of age.

05. Applicants should be married.

06. 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.

07. Application forms are obtainable from the offices of District Secretaries (Government Agents) and Land and District Registries. Applications should be sent by registered post to the address given in the Schedule on or before 20th July, 2009.

E. M. GUNASEKARA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbakaduwa Mawatha,  
Baththaramulla.  
29th May, 2009.

### SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which applications are called</i>	<i>Address to which applications should be sent</i>
Galle	Galle Four Gravets	Post of Registrar of Birth & Death Medical for Galle Town Mahamodera Government Hospital Division	District Secretary/ Addi. Registrar General District Secretariat, Galle
Galle	Galle Four Gravets	Post of Registrar of Birth & Death Medical for Galle Town East Division	District Secretary/ Addi. Registrar General District Secretariat, Galle
Galle	Thawalama	Post of Registrar of Marriages of Hiniduma Pattuwa Division and Birth & Death for Habarakada Division	District Secretary/ Addi. Registrar General District Secretariat, Galle
Galle	Bentota	Post of Registrar of Marriages of Benthara Walallawita Koralya Division and Birth and Death for Urugaha Division	District Secretary/ Addi. Registrar General District Secretariat, Galle
Galle	Ambalangoda	Post of Registrar of Marriages of Wellaboda Pattuwa Division and Birth & Death for Batapola Division	District Secretary/ Addi. Registrar General District Secretariat, Galle
Galle	Nagoda	Post of Registrar of Marriages of Gangaboda Pattuwa Division and Birth and Death for Nagoda Division	District Secretary/ Addi. Registrar General District Secretariat, Galle.

## Examinations, Results of Examinations &c.

### MINISTRY OF EDUCATION

#### First Efficiency Bar Examination for officers belonging to posts of Document Assistants and School Data Entry Operators recruited under the Ministry of Education - 2009

01. IT is hereby notified that an Efficiency Bar Examination will be held by the Department of Examinations in September, 2009 in accordance with the approved Schemes of Recruitment relating to the officers belonging to the above Posts.

- 02.(i) This examination will be held by the Commissioner General of Examinations of the Department of Examinations and the candidates will be subjected to the rules and regulations stipulated by him relating to the examination conducted.
- (ii) Rules and regulations stipulated for the candidates are separately printed in this *Gazette*. In the event of any candidate violating these rules and Regulations he/she will be liable to a punishment to be imposed by the Commissioner General of Examinations.
- (iii) Applications for this examination can be forwarded only by the holders of the Posts of Documents Assistants and School Data Entry Operators.

03. *Applications.*— Application should be in conformity with the specimen form appended to this notification. Application should be prepared by using a A4 size paper with the items 01 to 05 appearing in the first page and the other items in the second page. Although the application can be typewritten it should be correctly and legibly filled in the candidate's own handwriting. Duly completed application forms should be sent by the candidates under registered post through their Zonal Director of Education/Head of Department addressed to the Secretary, Ministry of Education, Isurupaya, Pelawatta Battaramulla to be received before 10.07.2009. The name of the examination should be written on the top left hand corner of the envelope. Applications which are not prepared in conformity with the specimen form, applications with incomplete information and applications forwarded without the signature and official frank of the head of the Department and as well as those received after the closing date of applications will be rejected without any notification. It will be useful for the applicant to keep a copy of the application with him. Applicant should verify whether the application completed is in conformity with the specimen form as otherwise application is liable to be rejected. In preparing the application the name of the examination indicated in the heading should be written in English in addition to Sinhala in the Sinhala applications and in English in addition to Tamil in the Tamil applications.

04. *Examination Fees.*— Officers who appear for the whole examination should pay a sum of Rs. 300 as examination fees while those who appear for one subject should pay Rs. 100 to the credit of revenue head 4000-20-03-20-13 in the name of Commissioner General of Examinations at any District/Divisional Secretary's office and the receipt obtained should be firmly affixed in the place provided for in the application. It is not necessary for the applicants to pay this examination fee when appearing for the first time and payments should be made as indicated above when they appear thereafter. It will be useful to keep a photo copy of the receipt with the applicant.

05. *Identity of the candidates.*— Candidates should prove their identity to the satisfaction of the Supervisor of the Examination Hall relating to every subject they appear in the examination hall. One of the documents indicated below will be accepted for this purpose.

1. National Identity Card issued by the Commissioner of the Department of Registration of Persons
2. A Valid Passport

Decision of the Commissioner General of Examinations regarding the candidature of a candidate who fail to submit the above documents will be the final decision.

06. An admission card and a copy of the examination time table will be issued by the Commissioner General of examinations to the candidates whose applications have been accepted. Candidates appearing for the examination should submit their admission card with their signatures duly attested, to the Supervisor of the examination hall. Permission will not be granted to sit the examination without submitting this admission card. Immediately after the issue of admission cards to the candidates a news paper notification will be published to that effect by the Department of Examinations. If the admission card is not received even after the lapse of 2 or 3 days after the publication of such notice candidates should notify the Department as indicated in the notification. It will be useful to notify the Department of Examinations by a letter of request with a certified photo copy of the application kept with the candidate along with the registration receipt indicating a fax number to send the admission card when it is outside Colombo.



07. Candidates will be subjected to the rules and regulations stipulated by the Commissioner General of Examinations relating to this examination. In the event of violating any rules and regulations he will be liable to a punishment imposed by the Commissioner General of Examinations. Duty leave should be allowed by the Heads of Departments to the candidates who have been issued admission cards by the Commissioner of Examinations to enable them appear for the examination. Traveling expenses will not be paid to them.

08. Question papers may be answered in the Language medium in which candidates studied or in the official language. The language medium applied by the candidates cannot be changed later. The Examination will be conducted in only in Sinhala, Tamil and English mediums.

09. This examination will be held only in Colombo.

10. Examination Procedure :-

(Examination relating to the above posts will consist of the following subjects.)

- |                        |   |  |
|------------------------|---|--|
| 01. Office Systems     | : | Time 01 hour - 100 marks - 50 Multiple questions   |
| 02. Accounting systems | : | Time 01 hour - 100 marks - Out of five structured questions answers expected for four questions. |
| 03. Computer Test      | : | Time 01 hour - 100 marks - 50 Multiple questions   |

11. *Syllabus* :

- (1) Office Systems - (01 hour - 100 marks)  
It is expected to test the basic knowledge relating to office systems used in Government Officers and ability for practical use of such knowledge, ability to properly understand the official documents and thereby submit views/ observations by clear and precise minutes and ability to draft a letter according to the order given.
- (2) Accounting Systems- (01 hour) - 100 marks  
It is expected to assess the understanding and knowledge in basic accounts used in Government Offices and Cash Books.
- (3) Testing of Computer Literacy - 01 hour multiple question paper.  
Officers who have followed the Computer Courses of not less than 06 months Duration in an Institute registered under the Ministry of Tertiary Education and Vocational Training will be exempted from this test.

The objective of this test is to examine whether the candidates are having the following abilities.

Basic concepts in Information Technology  
Windows Operation System  
File Management.

Word Processing :

Basic skills, familiarization, text editing  
Text alignment, fonts, sub paras, change of space between lines, Tab settings, text search and placement.  
Letters and grammar errors synonyms  
Row setting page set up  
Document printing Table creation, setting in order  
Fine Management  
Preparation of a document to be sent to several addresses  
Macro Use.

Spread Sheet	Basic skills
	Formatting
	Editing
	Columns and ranges new inclusions and deletions
	Data preparation in order
	Graph setting
	Printing
	Function
	Macro Use, File management

*Introduction of Data Base - Basic skills*

Creation and use of data base  
Forms  
Allied Forms, Popup forms dialogues and message boxes  
Queries  
Sorting in order  
Obtaining reports  
Macro use

*Internet*

Introduction of Internet, Worldwide network, path finding Applied Internet

*E-mail*

Mail response  
Use of annexures, use of short terms to identify address Message compilation

12. The issue of an admission card to a candidate should not be treated as an acceptance that he/she has fulfilled the qualifications required to appear for the examination.

13. Candidates can pass the 03 subjects of this efficiency bar test by appearing for the test in one instance or in several instances and they should obtain a minimum of 40% of the marks for each subject.

14. Regarding any matter for which provisions have not been made by this notification the decision of the Secretary of the Ministry of Education shall be the final decision.

M. M. N. D. BANDARA,  
Secretary,  
Ministry of Education.

Ministry of Education,  
'Isurupaya' Battaramulla.  
29th May, 2009.

**SPECIMEN APPLICATION FORM**

FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS BELONGING TO POSTS OF DOCUMENT ASSISTANTS AND SCHOOL  
DATA ENTRY OPERATORS RECRUITED UNDER THE MINISTRY OF EDUCATION - 2009

Index No :

(For Office Use)

Language Medium appearing for the examination :

Please write relevant No. within the cage

Sinhala - 2  
Tamil - 3  
English - 4

01. Name of candidate with initial at the end :\_\_\_\_\_.

In English capital letters Ex. : SUNIL, J. M. U.

1.1 Names denoted by initials (In English Capital letters) :\_\_\_\_\_.

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

(In Sinhala/Tamil)

1.3 National Identity Card No. :

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

02. Place of work and address :

2.1 Name of School/NCOE/T.C/Office :\_\_\_\_\_.

2.2 Official address :\_\_\_\_\_.

(In English Capital letters)

03. Post held at present :\_\_\_\_\_.

(Please attach a certified copy of letter of appointment)

3.1 Reference number of letter of appointment :\_\_\_\_\_.

3.2 Date of appointment :\_\_\_\_\_.

04. Subjects appearing for :

Subject	Subject No.

05. Please affix here the receipt for payment of fees to appear for the examination :

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

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

(For affixing the receipt)

I declare that the details indicated above are correct and that I am entitled to sit the examination in the medium as indicated above and also I agree to abide by the rules and regulations imposed by the Commissioner General of Examination relating to this examination.

\_\_\_\_\_,  
Signature of Candidate.

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

Note : Candidate should sign in the presence of his/her Head of Department or an Officer authorized to sign on his behalf.

#### CERTIFICATION

Mr./Mrs./Miss ..... who is an officer in my Office/School/College of Education/Training College and who is known to me signed in my present on ..... 2009 and that the prescribed examination fee have been paid and the receipt for payment was affixed hereto.

\_\_\_\_\_,  
Signature and Official frank of the Officer who signed  
(Zonal Director of Education President NCOE.)

Name :\_\_\_\_\_.

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

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

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

Certificate of the Head of Department :

I certify that –

1. the details furnished above were verified.
2. a certified copy of letter of appointment is annexed hereto and
3. that the officer is eligible to sit this examination.

\_\_\_\_\_,  
Signature and official frank of the Officer who signed  
(Zonal Director of Education President NCOE.)

Name :\_\_\_\_\_.

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

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

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

## SRI LANKA DEPARTMENT OF RAILWAYS

### Recruitment of external candidates to the post of Assistants Superintendent of Railway Protection Force in the Sri Lanka Department of Railways

APPLICATIONS are invited from male citizens of Sri Lanka to fill only one (01) existing vacancy in the post of Assistant Superintendent of Railways Protection Force in the Sri Lanka Department of Railways.

02. *Nature of the post.*— The duties are to be in charge of administration of the Railway Protection Force offices within his area of authority and Supervision of staff, to prevent corruption, frauds, abuse and commotions erupted in departmental fields, to act on the orders and instructions of the General Manager of Railways and Superintendent of Railway Protection Force including that of the Senior officers and be responsible to the relevant officers and to comply with any other duties called upon to perform.

03. *Applying Procedure.*— The application should be prepared by the applicant himself on the specimen form given at the end of this notification of the size (A4) using both sides of the paper.

- (1) The candidates who are in the Public/Corporations/Provisional Public Service should forward their applications through their Heads of Departments. When forwarding such applications, the Head of Department should certify that the contents therein are true and accurate.
- (2) Duly completed application forms should be sent under registered cover to reach the General Manager of Railways Office of the General Manager of Railways, Colombo 10 on or before 20.07.2009. The cover should be marked "Recruitment to the post of Asst. Superintendent of Railway Protection Force" on the top left hand corner. Applications should be complete in all respect.
- (3) Late applications and which are not in conformity with the *Gazette Notification* will be rejected without prior notice. Any complaint regarding the delay of the applications or any correspondence related there to will not be entertained.
- (4) The closing date of applications is 20th July, 2009.

04. *Salary Scale.*—Rs. 19,465 - 325 x 17 - Rs. 24,665 monthly (As per P. A. circular No. 06/2006) (Should pass the 1st Efficiency Bar examination within 03 years of appointment to the post)

05. *Age Limit.*—Should be between 18-45 years of age. The officers in Public/Provincial Public Service should not be more than 50 years of age.

#### 06. *Educational qualifications :*

1. Degree of a recognized University

#### 07. *Other Qualifications :*

- (1) Height : 5 feet 6 inches (5' 6") without shoes,
- (2) Eye sight : should have an eye sight of A2 standard without glasses (subject to passing to vision tests LB 29),
- (3) Chest : 34 inches with healthy physique and good personality,
- (4) Competence in sports will be considered as an added qualification,
- (5) Professional qualification will be considered as an additional qualification.

08. *Method of recruitment.*— The candidates should appear for a competitive test and those who obtain highest mark at the written test ————— will be summoned before an Interview Board. The candidates who obtained the highest total marks both at the written test and the viva voce test will only be selected for filling of the vacancy.

#### 09. *Syllabus :*

1. (i) This is a written examination  
(ii) There are two question papers
2. I. Intelligence Test - 1 1/4 hours - 100 marks

A question paper of multiple choice to assess the candidate's logical reasoning and his ability to take decisions and analytical thinking.

II. Comprehension and General knowledge - Duration 02 hours - 100 marks

*Comprehension.*— A number of short passages will be provided to the candidates by this question paper. Certain passages are given to write out the meaning in one sentence. In certain other passages, a number of alternative statements are given and the candidates are expected to select the most appropriate statement. Few questions will be raised in certain passages and the candidates are expected to provide the correct answer. This question paper is to assess the understanding power of the candidates. In addition, somewhat a long passage will be given for precise writing.

*General knowledge.*— A general question paper to test the candidates knowledge on matters relating to information technology, his living and serving environment inclusive of Sri Lanka political, social, cultural and economical environment and on current affairs of national and international importance inclusive of scientific and technical development.

3. To qualify candidates should score 40 marks in each paper.

10. *Terms of Engagement :*

1. The post is permanent and pensionable.
2. Sections 12:1, 12:3 and from 12:6 to 12:12 of Chapter II of the Establishment Code will apply.
3. Selected candidates will be subject to a probationary period of three (3) years.
4. You should conform to the provisions of Ch. 4 of the Constitution of the Democratic Socialist Republic of Sri Lanka, and to the provisions of the Official Languages Policy of the Government and any other laws, rules that now exist or may be introduced in the future to give effect to the Language Policy of the state.
5. The appointment will be subject to the provisions of the Establishment Code, Railway Ordinance, Railway Departmental Instructions, Security Rules relating to the operation of trains, relevant Standing Orders of the Railway Protection Force and other security requirements inclusive of supervision of any terrorist activities and orders that may be issued from time to time by the General Manager of Railways and Head of the Railway Protection Force on behalf of the General Manager of Railways.
6. Every officer should pass the prescribed departmental examination prior to his confirmation in the post.
7. Selected candidates should serve in any part of the Island.
8. Should pass the physical and aptitude test conducted yearly.
9. Reference is requested to the general conditions applicable to appointments in the state service advertised in Part - I, Section (IIA) of the *Gazette*.

11. *Examination Fees.*— A non-refundable fee for Rs. 250 will be levied for this examination. This amount can be paid by a Money Order written in favour of the "General Manager of Railways indicating the paying-in-office as Maradana Post Office (01000)" and the Money Order should be attached to the application. No copies of same should be attached other than the original. "Post of Asst. Supdt. of Protection Force (External)" should be marked on top left hand corner of the envelope. Containing the application duly completed and should be sent under registered cover to reach the General Manager of Railways on or before 20th July, 2009.

12. *Certification of the Signature of the applicant.*— The Signature of the applicant should be certified by the Principal of a School or Justice of the Peace or Commissioned officer of the three armed services or a permanent public servant/officer of the Provincial public service drawing a monthly consolidated salary of Rs. 19,775 or more.

P. P. WEJESEKARA,  
General Manager of Railways.

File No. : 09/692/87(III)  
Office of the General Manager of Railways,  
Sri Lanka Railways,  
Colombo 10.

## SPECIMEN APPLICATION FORM

For office use only

SRI LANKA DEPARTMENT OF RAILWAYS

COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF ASSISTANT SUPERINTENDENT OF RAILWAY PROTECTION FORCE (EXTERNAL)

01. Name with initials :

(i) Sinhala/Tamil :\_\_\_\_\_.

(ii) English :\_\_\_\_\_.

02. Name denoted by initials :

(i) Sinhala/Tamil :\_\_\_\_\_.

(ii) English :\_\_\_\_\_.

03. Permanent Address :

(i) Sinhala/Tamil :\_\_\_\_\_.

(ii) English :\_\_\_\_\_.

04. Sex : (Mark ✓ in relevant cage) :-

Female

☐

Male

☐

05. Residence :

(i) Grama Niladhari Division and No. :\_\_\_\_\_.

(ii) Divisional Secretary's Division :\_\_\_\_\_.

(iii) District :\_\_\_\_\_.

06. Ethnic group (Mark ✓ in the relevant cage) :

Sinhala

☐

Indian Tamil

☐

Sri Lanka Tamil

☐

Burgher

☐

Muslim

☐

Malays

☐

Others

☐

07. Medium in which the candidate is sitting the examination (Mark ✓ in the relevant cage) :

Sinhala

☐

Tamil

☐

English

☐

08. Citizenship : (mark ✓ in the relevant cage) :

By descent

☐

By registration

☐

09. Date of Birth :

(i) Year :\_\_\_\_\_, Month :\_\_\_\_\_, Date :\_\_\_\_\_.

(ii) Age as at 20.07.2009:- Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.

10. (i) Height :- Feet :\_\_\_\_\_. Inches :\_\_\_\_\_.

(ii) Chest :\_\_\_\_\_.

11. National Identity Card Number :\_\_\_\_\_.

12. Educational Qualifications :

(i) G. C. E. (O/L) Exam :

Year of exam passed :\_\_\_\_\_.

	First Sitting	Second Sitting
Year :	.....	.....
Index Number :	.....	.....

<i>Subject</i>	<i>Grade</i>	<i>Grade</i>
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....
(iv) .....	.....	.....
(v) .....	.....	.....
(vi) .....	.....	.....
(vii) .....	.....	.....
(viii) .....	.....	.....

(ii) G. C. E. (A/L) Exam :-

Index Number :\_\_\_\_\_.

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

<i>Subject</i>	<i>Grade</i>
(i) .....	.....
(ii) .....	.....
(iii) .....	.....
(iv) .....	.....

Degree obtained :\_\_\_\_\_.

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

University :\_\_\_\_\_.

13. Other Educational Qualifications :\_\_\_\_\_.

14. Sports Qualifications :\_\_\_\_\_.

15. Other Qualifications :\_\_\_\_\_.

16. Have you ever been convicted in a Court of law. If so, give details :

Yes  No

17. Declaration of the applicant -

(A) I do hereby certify that the particulars furnished by me in this application are true and correct to the best of my knowledge and I am aware that if any particulars contained herein are found to be false or incorrect, I am liable to be disqualified. I personally bear the consequences there to.

(B) I am also aware that of any particular contained hear in are toured to the false after the appointment. I am liable to dismissal from *viva*. I personally bear the consequences thereto.

(C) Money Order No.\_\_\_\_\_ obtained after payment of Rs. 250 is attached hereto.

I agree to abide by the above conditions.

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

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

## 18. Employer's declaration :

Application of Mr. .... who is working in this office is attached hereto duly certified. No disciplinary proceedings against him have been reported, His work/conduct/attendance are satisfactory. In case he is selected to the said post on the results of the above examination he could/couldn't be released from this institute.

Signature of Head of Department :\_\_\_\_\_.

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

Official Seal :\_\_\_\_\_.

## 19. Certifying the signature of applicant :

The applicant Mr. .... is known to me very well. He placed his signature in my presence.

\_\_\_\_\_,  
Signature of Officer Certifying.

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

Full Name of Certifying Officer :\_\_\_\_\_.

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

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

(Please use the Official seal)

06-368