

- N. B.– (i) The list of Jurors in Badulla District Jurisdiction areas in year 2020, has been published in Part VI of this *Gazette* in Sinhala, Tamil and English languages.
(ii) Part IV(A) of the *Gazette* No. 2,158 of 09.01.2020 was not published.



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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,159 – 2020 ජනවාරි මස 17 වැනි සිකුරාදා – 2020.01.17
No. 2,159 – FRIDAY, JANUARY 17, 2020

(Published by Authority)

PART I : SECTION (IIA) – ADVERTISING

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

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- Note.**– (i) Kandyan Marriage and Divorce (Repeal) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of January 03, 2020.
(ii) Sri Lanka Society of Physiotherapy (Incorporation) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of January 09, 2020.

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 07th February, 2020 should reach Government Press on or before 12.00 noon on 24th January, 2020.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the *Gazette*, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the *Gazette*.”

GANGANI LIYANAGE,
Government Printer.

Department of Govt. Printing,
Colombo 08,
01st January, 2020.

This *Gazette* can be downloaded from www.documents.gov.lk



1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A “Sri Lankan” is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the “New Entrants” Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such

Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the ‘Widows and Orphans’ Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

RULES AND INSTRUCTIONS FOR EXAMINATION CANDIDATES

All examination candidates are bound to act in compliance with the provisions of the Public Examinations Act, No.25 of 1968 which was amended by No.19 of 1976 and other rules and regulations imposed from time to time.

The following conditions and restrictions are hereby imposed through the Sentence No. 20 of the Public Examinations Act, No.25 of 1968 which was amended through No.19 of 1976 as per the powers assigned to the Commissioner General Examinations.

All examination candidates are bound to abide by the rules given below and a candidate who violates any of these rules is liable to one or more of the following penalties mentioned below at the discretion of the Commissioner General of Examinations.

- I. Debarring to appear for the whole examination or part of it which was under investigation.
- II. Disqualifying from one subject or from the whole examination which was under investigation.
- III. Imposing lifetime ban for all the examinations conducted by the Department of Examinations, Sri Lanka.
- IV. Debarment from appearing for examinations conducted by the Department of Examinations, Sri Lanka for a certain period of time.
- V. Issuing a letter with suspended debarment of examination.
- VI. Suspension of the certificate for a specific period.
- VII. Handing over the examination candidate to the police to file a criminal case under the Public Examinations Act or complaining the police regarding such act.
- VIII. When the examination candidate is a government employee, reporting the appointing authority of such examination candidate (to take disciplinary actions) regarding the conduct of such examination candidate.

The Commissioner General of Examinations reserves himself the right to take actions with respect to such examination candidate prior to, during or after the examination or at any stage. His decision with respect to that should be deemed final.

1. Every examination candidate should act in the examination hall and at the examination premises in such a manner that any disturbance or obstruction should not take place for the examination supervisor and his staff as well as for other examination candidates. Moreover, examination candidates should not vandalize the property of the examination premises or damage the private property of the examination staff.

2. Examination candidates should act in compliance with the instructions given by the examination supervisor and his staff when the examination is in progress and before the commencement of the examination as well as immediately after the end of the examination.

3. No examination candidate will be admitted to the examination hall after the lapse of half an hour subsequent to the commencement of the question paper at an examination. Also, no examination candidate will be permitted to leave the examination hall until the examination ends. Actions should be taken to participate for practical tests or oral tests on time.

4. Every examination candidate should sit on the seat reserved for him/her bearing the respective Index Number and not any other seat. Unless with the special permission of the examination supervisor, no candidate should change his/her seat. The occupation of a seat other than the one assigned to him/her is liable to be considered as an act committed with dishonest intention.

5. Absolute silence should be maintained in the examination hall. A candidate is forbidden to speak to or to exchange messages or to have any dealing with any person within or outside the examination hall for any matter other than a member of the examination hall staff.

6. Since the answer script of an examination candidate will be solely identified through the candidate's Index Number, it is completely prohibited to write one's name on the answer script, put a certain mark or note to distinguish the answer script, write indecent or unnecessary things on the answer script and attaching currency notes with the answer script. Further, writing other examination candidate's Index Number on one's answer script could be considered as an attempt to commit a dishonest act. Answer scripts bearing Index Numbers those are difficult to decipher are liable to be rejected.

7. Examination candidates should not write on question paper or desk or any other place except on the papers (papers given to answer with the invigilator's short signature and the date with regard to the day on which the examination is conducted) supplied at the examination hall. Acting non-compliance with these instructions will be considered as an act committed with dishonest intention.

8. Any paper or answer books supplied to examination candidates should not be torn up or crushed. Each and every sheet of paper used for rough work should be clearly crossed out and attached to the answer script or submitted with the answer script at the end of the examination or the candidate should do the needful as per the given instructions. It is forbidden to take out anything written inside the examination hall. If a question has been answered twice in two different places, the unnecessary answer should be clearly crossed out.

9. It is forbidden to take out the papers or any other material supplied to answer at the examination out of the examination hall. All such materials are belonged to the Commissioner General of Examinations and breach of this rule will be considered as a punishable act.

10. When examination candidates appear for the examination in the examination hall, they should not keep in their possession or by their side other note books, papers with notes or paper pieces except the stationery supplied to them for answering at the examination and the materials which were authorized in written for each examination. Also, keeping mobile phones, electronic communication instruments/ devices in one's possession or by one's side and obtaining assistance from external parties through such instruments/devices and sending information to other parties and social media while the examination is in progress are considered to be dishonest acts and punishable offences.

11. In case electronic communication instruments/devices are revealed to be used for the purposes mentioned in the above paragraph no. 10, such instruments/devices will be taken into the custody of the Commissioner General of Examinations until the investigations are concluded.

12. After sitting in the examination hall, an examination candidate is strictly forbidden to keep any unauthorized material or instrument in his/her possession prior to the examination or when the examination is in progress. In case the supervisor or the examination staff orders, each candidate is bound to declare everything he/she has with him/her and get them

checked. Breach of these requirements should be considered as an attempt to commit an act of dishonesty.

13. It is an offence, in case a candidate copies or attempts to copy from the answer script of another candidate or a book or a script or a paper containing notes or through signals or any other source or acts dishonestly. Also, helping another candidate and getting help from another candidate or a person or exam staff are also offences and every completed answer sheet should be kept underneath the sheet on which the answer is being written. Writing papers 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 after the commencement of the examination. However, in case an examination candidate needs to leave the examination hall to use the lavatory/ urinal, the candidate will be permitted to go outside for a brief period under the surveillance of an officer belongs to the assistant staff of the examination supervisor. He/ She shall be subject to search before leaving the examination hall as well as when re-entering it.

15. Impersonation before commencement of answering at the examination hall or after, is a punishable act. Tampering with identity cards or presenting false identity cards is considered to be an act of dishonesty.

16. Assistance given to a candidate in an improper and dishonest manner by a candidate or a person, who is not a candidate, is considered to be a serious offence.

17. Examination candidate should adhere to the following instructions.

I. Every examination candidate should take actions to get the signature in their admission paper attested and get the subjects amended prior to the examination, after inquiring the Department of Examinations, Sri Lanka in case there is any discrepancy between the subjects applied and the subject indicated in the admission paper.

II. It is appropriate to arrive the examination hall, half an hour prior to the commencement of the examination and if you are not quite certain of the location of the examination hall, make inquiries on a day prior to the date of examination and be sure of its exact location.

III. Candidate should produce their identity cards and get their identities confirmed at every paper they sit when appearing for the examination.

(a) Actions will be taken to cancel the candidature in case a candidate fails to produce the identification documents at the examination hall and in case a candidate forgets to bring such documents into the examination hall, that fact should be brought to the notice of the supervisor and arrangements should be made to produce them before the examination ends.

(b) Every candidate should be in the examination hall during the examination period in such a way that his/her face should be clearly recognizable to display his / her identity in a clearly visible manner.

IV. Examination candidates should keep their ears openly and in a clearly visible manner so as to confirm that they are not using electronic communication instruments/ devices like Bluetooth.

V. No paper other than those issued at the examination hall should be used for answering questions. Excess paper and other materials should be left on your desk in good condition in a reusable manner.

VI. Examination candidates should bring their own pens, pencils, erasers, foot rulers, geometrical instruments, boxes of coloured pencils and boxes of coloured chalks, etc.

VII. When you start answering, you should promptly write down the Index Number clearly on the answer book used and each sheet of paper. Write answers clearly and legibly on both sides of the paper. You should leave at least a single blank line after providing the answer to a part of a question before starting to answer the next part of such question. You should provide answers in a fresh page for each question.

VIII. The left-hand margin of the answer sheet is set apart to enter the question number. Since the right-hand margin is reserved for the examiner's use, nothing should be written there. Actions should be taken to number the questions you answered correctly as incorrect numbering leads to confusion.

IX. When mathematical questions are answered, give all details of calculations and any rough work in their serial order as part of the solving of the sum. The sketches and diagrams drawn in the relevant places should be accurate and sufficiently large.

X. You should read carefully the instructions given at the head of the questions paper with regard to the compulsory questions and the other questions which should be selected. Marks will not be granted for answers provided disregarding the given instructions in the question paper.

XI. At the end of answering for each question, in addition to the answer book used, the answer sheets should be collected according to the page number and then should be tied/ attached at the top left-hand corner in a non-detachable manner. Make sure whether you have attached all the answer sheets prior to handing over the answer script. Any answer sheet taken out of the examination centre will not be evaluated after the handing over of such answer scripts.

XII. Your answer script should be handed over to the examination supervisor or to an officer of his/her staff. You should remain in your seat until the answer scripts are collected. Failure to do so may result in the loss of your answer script and your being treated as an absentee for a certain subject.

XIII. If it becomes necessary for you to speak to the examination supervisor or an officer of his/her staff due to a certain matter, you should sign him by tapping two times on the desk without disturbing others.

Commissioner General of the Examinations.

At the Department of Examinations, Sri Lanka,
Pellawatta,
Battaramulla.

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrar of Muslim of Marriages

KALUTARA DISTRICT

APPLICATIONS are invited for the Posts of Registrar of Muslim Marriages in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the Muslim Marriage Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Only Muslim males can apply for these Posts.

03. Applicants should be not less than 40 years and not more than 62 years of age. (maximum age limit of the retirement is 65).

04. Applicants should be married and marriage should be aged more than 5 years and should not be a divorced person or widow/widower.

05. Additional details of Village list/Grama Niladhari Divisions within the related Division of Muslim Marriage and Education and other qualifications related to the subjected Division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurdhi Development Societies and Post Offices as given in the following Schedule.

06. Related applications and "Attachment I" including Village List and List of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agents) or Land and District Registries or Divisional Secretariats of the District.

07. Completed applications should be sent by Registered Post to the address given in the Schedule on or before 17th February, 2020.

N. C. VITHANAGE,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
On the day of 24th December, 2019.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Kalutara	Panadura	Post of Muslim Marriage Registrar of Kalutara and Panadura Thotamuna (Eluwila Division)	District Secretary/Additional Registrar General, District Secretariat, Kalutara

SRI LANKA POLICE

Post of Sub Inspector of Police (Normal)

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Probationary Sub Inspector of Police.

2. Application forms duly perfected in accordance with the specimen form given below should be sent to Director/ Recruitment, Recruiting Office, No. 375, 1st Floor, Sri Sambuddathwa Jayanthi Mawatha, Colombo 06. The application should be sent by the registered post to the above address to reach on or before 17.02.2020 and the post applied for should be marked in the top left hand corner of the envelope enclosing the application. Delayed applications will not be entertained and no applications will be issued by the Sri Lanka Police.

3. Salary Scale.–

Rs. 393,480 - 7 x 4,440 - 2 x 5,940 - 25 x 7,920 - Rs. 634,440. As per the Public Administration Circular 3-2016, the above mentioned salary scale will be effect.

Further, these officers are entitled for the allowances granted in accordance with the IG Police Circular No. 2416/2013, dated 07.01.2013. In addition to the above salary scale, they will be paid following allowances :

	Rs. cts.
(a) Cost of living allowance	7,800.00
(b) As per the PA Cir.03/2016, it is granted 40% of the allowance for the relevant rank	13,116.00
(c) Arduous duty allowance	2,000.00
(d) Interim allowance	2,500.00
(e) Uniform cleaning allowance	250.00
(f) Combined allowance	Rs. 12,000.00 (Maximum areas where special incentives allowance are paid)
(g) Combined allowance	Rs. 11,200.00 (Maximum areas where special incentives allowance are not paid)

(a) Free transport facilities.

(b) Free medical facilities to officers (Financial assistance can be obtained for medical treatment even in a foreign country.).

(c) All uniforms will be provided free of charge.

(d) Facilities to improve skill and talents in sports.

(e) Travelling expenses are provided to undertake duties and money will be granted as rewards for outstanding and arduous duties.

04. Basic Qualifications Required :

(a) *Age Limit.*– The age should be between 18 and 28 years as at closing date of the applications as per the *Gazette* Notification. However Police Officers currently serving in the Sri Lanka Police are eligible to apply up to the age of 30 at the closing date of applications.

(b) *Educational Qualifications :*

* Should have passed 06 subjects in the G. C. E. (O/L) Examination in one sitting with 04 credit passes including Mathematics and Medium Language and ;

* Should have passed 03 subjects in the G. C. E. (A/L) Examination in one sitting.

Note 01.– The subjects passed at the G. C. E. (O/L) Examination is determined as per the subject classification of Department of Examination i.e.- Science subject combination of subject number 41 and 44 is considered as one subject and Maths subject combination of subject number 42 and 45 as one subject.

Note 02.– If the written test of Technical subject at the G. C. E. (O/L) Examination is failed, it is considered as the Technical subject is failed even though the practical test of the same subject is passed.

Note 03.– Since optional Tamil, English and Sinhala subjects are not included in the stream of G. C. E. (O/L) syllabus, passes in any of these subjects will not be accounted as passed subjects at the G. C. E. (O/L) Examination.

(c) *Physical Requirements :*

* Height 05 feet 06 inches (minimum).

* Chest 32 inches minimum (in exhalation).

Note.– Applicants who are slightly short of the physical requirements, but fulfill the other

stipulated qualifications will be eligible at the discretion of Inspector General of Police provided that they have outstanding skills in sports and have achieved excellent performance in sports at National level or have earned reputation for Sri Lanka by participating in an international competition.

(d) *Visual Requirement.*— Vision should not be less than 6/12 in each eye. If the vision is 6/6 in one eye and 6/18 in the other eye, will be also accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible for being selected for the service.

(e) *Other Qualifications.*— Applicants should be unmarried (Divorcees will be considered as unsuitable). Only this condition will not apply for the Police Officers presently serving in the Sri Lanka Police and who have fulfilled the other qualifications.

5. Method of Recruitment :

* Selected applicants will have to pass in the Basic Qualification Test conducted by the Sri Lanka Police. Only those who have passed this test can participate in the physical fitness test and should pass that test.

1,000 meters 03 Minutes 14 Seconds

* Only those who are successful in the physical fitness test will be summoned for the final interview, and those who score 40% or more in the final interview will be summoned for the written test.

The written test consists of two question papers.

- ♦ An essay paper not less than 500 words - 45 minutes.
- ♦ General knowledge and intelligence test paper - 1 hour.

06. *Medical Examination.*— Applicant must pass the medical test before obtaining his appointment. Medical test is an only one part of the recruitment process. Selection will be made among the applicants who pass the medical test as per the number of existing vacancies and the position in the list pertaining to the merits and skill. Those who fail the medical test will be rejected. Medical examination will be done at once. This exam will be conducted under the supervision of Chief Medical Officer, Police Hospital and he will submit the report according to Health form 169.

07. Background Inquiries :

- (a) Inquiries will be conducted pertaining to characters of the applicant, parents and close relations', If the applicants with any of the adverse reports will not be recruited ;
- (b) Providing false information or conceal information will make the applicant ineligible. If the false information is elicited after the appointment, the applicants will be dismissed from the service.

08. Implementation of Official Language Policy :

- ♦ As per the 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/Provincial Public Service with effect from 01.07.2007 should acquire proficiency in the other official language within a period of 05 years in addition to the official language through which they enter the service.
- ♦ Officers recruited below the rank of an Assistant Superintendent of Police from 01.07.2007 should pass the level 2 of the language test conducted by the Department of Official Languages.
- ♦ The salary increments of the officers who do not acquire the specific proficiency in the second official language within a period of 05 years from the date of their appointments will be deferred until they obtain qualifications.

09. *Terms of Engagement.*— This post is permanent and pensionable. You are liable to contribute to the Widows'/Widowers' and Orphans' Pension Scheme.

10. Conditions of Service :

- (a) This appointment is subject to a three years probation period ;
- (b) The selected applicants will be required to comply with any rules already made or may hereinafter be made to give effect to the official language policy;
- (c) They will be subjected to comply with the relevant provisions of the Establishment Code Volume I and II, Financial Regulations, Departmental Orders,

and any other orders that may be issued by the Inspector General of Police or by the Government from time to time;

(d) Prior to their confirmation, every officer will be required to pass the prescribed Examinations conducted by the Sri Lanka Police. Those who fail to pass the prescribed examinations or found to be unfit for Police duties will be liable to be removed from the Police Service ;

(e) Permission will not be granted to marry prior to the confirmation in the said rank without the permission of the Inspector General of Police. However in terms of P. G. II No. 41 dated 28.02.1973 and I. G.'s Circular No. 1952/2006 of 19.10.2006 and circular (amended) dated 09.08.2007, it is possible to marry under special circumstances and with the permission of Inspector General of Police ;

(f) Applicants appointed after the training should serve a probationary period of 03 years in the Sri Lanka Police and if they wish to resign from the service before their probation is over, they should sign a consent agreement to the effect that they are willing to pay any amount which was incurred on the training and uniforms etc., together with any other prescribed payments at the time of tendering their resignations. Director of Police Training College will decide it having calculated dues from the applicants. The acceptance of resignation should conform to the Section 4, Chapter V of Volume I of the Establishments Code, 1985 ;

(g) Probationary Sub Inspectors should subscribe affirmation/oath to the effect that they comply with the Police Code of conduct immediate after commencing their training in terms of the I. G. P.'s Circular, No. 1693/2003 ;

(h) Probationary Sub Inspectors should subscribe the Oath of allegiance for a prestigious public service, immediate after commencing their training in terms of the I.G.P.'s Circular, No. 1804/2004 ;

(i) Probationary Sub Inspectors who have been confirmed in the post will have opportunities for promotions in terms of the approved schemes of promotions of the Sri Lanka Police.

11.(a) Attention is drawn to the general conditions applicable to appointments to posts in the Public

Service published at the beginning of the Section (11A) of the Part I of this *Gazette* ;

(b) Enlistment will be made in terms of Public Administration Circular, No. 15/90 dated 10.03.1990.

12. Applications should accompany copies of the following documents (Originals must not be forwarded) :

(i) Birth Certificate ;

(ii) Two recent testimonials of character (obtained from persons who are not related) ;

(iii) Certificates in support of educational qualifications ;

(iv) Certificates in support of sports with outstanding records or other extra curricular activities ;

(v) A photostat copy of the certificates of service experience (if available) ;

(vi) A photostat copy of the Identity Card.

13. (a) Applicants who are already in the Public Service must forward their applications through the Heads of their respective Departments and they must be accompanied with a certificate stating that the officer can be released if selected.

(b) Applicants must fill the required particulars in their own hand writing on a paper 11" x 8" in size and post them together with the copies of certificates, to the address given in paragraph two and under no circumstances should applications be handed over personally to any officer.

14. Applications which do not conform to the requirements stipulated in this notification will be rejected and such applicants will not be notified.

Note.– No travelling or other expenses will be paid to applicants who are summoned for the test and interview.

C. D. WICKRAMARATNE,
Acting Inspector General of Police.

For office use 2x2 ¹/₂ inches

SRI LANKA POLICE (NORMAL)

POST OF PROBATION SUB INSPECTOR OF POLICE

SPECIMEN APPLICATION FORM

01. (a) Name in full (in block letters) : _____.
(As stated in the applicant's birth certificate)
(b) Name with initials : _____.
(c) Post applied for : _____.
02. National Identity Card No. : _____.
(Copy of the NIC should be attached)
03. Father's name in full : _____.
04. Place of birth of the applicant : _____.
Divisional Secretariat to which the place of birth belongs : _____.
Province : _____.
05. (a) Present address : _____.
(b) Police Station to which the present address belongs : _____.
(c) Permanent Address : _____.
(d) Police Station to which the permanent address belongs : _____.
(e) Mailing Address : _____.
(f) Grama Niladari's Division to which permanent address belongs : _____.
Divisional Secretariat : _____.
(g) Telephone No. (Residence) : _____.
Mobile No. : _____.
06. (a) Nationality : _____.
(b) Whether you are a Sri Lankan citizen by birth or registration : _____.
(If by registration attach copies of certificate)
(c) If you are citizen by birth state the place of birth : –
(i) Applicant : _____.
(ii) Applicant's father : _____.
(iii) Applicant's paternal grand father : _____.
(iv) Applicant's paternal great grand father : _____.

07. Date of Birth : _____.
(Copy of the birth certificate should be attached)
Age : _____.
(As at the closing date of applications as per the *Gazette* Notification) : _____.
Years : _____, Months : _____, Days : _____.
08. Height : Feet : _____, Inches : _____.
Chest (inches) : _____.
09. Educational qualifications (mention the examinations passed and the copies of the certificates should be attached) : _____.
10. Additional qualifications (Copies of the certificates should be attached) : _____.
11. Civil status : _____.
12. (i) Present employment : _____.
(ii) Are you a member of any armed force ? : _____.
13. Do you have special skills and/or qualifications : _____.
14. Give names and addresses of two non-related referees to inquire about you :
(i) _____.
(ii) _____.
15. Have you served in the Sri Lanka Police Service before ? (If so mention rank and regiment No.) and what are the reasons for leaving the service ? Give details : _____.
16. (a) Are you serving in any armed service ? (If so your application must be forwarded through the respective Service Commander) : _____.
(b) Have you served in an armed service ? (If so attach a copy of your discharge certificate) : _____.
17. (a) Are you serving in a Volunteer Armed Service ? (If so, your application must be forwarded through the respective Service Commander) : _____.
(b) Have you served in a Volunteer Armed service ? : _____.
(If so attach a copy of your discharge certificate)

18. Have you been arrested on suspicion of having committed an offence ? Have you been, convicted or brought before the court or punished (If so give details) :_____.

19. Has any of your relation been arrested on suspicion of having committed an offence or convicted or brought before the court or punished (If so give details) :_____.

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief. If the particulars furnished are found to be incorrect or false, I am aware that, I am liable for immediate termination of my service in the Sri Lanka Police at any time even though I have been appointed to the post.

_____,
Signature of the Applicant.

Date :_____.

20. Certification of the Head of Department (If applicable) :

This is to certify that the applicant Mr./Miss is serving in the Department /Corporation/ Board and if he is selected for the above post, he could be released from service.

_____,
Signature of the Head of the Department
with the Designation seal.

Designation :_____.

Date :_____.

01-552/1

SRI LANKA POLICE

Post of Woman Sub Inspector (Normal)

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Probationary Woman Sub Inspector of Police in the Sri Lanka Police.

2. Application forms duly perfected in accordance with the specimen form given below should be sent to Director/ Recruitment, Division No. 375, 1st Floor, Sri Sambuddhatha Jayanthi Mawatha, Colombo 06. The application should be sent by the registered post to the above address to reach on or before 17.02.2020 and the post applied for should be marked in the top left hand corner of the envelope enclosing

the application. Delayed applications will not be entertained and no applications will be issued by the Sri Lanka Police.

3. *Salary Scale*.— Rs. 3,93,480 - 7 x 4,440 - 2 x 5,940 - 25 x 7,920 - Rs. 6,34,440. As per the Public Administration Circular No. 3-2016, the above mentioned salary scale will be effect.

Further, these officers are entitled for the allowances granted in accordance with the IG Police Circular No. 2416/2013, dated 07.01.2013. In addition to the above salary scale, they will be paid following allowances :

In addition to the above salary scale they will be paid following allowances :

Rs. cts.

(a) Cost of living allowance	7,800.00
(b) As per the PA. Cir.03/2016, it is granted 40% of the allowance for the relevant rank	13,116.00
(c) Arduous duty allowance	2,000.00
(d) Interim allowance	2,500.00
(e) Uniform cleaning allowance	250.00
(f) Combined allowance	Rs. 12,000.00 (Maximum areas where special incentives allowance are paid)
(g) Combined allowance	Rs. 11,200.00 (Maximum areas where special incentives allowance are paid)

(a) Free transport facilities.

(b) Free medical facilities to officers (Financial assistance can be obtained for medical treatment even in a foreign country.).

(c) All uniforms will be provided free of charge.

(d) Facilities to improve skill and talents in sports.

(e) Travelling expenses for duty and money will be granted as rewards for outstanding and arduous duties.

04. *Required Basic Qualifications* :

(a) *Age Limit*.— The age should be between 18 and 28 years as at closing date of the applications as per the *Gazette* Notification. However Police

Officers currently serving in the Sri Lanka Police are eligible to apply up to the age of 30 years at age as of the closing date of applications.

(b) *Educational Qualifications* :

- * Should have passed 06 subjects in the G. C. E. (O/L) Examination in one sitting with 04 credit passes including Mathematics and Medium Language ;
- * Should have passed 03 subjects in the G. C. E. (A/L) Examination in one sitting.

Note 01.– The subjects passed at the G. C. E. (O/L) Examination is determined as per the subject classification of Department of Examination *i.e.*– Science subject combination of subject number 41 and 44 is considered as one subject and Maths subject combination of subject number 42 and 45 as one subject.

Note 02.– If the written test of Technical subject at the G. C. E. (O/L) Examination is failed, it is considered as the Technical subject is failed even though the practical test of the same subject is passed.

Note 03.– Since optional Tamil, English and Sinhala subjects are not included in the stream of G. C. E. (O/L) syllabus, passes in any of these subjects will not be accounted as a passed subjects at the G. C. E. (O/L) Examination.

(c) *Physical Requirements* :

- * Height 05 feet 04 inches (minimum).

Note.– Applicants who are slightly short of the physical requirements, but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided that they have outstanding skills in sports and have achieved excellent performance in sports at national level or have earned reputation for Sri Lanka by participating in an international competition.

(d) *Visual Requirement.*– Vision should not be less than 6/12 in each eye. It is also accepted, if the vision is 6/6 in one eye and 6/18 in the other eye it will be accepted. Colour vision should be normal.

Applicants wearing spectacles or contact lenses will not be eligible.

(e) *Other Qualifications.*– Applicants should be unmarried (Divorcees will be considered as unsuitable). Only this condition will not apply for the Police Officers presently serving in the Sri Lanka Police and who have fulfilled the other qualifications.

5. *Method of Recruitment* :

- * Selected applicants will have to pass the Basic Qualification Test conducted by the Department of Police. Only those who pass this test must also get through the physical fitness test or endurance test.

1,000 meters 05 minutes 14 seconds

- * Those who are successful in the physical fitness test will be summoned for the final interview, and those who score 40% or more in the final interview will be summoned for the written test.

The written test consists of two question papers.

- ♦ An essay paper not less than 500 words - 45 minutes.
- ♦ General knowledge and intelligence test paper - 1 hour.

06. *Medical Examination.*– Applicant must pass the medical test before obtaining his appointment. Medical test is an only one part of the recruitment process. Selection will be made among the applicants who pass the medical test as per the number of existing vacancies and the position in the list pertaining to the merits and skill. Those who fail the medical test will be rejected.

07. *Background Inquiries* :

- (a) Inquiries will be conducted pertaining to characters of the applicant, parents and close relations', If the applicants with any of the adverse reports will not be recruited ;
- (b) Providing false information will make the applicant ineligible. If the false information is elicited after the appointment, the applicants will be dismissed from the service.

08. *Implementation of Official Language Policy :*

- As per the 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/ Provincial Public Service with effect from 01.07.2007 should acquire proficiency in the other official language within a period of 05 years in addition to the official language through which they enter the service.
- Officers recruited below the rank of an Assistant Superintendent of Police from 01.07.2007 should pass the level 2 of the language test conducted by the Department of Official Languages.
- The salary increments of the officers who do not acquire the specific proficiency in the second official language within a period of 05 years from the date of their appointments will be deferred until they obtain qualifications.

09. *Terms of Engagement.* – This post is permanent and pensionable. You are liable to contribute to the Widows'/ Widowers' and Orphans' Pension Scheme.

10. *Conditions of Service :*

- (a) This appointment is subject to a three years probation period ;
- (b) The selected applicants will be required to comply with any rules already made or may hereinafter be made to give effect to the official language policy;
- (c) They will be subjected to comply with the relevant provisions of the Establishment Code Volume I and II, Financial Regulations, Departmental Orders, and any other orders that may be issued by the Inspector General of Police or by the Government from time to time;
- (d) Prior to their confirmation, every officer will be required to pass the prescribed Examinations conducted by the Sri Lanka Police. Those who fail to pass the prescribed examinations or found to be unfit for Police duties will be liable to be removed from the Police Service ;
- (e) Permission will not be granted to marry prior to the confirmation in the said rank without the permission of the Inspector General of Police. However in terms of P. G. II No. 41 dated 28.02.1973 and

I. G.'s Circular No. 1952/2006 of 19.10.2006 and circular (amended) dated 09.08.2007, it is possible to marry under special circumstances and with the permission of Inspector General of Police ;

- (f) Applicants appointed after the training should serve as probationary period of 03 years in the Sri Lanka Police and if they wish to resign from the service before their probation is over, they should sign a consent agreement to the effect that they are willing to pay any amount which was incurred on the training and uniforms etc., together with any other prescribed payments at the time of tendering their resignations. Director of Police Training College will decide it having calculated dues from the applicants. The acceptance of resignation should conform to the Section 4, Chapter V of Volume I of the Establishments Code, 1985 ;
- (g) Probationary Sub Women Inspectors should subscribe affirmation/oath to the effect that they comply with the Police Code of conduct immediate after commencing their training in terms of the I. G. P.'s Circular, No. 1693/2003 ;
- (h) Probationary Sub Women Inspectors should subscribe the Oath of allegiance for a prestigious public service, immediate after commencing their training in terms of the I.G.P.'s Circular, No. 1804/2004 ;
- (i) Probationary Sub Women Inspectors who have been confirmed in the post will have opportunities for promotions in terms of the approved schemes of promotions of the Sri Lanka Police.

11.(a) Attention is invited to the general conditions applicable to appointments to posts in the Public Service published at the beginning of the Section (11A) of the Part I of this *Gazette* ;

(b) Enlistment will be made in terms of Public Administration Circular, No. 15/90 dated 10.03.1990.

12. Applicants should annex copies of the following documents to their application (originals must not be forwarded) :

- (i) Birth Certificate ;
- (ii) Two recent testimonials of character (obtained from persons who are not related) ;
- (iii) Certificates in support of educational qualifications ;

(iv) Certificates in support of sports with outstanding records or other extra curricular activities ;

(v) A photostat copy of the service experience (if available) ;

(vi) A photostat copy of the Identity Card.

13. (a) Applicants who are already in the Public Service must forward their applications through the Heads of their respective Departments and they must be accompanied with a certificate stating that the officer can be released if selected.

(b) Applicants must fill the required particulars in their own hand writing on a paper 11" x 8" in size and post them together with the copies of certificates, called for to the address given in paragraph two and under no circumstances should applications be handed over personally to any officer.

14. Applications which do not conform to the requirements stipulated in this notification will be rejected and such applicants will not be notified.

Note.– No travelling or other expenses will be paid to applicants who are summoned for the test and interview.

C. D. WICKRAMARATNE,
Acting Inspector General of Police.

For office use 2x1 1/2 inches

SRI LANKA POLICE (NORMAL)

POST OF PROBATION WOMAN SUB INSPECTOR OF POLICE

SPECIMEN APPLICATION FORM

01. (a) Name in full (in block letters) : _____.
(As stated in the applicant's Birth Certificate)

(b) Name with initials : _____.

(c) Post applied for : _____.

02. National Identity Card No. : _____.
(Copy of the NIC should be attached)

03. Father's name in full : _____.

04. Place of birth of the applicant : _____.

Divisional Secretariat to which the place of birth belongs : _____.

Province : _____.

05. (a) Present address : _____.

(b) Police Station to which the present address belongs : _____.

(c) Permanent Address : _____.

(d) Police Station to which the permanent address belongs : _____.

(e) Mailing Address : _____.

(f) Grama Niladari's Division to which permanent address belongs : _____.

Divisional Secretariat : _____.

(g) Telephone No. (Residence) : _____.

Mobile No. : _____.

06. (a) Nationality : _____.

(b) Whether you are a Sri Lankan citizen by birth or registration : _____.

(If by registration attach copies of certificate)

(c) If you are citizen by birth state the place of birth :–

(i) Applicant : _____.

(ii) Applicant's father : _____.

(iii) Applicant's paternal grandfather : _____.

(iv) Applicant's paternal great grand father : _____.

07. Date of Birth : _____.

(Copy of the birth certificate should be attached)

Age : _____.

(As at the closing date of applications as per the *Gazette* Notification) :

Years : _____, Months : _____, Days : _____.

08. Height : Feet : _____, Inches : _____.

09. Educational qualifications (mention the examinations passed and the copies of the certificates should be attached) : _____.

10. Additional qualifications (Copies of the certificates should be attached) : _____.

11. Civil status : _____.

12. (i) Present employment : _____.

(ii) Are you a member of any armed force ? : _____.

13. Do you have special skills and/or qualifications :——.

14. Give names and addresses of two non-related referees to inquire about you :

- (i) ———.
(ii) ———.

15. Have you served in the Sri Lanka Police Service before ? (If so mention rank and regiment No.) and what are the reasons for leaving the service ? Give details :——.

16. (a) Are you serving in any armed service ? (If so your application must be forwarded through the respective Service Commander) :——.

(b) Have you served in an Armed service ? (If so attach a copy of your discharge certificate) :——.

17. (a) Are you serving in a Volunteer Armed Service ? (If so, your application must be forwarded through the respective Service Commander) :——.

(b) Have you served in a Volunteer Armed service ? :——.
(If so attach a copy of your discharge certificate)

18. Have you been arrested on suspicion of having committed an offence ? Have you been, convicted or brought before the court or punished (If so give details) :——.

19. Has any of your relation been arrested on suspicion of having committed an offence or convicted or brought before the court or punished (If so give details) :——.

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief. If the particulars furnished are found to be incorrect or false, I am aware liable for immediate termination of my service in the Sri Lanka Police at any time even though I have been appointed to the post.

_____,
Signature of the Applicant.

Date :——.

20. Certification of the Head of Department (If applicable) :

This is to certify that the applicant Mr./Miss is serving in the Department Corporation/ Board and if he is selected for the above post, he could be released from service.

_____,
Signature of the Head of the Department
with the Designation seal.

Designation :——.

Date :——.

01-552/2

Examinations, Results of Examinations & c.

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III OF MANAGEMENT SERVICE OFFICERS' SERVICE - 2013(I) 2020

1.0 IT is hereby notified that, an Efficiency Bar Examination for officers in Class III of the Management Service Officers' Service will be held by the Commissioner General of Examinations, as per the relevant provisions of the approved Service Minutes, in the month of May 2020.

2.0. Information on the eligibility of the candidates are furnished in provisions of Para 8, 15 interim provisions and Annex 04 of the approved service minute of Management Service Officers' Service published in the Government Extraordinary Gazette of the Democratic Socialist Republic of Sri Lanka bearing No. 1840/34 dated 11.12.2013.

3.0. Officers who have not completed the efficiency bar prescribed for officers in Grade III in the service minute implemented before the new service minute is enforced, but either passed or been exempted from one or several subjects of the examination (1) Office Systems (2) Accounting Systems and (3) Computer Test shall be exempted from the subjects of the Efficiency Bar Examination on the basis of subject by subject prescribed by this service minute for the officers in Grade III. Should pass the Efficiency bar examination relevant to Grade III within three years from the date of appointment.

4.0. This examination for officers in Class III of Management Service Officers' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The relevant towns and town numbers are given below. It will not be allowed to

change the town applied for subsequently. At the occasions, where a sufficient number of applications are not received in respect of a certain centre mentioned above, examination shall be held in Colombo by the Commissioner General of Examinations.

<i>Town</i>	<i>Town No.</i>
Colombo	01
Kandy	05
Galle	07
Matara	08
Jaffna	10
Mannar	11
Mullaitivu	12
Trincomalee	14
Batticaloa	15
Kurunegala	18
Anuradhapura	19
Badulla	21
Ratnapura	24
Killinochchi	25

A centre without sufficient number of candidates will be cancelled and the relevant candidates will be directed to the next nearest centre available.

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

06. The application for this examination should be in the form of specimen appended to this notification. Applicants should prepare the applications themselves according to the specimen. Applications prepared thus should be sent by the registered post through the respective Heads of Departments to reach the

Commissioner-General of Examinations,
Organizations (Institution and Foreign Examinations)
Branch, Department of Examinations,
P. O. Box 1503,
Colombo.

On or before 17th February 2020. The name of the examination should be indicated in the top left hand corner of the envelope of the application. Applications received after the closing date will be rejected.

The post and service station of the candidate, at the time he/she applies for the examination will be applicable for all matters relating to examination and any changes which occur in the past and service station after sending the application will not be considered.

Note.— Provisions for Provincial Management Service Officers' Service shall be issued by the relevant Provincial Public Service Commissions and provisions shall be issued by the relevant institutions for other institutions concurrently to this *Gazette* Notification.

In order to identify the applications of the officers in each provincial public service and other institutions, conveniently code number should be used. Accordingly, for the officers in **Combined Service Code Number is 10**. This number should be entered in the upper right side of the application where you have to mention the service you belong to.

7.0 *Identity of the Candidates.*— Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, one of the following identity cards should be submitted to the supervisor.

- (i) National Identity Card,
- (ii) A valid Passport,
- (iii) A valid Sri Lankan Driving Licence.

The candidature of those who fail to produce any of the above mentioned identity cards may be cancelled at the discretion of the Commissioner General of Examinations. Candidates should be dressed in a manner which exposes the full face (including ears) ensuring their clear identification. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears enabling the examiners to identify them easily.

8.0 *Application.*– Applications should be prepared in a paper of A4 size in such a manner that Para Nos. 1.0 to 3.0 appears on the first page and the other paragraphs on the other pages. The application could be typewritten but should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised as not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing on the specimen in English language as well, on both Sinhala and Tamil Application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/her self complies with the specimen given in the examination notice and the application is perfected accurately including all the particulars and the prescribed examination fee has been paid and the relevant particulars are included in the application and the receipt in affixed and further it would be advisable to keep a photocopy of the completed application form.

(ii) *Penalty for furnishing false information.*– Application should be perfected very carefully with correct information. If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/her candidature is liable to be cancelled at any state prior to, during or after the examination.

(iii) The Candidates appearing for the examination for the 1st time need not pay examination fees. However, for subsequent sittings, Rs. 500 for the whole examination or for more than one subject and Rs. 250 for only one subject should be paid at any post - office /sub post office island-wide to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. It is kindly informed that no fee shall be charged in addition to the examination fee. Under no circumstances the examination fee shall be refunded. It will not be allowed to transfer the fee paid for this examination in favour of another. Further, stamps or money orders are not accepted for examination fees.

9.0 The Commissioner General of Examinations shall issue copies of the time table and admission cards to the officers who have sent the applications on or before the closing date, which are perfected accurately along with the receipt obtained by paying the examination fee on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. A

notification will be published in newspapers as soon as the admission cards are issued to the candidates by the Department of Examinations. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Organizations and Foreign Examinations Branch of Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

10.0 Issuance of an admission card to a applicants does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination or for a post. The admission card in which the signature have been attested should be produced to the supervisor of the examination center on the first day of the examination. Candidates without admission cards will not be permitted to sit for the examination. The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations to enable them to appear for the examination. No travelling expenses will be paid.

10.1 The signature of the applicant placed on the application and admission card shall have been attested by the Head of the Institution or an officer authorized by him.

11.0 This examination will be held in Sinhala, Tamil and English media. The officers may sit for this examination either in the language medium in which they sat for the entry examination to the service or in one of the official languages. Candidates who entered the service without a competitive examination may sit for the examination in their medium of education or in one of the official languages. The language medium of examination, mentioned originally in the application, cannot be changed subsequently.

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

13.0 Commissioner General of Examinations will release the results of the examination to the Director General

of Combined Services and the results will be published in the website of Ministry of Public Administration, Home Affairs, provincial Councils and Local Government.

14.0 *Examination Procedure.*— Candidates should sit for a written examination that will consist of the following subjects.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>
(i) Office Systems	01	100	02 hrs
(ii) Accounting Systems	02	100	02 hrs
(iii) Computer Test	03	100	1 1/2hrs

14.1 *Office Systems (Subject No. 01)*

This paper shall be designed to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/ observations in clear and brief minutes and the ability of drafting a letter according to an order given to the officer. This paper will consist of two parts.

Part I- Consists of questions that require short answers. Answers should be provided on the paper itself. Should answer all the questions. (25 marks)

Part II - A question paper of structured essay type. Should answer 03 out of 04 questions. (75 marks)

14.2 *Accounting Systems (Subject No. 02)*

It is expected to test candidate's knowledge in Accounting Systems adopted in government offices, functions of books and records of controlling Accounts. Paper will consist of two parts.

Part I - Consists of questions that require short answers. Should provide answers on the paper itself. Should answer all the questions. (25 marks)

Part II - A question paper of structured essay type. Should answer 03 out of 04 questions (75 marks)

14.3 *Test on Computer Skills (Subject No. 03)*

Objective of this test is to verify the candidate's skills on the following :

- (i) Basic concepts of information Technology
- (ii) Windows Operating System
- (iii) Folder Management
- (iv) Word Processing
Basic Skills, Screen Familiarization, Editing texts
Aligning Text, Fonts and Attributes, Indenting Paragraphs, sub paragraphs, change of Line Spacing, Tab settings, Finding and replacing text, Spelling and Grammar, Thesaurus, Working with columns, Page Setup, Printing documents, Creating Tables, Sorting text, File Management, Mail Merging, Working with macros.
- (v) Spreadsheets
Basic Skills
Formatting
Editing Columns and ranges, insertion and Deletion
Sorting data
Creating Charts
Printing
@ Function
Working with Macros, File Management
- (vi) Internet and E-mail
Introduction to internet, Basic Skills receiving mail
sending mail, responding to mails
Working with attachments creating and using nicknames composing messages

This paper consists of two parts.

Part I - Consist of 40 questions of MCQ type that require short answers, Duration 45 minutes (40 marks)

Part II - 05 semi structured questions. Duration 45 minutes (60 marks.)

15.0 All applicants are bound to comply with the rules and regulations and issuing result imposed by the Commissioner General of Examination with regard to the conducting of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations.

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

17.0 In the event of any inconsistency between the Sinhala, Tamil and English text of this Examination Notification, the Sinhala Text shall prevail.

K. V. P. M. J. GAMAGE,
Director General of Combined Services.

Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government,
Independence Square,
Colombo 07.
02nd of January, 2020.

(For office use only)

Specimen Application Form

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III OF MANAGEMENT SERVICE OFFICERS' SERVICE - 2013(I) 2020

	Town	Town No.
1.		
2.		

(Indicate the town in which you intend to sit the examination according to your preference as per Section 4.0 of the *Gazette* notification) (This cannot be altered subsequently)

The service to which you belong
(Please refer the note of para 6.0 of the *Gazette* Notification carefully before filling this section)

Language medium of examination

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the cage)
(This cannot be changed subsequently)

- 1.0 1.1 Name in full (In block capitals) : _____.
(E. g. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name with initials at the end (In block capitals) : _____.
(E.g. : GUNAWARDHANA, H. M. S. K.)
- 1.3 Name in full (In sinhala/Tamil) : _____.
- 2.0 2.1 Name and Address of the Office/Department/Institution (In block capitals) : _____.
- 2.2 Name and Address of the Office/Department/Institution (In Sinhala/Tamil) : _____.
- 2.3 Address to which the admission card should be sent (In block capitals) : _____.
- 3.0 3.1 Gender :
Female - 1
Male - 0 (Indicate the relevant number in the cage)
- 3.2 Date of Birth : Year : Month : Date :

[illegible]

<i>Serial No.</i>	<i>Subject</i>	<i>Subject No.</i>
01		
02		
03		

5.1 Post :_____.

5.2 Appointment letter Number :_____.

6.0 6.1 Are you sitting the examination for the first time ? :_____.

6.2 If not, examination fees paid :_____.

6.3 Post Office/Sub Post Office :_____.

6.4 Receipt Number :_____.

6.5 Date :_____.

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above. The receipt affixed is to the value of Rs. I agree to abide by the rules and regulations of this examination imposed by the Commissioner General of Examinations.

_____,
Signature of applicant.

Date :_____.

Note.— Candidate should place his/her signature in the presence of his/her respective Head of Department or an officer assigned to sign on behalf of him.

Attestation of Signature

I certify that Mr./Mrs./Miss. who is an employee of my work station and who is personally known to me placed his/her signature in my presence on and further stamps to the value of examination fee have been affixed.

_____,
Signature and official stamp of the person attesting.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

Certificate of the Head of the Department :

I, certify that,

- (i) The information furnished above were verified and ;
- (ii) The officer *has/has not appeared for the examination previously;
- (iii) The officer has appeared for the examination previously and *he/she has affixed the receipt of the fees for the relevant examination.
- (iv) *He/She is eligible to appear for this examination.

*(Delete inapplicable words)

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

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

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