

N.B.— Part I-III of the *Gazette* No. 1,734 of 25.11.2011 was not published.

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

අංක 1,735 - 2011 දෙසැම්බර් 02 වැනි සිකුරාදා - 2011.12.02  
No. 1,735 - FRIDAY, DECEMBER 02, 2011

(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 09th December, 2011 should reach Government Press on or before 12.00 noon on 25th November, 2011.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2011.

### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

the new post for a specified period with a view to testing him in his new post.

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

### 4. Terms of Engagement :

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

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

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

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

### 5. Serving Officers in the Public Service :

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

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

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

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

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

### 6. Definition of Salary for the purpose of Eligibility

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

### 7. New National Policy on Recruitment and Promotions :

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

**Rules and Instructions for Candidates**

"All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968."

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

**Candidates should adhere to the following instructions for their own safety :—**

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Department of Examinations,  
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Marriages, Births and Deaths

##### MONARAGALA DISTRICT

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

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

02. Both male and female can apply for these posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 02nd January, 2012.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3,  
Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
14th November, 2011.

##### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which applications are called</i>	<i>Address to which applications should be sent</i>
Monaragala	Bibila	Post of Registrar of Marriages (General/ Kandyan) of Bibila and Births and Deaths of Nilgala Division	District Secretary/Additional Registrar General, District Secretariat Monaragala

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### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Marriages, Births and Deaths

##### COLOMBO DISTRICT

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

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

02. Both male and female can apply for these posts.

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

04. Applicants should be married.

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

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E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3,  
Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
14th November, 2011.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which applications are called</i>	<i>Address to which applications should be sent</i>
Colombo	Thimbirigasyaya	Post of Registrar of Births and Deaths of Castle Division	District Secretary/Additional Registrar General, District Secretariat Dam Street, Colombo 12
Colombo	Sri Jayawardhanapura Kotte	Post of Registrar of Marriages (General) Kotte North in Colombo Division	District Secretary/Additional Registrar General, District Secretariat Dam Street, Colombo 12

12-91

## Examinations, Results of Examinations &c.

### DEPARTMENT OF EXAMINATIONS

#### Islamic Deeniyyath (Dharmacharya) Certificate Examination—2011

*RULES and Regulations.*— The above examination will be held by the Commissioner General of Examinations in the March, 2012. Subjects and the syllabus for the examination are given in Annexure 1.

2. *Centres for Examination.*— Examination centres will be set up in towns given in Annex-1 considering the number of candidates. Candidates will be attached to the nearest examination centre if there are not enough candidates to set up an examination centre, in a town.

3. *Language Medium.*— This examination will be conducted in all three languages namely Sinhala, Tamil and English. Candidates will not be allowed to sit for the examination in more than one language.

4. *Qualifications.*— Candidates must possess any one of the following qualifications. The qualification should have been completed in the year 2008 or before.

4.1. Pass in Ahadiya School Final Certificate Examination conducted by the Department of Examinations, Sri Lanka.

4.2. Maulavi Certificate awarded by an Arabic College registered under the Department of Muslim Religious and Cultural Affairs or pass in Al Alim Certificate preliminary Examination conducted by the Department of Examinations, Sri Lanka.

4.3. Three passes in G. C. E. A/L Examination conducted by the Department of Examinations, Sri Lanka, with Islam or Islamic Civilization as a subject.

4.4. At least two years of teaching experience in an Ahadiya School or an Arabic College and pass in G. C. E. (O/L) Examination including a Credit for the subject Islam.

*Note :* (1) Qualifications of candidates indicated in section 4 must be certified by the Principal of the relevant Ahadiya School or Principal of the relevant Arabic college.

*Note.*-(2) Applications must be sent through a Principal of a registered Ahadiya School or a registered Arabic College. Private applications will not be entertained.

5. Application forms and the instructions will be sent by post to the registered Ahadiya Schools and Arabic Colleges. Institutions which did not receive the applications and instructions should contact the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, Sri Lanka, Pelawatte, Battaramulla, indicating the number of applicants on or before 23rd December, 2011.

5.1 Application forms must be prepared in duplicate and the original must be sent to the Department of Examinations. The copy should be filed in the institution.

5.2 Application forms must be filled clearly and correctly. Incomplete applications and those received after the closing of application will be rejected.

5.3 Closing date of application will be 30th December, 2011.

5.4 Completed application forms must be sent by registered post to the following address :

Commissioner General of Examinations,  
Organization and Foreign Examinations Branch,  
Department of Examinations, Sri Lanka,  
Pelawatte,  
Battaramulla.  
(Applications will not be acknowledged.)

5.5 The top left hand corner of the envelop enclosing with the application should have the name of the Exam "Islamic Deeniyyath (Dharmacharya) Certificate Examination-2011" and the Centre of the choice (written clearly).

5.6 No document should be annexed to the application. The Principals of the Institutions should certify to the effect that the applicant holds the prescribed qualifications.

6. Those who sit for the examination for the first time will be allowed to sit free of charge. Other applicants must pay an examination fee of Rs. 150. Referred Candidates who apply for only one subject must pay Rs. 50 as examination fee.

6.1 Head of the institution should collect the relevant examination fee from the candidates who are required to pay and then pay the total amount at a post office to the Examinations Department Revenue Head 2003-02-13.

The receipt obtained from the post office after making such payment should be pasted of the application form (Head of institutions are advised to keep a photocopy of the receipt with them for future reference).

7. Admission cards will be sent to the Principal of Ahadiya schools or the Arabic colleges.

7.1 Applicants must hand over the admission cards to the supervisor on the first instance of sitting the examination.

Failure to do so will result in the cancellation of candidature.

7.2 Applicants' signature on the admission card should be attested by the Principal of Ahadiya School or the Principal of the Arabic College.

8. *Proof of Personal Identification.*— Applicants should forward any one of the following to prove their identity at the examination centre :

- (a) National Identity Card ;
- (b) A valid passport.

9. *Release of Results and Determination of Passes.*— Candidates who obtain passes in all five subjects will be considered to have passed the examination. They will be awarded the Shareea Certificate for Islamic Dharmacharya. Those who obtain passes in four subjects and not less than 25 marks in the fifth subject will be considered as referred; and if they sit for the referred subject at the first subsequent examination diet and obtain a pass, they will be entitled for the award of certificate. The referred candidate should indicate the details of their results of the previous examination, *i. e.* the year, index number, subjects and the results obtained in their application form.

10. *Examination.*— This examination consists of five question papers. Duration of each paper will be 3 hours. The question papers are as follows:

- (1) Aqeeda and Masadirush-shareea (Islamic principles and legal sources) ;
- (2) Al Fiqhul Islami (Islamic law) ;
- (3) Asseera waththaareekul Islami (Seera and Islamic history) ;
- (4) Society and Ethics (Al Akhlaq was Sulook) ;
- (5) Islamic Literature and Arabic Language (Al lukathul Arabiyya Wal Adhabul Islami).

11. *Structure of the Question Paper :*

- Each question paper will consist of Part I, II and III.
- The question in Part-I is compulsory. There will be 10 short questions. Each question will carry 04 marks.  
*Eg :* How would you convert your day-to-day activities to Ibadha? (4 x 10 = 40 marks).
- Part-II will consist of 5 structured questions, out of which only 4 questions should be answered. Each question carries 12 marks. (12x4=48 marks).
- Part-III will consist of 2 essay type questions, out of which only one question should be answered. It carries 12 marks. (12 x 1 = 12 marks).

12. *Criteria for Determination of Passes :*

- Each question paper will carry a total of 100 marks.

- Pass mark will be 40 marks.

(a) 00 – 24 marks	F
(b) 25 – 39 marks	W
(c) 40 – 54 marks	S
(d) 55 – 64 marks	C
(e) 65 – 74 marks	B
(f) 75 – 100 marks	A

13. *Re-scruting of Answer Scripts.* – Application for re-scrutiny of answer scripts should be forwarded through the Principal of the Institution in the stipulated forms provided by the Department of Examination within 30 days from the release of results. However a fee will be levied and it will be refunded only if the results get changed.

14. Each candidate should abide by the conditions and instructions given above. Decisions of the Commissioner General of Examination will be final regarding any other matter not mentioned above.

ANURA EDIRISINGHE,  
Commissioner General of Examinations.

Department of Examinations, Sri Lanka,  
Pelewatte,  
Battaramulla,  
09th November, 2011.

#### ANNEXTURE - 1

TOWNS WHERE EXAMINATION CENTRES WILL BE SET-UP

<i>District Number</i>	<i>Town Number</i>
01. Colombo District	
Colombo Central	01
Bambalapitiya	02
02. Gampaha District	
Thihariya	03
Mabola	04
Negombo	05
03. Kaluthara District	
Kaluthara	06
Aluthgama	07
04. Galle District	
Galle	08
05. Matara District	
Matara	09
06. Hambantota District	
Hambantota	10
07. Kegalle District	
Warakapola	11
Mawanella	12

<i>District Number</i>	<i>Town Number</i>
08. Kurunagala District	
Kuliyapitiya	13
Kurunegala	14
Galgamuwa	15
09. Puttalam District	
Chilaw	16
Puttalam	17
Kalpitiya	18
10. Anuradhapura District	
Anuradapura	19
Kekirawa	20
Galenbindunuwewa	21
11. Polonnaruwa District	
Kaduruwela	22
12. Matale District	
Matale	23
13. Kandy District	
Kandy	24
Nawalapitiya	25
Akurana	26
14. Nuwara Eliya District	
Nuwara Eliya	27
15. Ratnapura District	
Balangoda	28
16. Badulla District	
Badulla	29
Welimada	30
17. Monaragala District	
Bibile	31
18. Ampara District	
Sammanthurai	32
Kalmunai	33
Akkaraipattu	34
19. Batticaloa District	
Kaththankudi	35
Eravur	36
Valaichenai	37
20. Trincomalee District	
Trincomalee	38
Mutur	39
Kinniya	40
21. Vavuniya District	
Vavuniya	41

<i>District Number</i>	<i>Town Number</i>	
22. Mannar District Mannar	42	1.2.3.5 Relations with Al-Quran - Method of approaching Al-Quran - Aims of Al-Quran - Methods of learning Al-Quran
23. Mullaitivu District Mullaitivu	43	1.2.4 Assunna
24. Kilinochchi District Kilinochchi	44	1.2.4.1 Description – Literary and practical 1.2.4.2 Sunna as a source for making of law 1.2.4.3 Protection of Hadhees - Nabi (sal)’s era - Sahaba’s era - Thabieens’s era - Thabauth thabieen’s era - Modern era
25. Jaffna District Jaffna	45	1.2.4.4 Hadhees related arts and their effects - Asmaur rijal - Ilmul jarah wath thahtheel - Usulul Hadhees 1.2.4.5 Understanding of Hadhees - Hadhees as guidance for life - Hadhees compilations 1.2.4.6 Approaching Hadhees - Understanding of Hadhees related to several fields (Protection of environment, health, economics, science)
ANNEXTURE-2		
01. AQEEDHA AND MASADIRUSH-SHAREEA		
1.1 Islamic Aqeedha		1.2.5 Supportive Sources
1.1.1 Islamic Aqeedha - Introduction and general description		1.2.5.1 Ijthihad - Description – Literary and practical - Importance - Divisions of thoughts (Madrasathul asar, Madrasathul rauyu)
1.1.2 Contents of Islamic Aqeedha		1.2.5.2 Mujtahids - Qualifications and types - Their contribution - Origin and growth of Madhabs
1.1.2.1 Thawheed - Al uluhiyya - Al rububiyya - Understanding Allah’s characteristics through Asmaul Husna		1.2.5.3 Supportive Sources - Mechanism and uses (Ijma, Kiyas, Maslaha, Mursala, Urf, Sharau, Sabika, Isthisshan, Isthisshab, Kawlussahaba, Sadhdhus Sarau)
1.1.2.2 Ruhaniyyath		
1.1.2.3 Nubuwwath		
1.1.2.4 Sam-iyath		
1.1.2.5 Kala-Kadhr		
1.1.3 Divisions of Aqeedha		
1.2 Masadirush Shareea		
1.2.1 Masadirun nakliyya - Introduction		
1.2.2 Wahi - Importance of Wahi - Types of Wahi		
1.2.3 Al-Quran		
1.2.3.1 Revelation and complication - Thartheeb nusul, thatheeb thilawath		
1.2.3.2 Structure - Makki - Madani - Nasik - Mansoor - Muhkam – Muthashabir - Asbabun nusul		
1.2.3.3 Ihjasul Quran - Related to language - Related to law - Related to science		
1.2.3.4 Art of Thafseer - Origin and development - Thafseers (Mankool, Mahkool, Modern Thafseers)		
		02. AL FIKHUL ISLAM
		2.1 Ibadhath
		2.1.1 Thaharath : Najees – Description - Conditions and regulations
		2.1.2 Ibadhath - Literal description and application - Types of Ibadhaths and its principles - Relations between Imaan and Ibadhath
		2.2 Basic Ibadhath
		2.2.1 Salath - Importance - Types



- Regulations	- Bringing up of children - Teachings and guidance
- Benefits	- Parents and children – Duties and rights
	- Warasath
2.2.2 Zakath	2.4.3 Divorce
- Importance, regulations	- Islamic view of divorce
- Benefits	- Types and regulations
- Importance of institutionalizing of Zakath	- Iddhah - Description, conditions, maintenance
- Zakathul Fithr	
2.2.3 Saum	2.5 Jinayath
- Importance, types	2.5.1 Jinayath – Introduction
- Regulations	2.5.2 Crimes
- Benefits	- Types
2.2.4 Al Haj	- Remedy
- Importance	2.5.3 Punishment
- Regulations	- Islamic view of punishment
- Benefits	- Hudhoodh, Kisas, Thahseer
2.2.5 Other Ibadhath	- Kaffara, Fidhya
- Sadhaka, Umrah	
- Thilawathul Quran, Thowba-Istihfar, Zikr-Awradh, Dua	03. SEERA AND ISLAMIC HISTORY
- Kawf, Rajaa, Rila, Thawakkul, Warau, Suhdh	
- Siyarathul Kuboor, Kurbani	3.1 Islamic view of History
2.3 Muamalath	- Characteristics of Islamic History
2.3.1 Islamic Economy	3.2 Historical Periods
- Introduction	3.2.1 Nabi (sal)'s period
-Characteristics	- Period before Nabi (sal)
2.3.2 Earning and spending	- Nabi (sal) - Makka period
- Importance of earning	- Nabi (sal) – Madeena period
- Agriculture (Musara-a, Ihyaul Mamath)	
- Industry	3.2.2 Period of Kulafaurrshidheen
2.3.3 Business	- Kaleefa – Method of selection
- Importance	- Expansion of kingdom
- Business methods approved by Islam (Samsara, Baiuth-thakseedh, Mularaba, Musharaka, Murabaha, Ijara, Rahn)	- Reasons and methods
- Modern business methods (Compare with other business methods: eg: Banking, Insurance)	- Challenges encountered
2.3.4 Methods of earning, prohibited by Islam	- Personality traits and exemplars of Kaleefa
- Adulteration, cheating, hoarding	3.2.3 Period of later Kaleefas
- Bribe, Gambling, Interest	3.2.3.1 Umayya period
- Selling things which are haram	- Uprise of Umayya
2.4 Munakahath	- Major Kaleefas – Personality traits and contributions (Muaviya, Abdhul Malik, Waleedh, Umar Ibnu Abdhul Azeez)
2.4.1 Nikah	- Expansion of kingdom and consequences
- Islamic view of Nikah	- Challenges encountered
- Nikah – Regulations	3.2.3.2 Abbasid period
- Polygamy	- Uprise of Abbasis
2.4.2 Family	- Major Kaleefas and their contributions (Mansoor, Haroon, Mamoon)
- Importance of family life	- Comparisons of rules of Kulafaurrshidheen with the rule of later Kaleefas
- Husband-wife - relationship	
- Duties and rights	

3.2.3.3 Other rulers	04. SOCIETY AND ETHICS
- Umayyad rule in Spain	
- Mogul rule in India	4.1 Society
- Usmaniaya rule in Turkey	
3.2.3.4 Modern Islamic world	4.1.1 Introduction
	- Man, Islamic view of universe and life
3.3 Islamic Art	4.1.2 Individual man
3.3.1 Sciences	- Man's contribution in society
- Islamic of view of sciences	- Man's duties towards society
- Development of following sciences and contributions:	
Medical, History, Mathematics, Astronomy, Geography	4.1.3 Family
3.3.2 Aesthetic Art	- Individual man and family
- Islamic view of aesthetic art	- Family's role in Islamic social structure
- Origin and development of the following art: Quira-ath, Calligraphy, Arabesque, Architecture, Miniature art, Music	- Family's role and duties in the formation of individual man
	- Relationship in the family
	- Relatives and neighbours
3.4 Contributions of Masjids in Islamic History	4.1.4 Society
- Origin and services of masjids	- Characteristics of Islamic social structure (Equality, brotherhood, independence, justice)
- Origin and importance of the following masjids: Masjidhul Haram, Masjidhul Nabavi, Masjidhul Aqsa	- Man and society (Rights)
	- Promoting good deeds and demoting bad deeds
3.5 History of Sri Lankan Muslims	- Characteristics and duties of Islamic trainer
3.5.1 Arrival of Arabs	- Relationships of Muslims in a multi-ethnic society
3.5.2 Introduction of Islam in Sri Lanka	- Protecting the weak ones
3.5.3 Sri Lankan Muslims	- Vocational guidance
- Spreading of settlements	- Social ethics (Tolerance, compromise, thawasun, obeying for leadership, social communication)
- Old and new settlements	- Strengthening and weakening factors of social relationships
	4.2 Ethics
3.5.4 Religious and Social Structure	4.2.1 Relationships with Allah
- Masjidhs	- Ihlas
- Muslim Personal law	- Thaqwa
- Laws related to Wakf and divorce	- Thawakkul
- Court of Quasi and appeal court of Quasi	- Acceptance of Allah's wills wholeheartedly
- Department of Muslim religious and cultural affairs	- Love towards Allah
	- Be thankful
3.6 Muslim Historical Leaders	4.2.2 Social ethics related to human relationships
3.6.1 Sahabas	- Brotherhood
[Musab Ibnu Umair (Rali), Bilal (Rali), Saidh Ibnu Sabith (Rali), Thulbijadhain (Rali), Ummu Amara (Rali), Asma Binthi Abubakr (Rali), Fathima (Rali)]	- Truthfulness
3.6.2 Thabieens	- Trustworthy
(Umar Ibnu Abdhul Azeez, Saeedh Ibnu Musaiyyab, Atha Inbu Abee Rabah, Imam Zuhri)	- Forgiving
	- Cleanliness
3.6.3 Thinkers – Reformers	- Kindness
(Abdhul Quadir Jeelani, Imam Gazzaly, Abul Hasan Shathuli, Ibnu Kaiyyoom Al Jawsy, Muhammadh Ibnu Abdhul Wahhab, Maulana Ilyas, Imam Hasanul Banna, Maulana Maudhoodhi)	- Shyness
	- Patience
	4.2.3 Ethics related to other living beings and things
	- Showing love towards living beings and look into their welfare
	- Protecting physical environment
	- Doing good for the country
	- Disaster management

05. ISLAMIC LITERATURE AND ARABIC LANGUAGE

5.4.7 Grammatical knowledge

5.1 Islamic Literature

- Theories and Principles of Islamic Literature
- Modern Islamic Literature – An introduction

5.2 Contribution of the following individuals towards Islamic Literature :

*In Tamil*

- M.C.Siththy lebbe
- Dr.M.M.Uvais
- A.M.A.Azeez
- Umar Hazrath
- U.M.Thasim
- Poet, Abdhul Kadar lebbe

*In Sinhala*

- Dr.M.M.Uvais
- S.M.Mansoor
- A.M.Shahul Hameed
- M.H.M.Shums
- M.A.Mahamed Master (Dikwella)
- Matara, Cassim Poet

5.4.7.1 Assarbu

- Verbs - Past, present and future
- Verbs - First person, second person, third person
- Difference of masculine, feminine, singular and plural
- Verb - Commands
- Passive verbs - In past and present tense
- Base verbs (Masther)
- Plural forms

5.4.7.2 Annahwu

- Al mufthadha wal kafar
- Al fial wal fa-il
- Asmaul Ishara
- Assifath
- Huruful Jarro
- Al mulaf wal mulaf ilaihi
- Kaana wa akawathuha
- Inna wa akawathuha
- Al Haal

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5.3 Arabic Tamil

5.3.1 Arabic Tamil - Introduction

- Arabic Tamil Origin and development

5.3.2 Knowledge related to the following creative works :

- Fathuhudhdhayyan - Alimul Aroos
- Thafseer - Seiku Musthafa (Beruwala)
- Quthbas of Ibnu Nufadha
- Meesan Malai
- Thalal Fathiha
- Thakkashurudh

5.4 Arabic Language

5.4.1 Development of language skills

- Listening
- Speaking
- Reading
- Writing

5.4.2 Words and phrases used in day-to-day life

- Short sentences

5.4.3 Translate into Arabic from English / Sinhala / Tamil  
Translate into English / Sinhala / Tamil from Arabic

5.4.4 Answer questions related to a given paragraph

- Insertion of punctuation marks in the paragraph

5.4.5 Appreciation of literature – Al Quran and Sunna

- Mufradhathul Quran
- Description of a given situation

5.4.6 Ahkamuth Thajweedh – Laws of Thajweedh

**EFFICIENCY BAR EXAMINATION FOR OFFICERS IN  
CLASS I OF GRAMA NILADHARI SERVICE - 2011**

IT is hereby notified that an Efficiency Bar Examination for the officers in Class I of Grama Niladhari Service will be held by the Commissioner - General of Examinations in the month of March 2012 as per the approved service minute of Grama Niladhari Service, and the applications are hereby called for the same.

2.0 This examination for officers in Class I of the of Grama Niladhari Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. Examination will be held only in the towns determined for the purpose. The list of relevant towns and town numbers are given below. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated. Any centre mentioned above can be cancelled due to insufficiency of candidates and the candidates can be directed to a nearby centre.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09

<i>Town</i>	<i>Town No.</i>	This paper consists of two parts :	
Kurunegala	10	Part I	- A paper of multiple-choice questions, duration is 30 minutes. ( 25 marks).
Anuradhapura	11	Part II	- A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)
Badulla	12	5.2 Subject Related Studies and Professional Knowledge.	
Ratnapura	13		
Killinochchi	14		
3.0 (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.		The knowledge of the officers on duties entrusted to Grama Niladharies by various rules and regulations, Ministries, departments, provincial councils and other statutory institutions of the government shall be tested and further a case study will be given to the candidate on matters relevant to the subjects.	
(ii) The rules and regulations for candidates have been separately printed in the <i>Gazette</i> Notification. Candidates will be subjected to any punishment imposed by the Commissioner - General of Examinations for violation of these rules and regulations.		Part I	- A paper of multiple-choice questions, duration is 30 minutes. ( 25 marks)
4.0 <i>Eligibility</i> .- Officers who have been appointed to posts in Class I of Grama Niladhari Service as per the Procedure of Recruitment effective from 29.09.2010 are eligible to appear for this examination.		Part II	- A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)
5.0 <i>Examination Procedure</i> .- Candidates should sit for a written examination, which will consist of the following subjects :		6.0 The examination will be held in Sinhala, Tamil and English medium and candidates should answer question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.	
<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>
1. Office systems, General Conduct and Discipline in the Public Service	100	1 ½ hours	01
2. Subject Related Studies and Professional Knowledge	100	1 ½ hours	02
5.1 Office systems, General Conduct and Discipline in the Public Service		7.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. The date after the date on which the examination held for the candidate to complete all the subjects shall be treated as the date of passing the Efficiency Bar Examination.	
<i>Office Systems :</i>		8.0 The results of the examination will be issued by the Commissioner General of Examination to me and action will be taken to notify the applicants the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.	
This paper is intended to test the candidate's knowledge of office systems adopted in government offices and his / her ability of practical application of the knowledge.		9.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the Registered post through Divisional Secretary of their Divisional Secretariat Division to reach the <u>Commissioner - General of Examinations, Department of Examinations, Organization &amp; Foreign Examinations Branch, Pelawatta, Battaramulla</u> , on or before 30th of December 2011. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.	
<i>General Conduct and Discipline in the Public Service</i>		10.0 <i>Identity of the Candidates</i> .- Candidates will be required to prove their identity at the examination hall to the satisfaction of the	
The candidates' knowledge on delegation of power according to the regulations of Public Service Commission, termination of service, regulations with regard to sending on retirement and provisions in Chapter XLVII and XLVIII in Volume II of the Establishments Code on general conduct and disciplinary procedures and Circulars issued in relation to the above will be tested.			

supervisor for each subject they offer. For this purpose one of the following documents, along with the admission card issued by the Department of Examinations on which the signature has been certified should be submitted to the supervisor.

- (i) The National Identity Card issued by the Department of Registrations of Persons.
- (ii) A valid Passport

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Commissioner - General of Examinations.

11.0 *Applications.* - Applications should be prepared in a paper of A4 size in such a manner that Para. Nos. 1.0 to 5.0 appear on the first page and 6.0 and 7.0 on the second page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

12.0 Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 400 for the whole examination and Rs. 200 for only one subject should be paid at any post-office island-wide to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained in favour of the applicant should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. The fee paid for this examination will not be refunded under any circumstance. It will not be allowed to transfer the fee paid for this examination in favour of another.

13.0 *The Commissioner.* - General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations: *i.e.* certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.

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

15.0 The candidates are subjected to the rules and regulations on the conduct of the examination imposed by the Commissioner General of Examination. The candidates are liable to be subjected to any punishments imposed by the Commissioner General of Examinations and my decision shall be the final, in respect of any matter not provided for in this notification.

P. B. ABHEYKON,  
Secretary,  
Ministry of Public Administration &  
Home Affairs.

Ministry of Public Administration & Home Affairs  
Independence Square,  
Colombo 07.  
16th November, 2011.

### Specimen Form of Application

(For office use only)

#### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS I OF GRAMA NILADHARI SERVICE - (2011)

Town	Town No.
1.	
2.	

(Indicate the name and the number of the town in which you wish to sit for the examination as per the Para. No.2.0 in the *Gazette Notification*)(This cannot be changed subsequently)

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 with initials : \_\_\_\_\_.  
(In English Block Capitals) Eg: SILVA, A.B.
- 1.2 Name in full : \_\_\_\_\_.  
(In English Block Capitals)
- 1.3 Name in full : \_\_\_\_\_.  
(In Sinhala / Tamil)
- 2.0 2.1 Address to which the admission card should be sent : \_\_\_\_\_.  
(In English Block Capitals).

2.2 District and Divisional Secretary's Division where the candidate works : \_\_\_\_\_.  
(In English Block Capitals)

2.3 District and Divisional Secretary's Division where the candidate works : \_\_\_\_\_.  
(In Sinhala / Tamil)

3.0 3.1 National Identity Card :

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3.2 Sex :

Female - 1

Male - 0

(Indicate the relevant number in the cage.)

3.3 Date of Birth :

Year : 







 Month : 







 Date :

4.0 Subject/s you offer on this sitting (Refer Para. 5.0 of the Gazette Notification) :

Index No.	Subject	Subject No.
01		
02		
03		

5.0 5.1 Grade : \_\_\_\_\_.

5.2 Post : \_\_\_\_\_.

5.3 Date of appointment to the relevant Grade : \_\_\_\_\_.

6.0 N.B. :- The receipt of the examination fee obtained from the Divisional Secretariat in favour of the applicant should be affixed here firmly :

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

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

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

Amount Rs. : \_\_\_\_\_.

7.0 I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. Further, I agree to be bound by the rules and regulations issued by the Commissioner-General of Examinations regarding this examination.

\_\_\_\_\_  
Signature of candidate.

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

*Certification of the Divisional Secretary*

I certify that Mr/Mrs/Miss ..... Grama Niladhari, who works at Grama Niladhari Division of ..... in Divisional Secretary's Division of ..... and

- (i) has placed his / her signature in my presence
- (ii) have checked the details provided above

(iii) the officer is eligible to sit for this examination

(iv) the receipt of the prescribed examination fee is affixed here.

(Delete inapplicable words)

\_\_\_\_\_  
Signature and official stamp of  
the Divisional Secretary.

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

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

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

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

12-88/1

### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II OF GRAMA NILADHARI SERVICE - 2011

It is hereby notified that an Efficiency Bar Examination for the officers in Class II of Grama Niladhari Service will be held by the Commissioner - General of Examinations in the month of March 2012 as per provisions of approved Recruitment Procedure of Grama Niladhari Service, and the applications are called for the examination.

2.0 This examination for officers in Class II of the Grama Niladhari Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. Examination will be held only in the towns determined for the purpose. The list of relevant towns and town numbers are given below. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated. Any center mentioned above shall be cancelled due to insufficiency of candidates and the candidates shall be directed to a nearby center.

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

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

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

Ministries, departments, provincial councils and other statutory institutions of the government shall be tested and further a case study will be given to the candidate on matters relevant to the subjects.

Part I - A paper of multiple-choice questions. Duration is 30 minutes. (25 marks).

Part II - A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)

4.0 *Eligibility*.— Officers who have been absorbed into Grade II of Grama Niladhari Service as per the Recruitment Procedure which was in effect from 29.09.2010 are eligible to appear for this examination.

5.0 *Examination Procedure*.— The candidates should sit for a written examination that includes the following subjects.

Subject	Marks	Duration	Subject No.
1. Office systems, office functions and Procedural rules	100	1 ½ hours	01
2. Subject related studies and professional Knowledge.	100	1 ½ hours	02

5.1 Office systems, office functions and Procedural rules

#### *Office Systems*

It is intended to test the knowledge of office systems adopted in government offices and Offices of Grama Niladharies and the ability of practical application of the knowledge.

#### *Office Systems and Procedural rules*

It is intended to test the knowledge on Procedural rules issued by the Public Service Commission and the provisions of Chapter VII, IX, XI, XII, XIV, XV, XVI, XVII, XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII of Establishment Code and the Public Administration Circulars and Circulars issued by the Public Service Commission.

This paper consists of two parts.

Part I - A paper of multiple-choice questions. Duration is 30 minutes. (25 marks).

Part II - A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)

5.2 Subject related studies and professional knowledge

The knowledge of the officers on duties entrusted to Grama Niladharies by various rules and regulations,

6.0 This examination will be held in Sinhala, Tamil and English languages and the officers can sit for the examination in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of officers who entered the service without a Competitive Examination, they can sit for the examination in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.

7.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. The date on which the examination held for the candidate to complete all the subjects shall be treated as the date of passing the Efficiency Bar Examination.

8.0 The Commissioner - General of Examinations will release the results of the examination to me and the candidates who have passed the exam will be notified through District Secretary and Divisional Secretary.

9.0 Application should strictly conform to the specimen appended. The candidates should prepare their application according to the specimen and the application prepared accordingly should be sent through registered post through Divisional Secretary of their Divisional Secretariat Division on or before 30th of December 2011 addressed to Commissioner General of Examination, Department of Examinations of Sri Lanka, Organization & Foreign Examinations Branch, Pelawatta, Battaramulla. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications too, will not be accepted.

10.0 *Identity of the Candidates*.— Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents, along with the admission card issued by the Department of Examinations on which the signature has been certified should be submitted to the supervisor.

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

(ii) A valid Passport

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Commissioner - General of Examinations.

[illegible]



3.2 Sex :

Female - 1

Male - 0

(Indicate the relevant number in the cage.)

3.3 Date of Birth :

Year :     Month :   Date :

4.0 Subject/s you offer on this sitting (Refer Para. 5.0 of the *Gazette* Notification) :

Index No.	Subject	Subject No.
01		
02		
03		

5.0 5.1 Grade : \_\_\_\_\_.

5.2 Post : \_\_\_\_\_.

5.3 Date of appointment to the relevant Grade : \_\_\_\_\_.

6.0 *N.B* :- The receipt of the examination fee obtained from the Divisional Secretariat in favour of the applicant should be affixed here firmly

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

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

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

Amount Rs. : \_\_\_\_\_.

7.0 I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. Further, I agree to be bound by the rules and regulations issued by the Commissioner-General of Examinations regarding this examination.

\_\_\_\_\_  
Signature of candidate.

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

*Certification of the Divisional Secretary*

I certify that Mr/Mrs/Miss ..... Grama Niladhari, who works at Grama Niladhari Division of ..... in Divisional Secretary's Division of ..... and

(i) has placed his / her signature in my presence

(ii) have checked the details provided above

(iii) the officer is eligible to sit for this examination

(iv) the receipt of the prescribed examination fee is affixed here

(Delete inapplicable words)

\_\_\_\_\_  
Signature and official stamp of  
the Divisional Secretary.

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

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

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

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

12-88/2

**EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS III OF GRAMA NILADHARI SERVICE (2011)**

IT is hereby notified that an Efficiency Bar Examination and a written test in computer skills for the officers in Class III of Grama Niladhari Service will be held by the Commissioner - General of Examinations in the month of March 2012 as per the approved service minute of Grama Niladhari Service, and the applications are called for the examination.

2.0 This examination for officers in Class III of the Grama Niladharis Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. Examination will be held only in the towns determined for the purpose. The list of relevant towns and town numbers are given below. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated. Any centre mentioned above can be cancelled due to insufficiency of candidates and the candidates can be directed to a nearby centre.

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

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

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

4.0 *Eligibility*.— Officers who have been absorbed to Grade III of Grama Niladhari Service as per the Procedure of Recruitment effective from 29.09.2010 are eligible to appear for this examination.

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

Subject	Subject No.	Duration	Marks		
1. Office systems and Accounts	01	2 hours	100	Word Processing	Basic concepts of Information Technology Windows Operating System Folder Management File Management
2. Subject Related Professional Knowledge	02	2 hours	100		Basic skills, screen familiarization, editing texts, Aligning text, fonts and attributes, indenting paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, thesaurus, working with columns, page setup, printing documents, creating tables. Sorting texts, file management, mail merging, working with macros
3. Computer Test	03	1 ½ hours	100		
5.1 Office systems, and Accounts (Subject No- 01) :					
<i>Office Systems</i>					
It is intended to test the candidate's ability to apply the basic knowledge on office systems used in Grama Niladhari office and other government offices, ability to understand official letters and documents properly and to present his/her opinions/observations through brief notes and the ability to draft a report on subject related matters.				Spreadsheets	Basic skills, formatting, editing, columns and ranges, insertion and deletion, sorting data, creating charts, printing, @ function, working with macros, file management
<i>Accounts</i>				Data Base	Introduction, Basic Skills Designing data base and use Formats Queries, pop up Forms Dialog and message boxes Sorting Obtaining reports Use of macro
It is intended to test the candidates of their knowledge on basic accounts and accounts systems used in the duties related to Grama Niladhari Service and other government offices, functions of cash control accounts and procurement procedures.				Presentation/ Illustrations	Basic Skills, editing, formatting Applying Designs, Inserting images, Clip Art and Graphs Slide Transition and effects, Animations Using Presentation Tools Preparing Masters, Printing slides and notes
Part I - Consists of a short answer test. Questions should be answered in the paper itself. Should answer all questions (25 marks)				Internet	Introduction to internet, world wide web, How to navigate, Practical internet
Part II - A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)					
5.2 Subject related professional knowledge (Subject No – 02) :					
This paper is designed to test the knowledge of Grama Niladhari on the duties entrusted to him by various Acts and Regulations, Ministries, Departments Provincial Councils and other statutory institutions of the Government .				E-mail	Introduction, 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 Consists of a short answer test. Questions should be answered in the paper itself. Should answer all questions (25 marks)				Part I	40 Multiple Choice Questions/short answer questions. Time 45 Minutes (40 Marks)
Part II A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)				Part II	05 Semi Structured questions. Time 45 Minutes (60 Marks)
5.3 Computer Test :					
The objective of this is to test whether the candidates is having following skills :–				<i>Note.</i> – Officers those who have obtained computer operating license awarded by National Apprentice and Industrial Training Authority and those who have obtained certificates (of which the recognition is equivalent or higher to computer operating license) on theory and practical knowledge of computer technology issued by the institutions recognized by Tertiary Education and	

Vocational Education Commission as per Para 08 of Annex 2 of Recruitment Procedure for Grama Niladharis dated 29.09.2010 and mentioned here in Schedule - I shall be exempted from the requirement of passing this computer test. Further, officers who have obtained the certificate of Computer Application Assistant (NVQ- Level 3) offered by National Apprentice and Industrial Training Authority shall also be exempted from the written test.

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

7.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. The date after the date on which the examination held for the candidate to complete all the subjects shall be treated as the date of passing the Efficiency Bar Examination.

8.0 The results of the examination will be issued by the Commissioner General of Examination to me and action will be taken to notify the applicants the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.

9.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the Registered post through Divisional Secretariat of their Division Secretariat Division to reach the Commissioner - General of Examinations, Department of Examinations of Sri Lanka, Organization & Foreign Examinations Branch, Pelawatta, Battaramulla, on or before 30th of December 2011. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

10.0 *Identity of the Candidates.* - Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents, along with the admission card issued by the Department of Examinations on which the signature has been certified should be submitted to the supervisor.

- (i) The National Identity Card issued by the Department of Registrations of Persons.
- (ii) A valid Passport

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Commissioner - General of Examinations.

11.0 *Applications.* - Applications should be prepared in a paper of A4 size in such a manner that Para Nos. 1.0 to 5.0 appears on the first page and 6.0 and 7.0 on the second page. The application could

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

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

13.0 *The Commissioner.* - General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations: i.e. certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.

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

15.0 The candidates are subjected to the rules and regulations on the conduct of the examination imposed by the Commissioner General of Examination. The candidates are liable to be subjected to any punishments imposed by the Commissioner General of Examinations and my decision shall be the final, in respect of any matter not provided for in this notification

P. B. ABEYKOON,  
Secretary,  
Ministry of Public Administration &  
Home Affairs

Ministry of Public Administration & Home Affairs  
Independence Square,  
Colombo 07.  
16th November, 2011.

### Schedule - I

#### THE SCHEDULE OF THE COMPUTER CERTIFICATES ISSUED BY THE INSTITUTIONS RECOGNIZED BY TERTIARY EDUCATION AND VOCATIONAL EDUCATION COMMISSION

<i>Serial No.</i>	<i>Name of Institute</i>	<i>Address of Institute</i>	<i>Course</i>
1	Computer Training Center	No.09, Dharmarama Mawatha, Colombo 06	Computer Application Assistant
2	Computer Training Center - NAITA	Negombo Road, Malkaduwwa, Kurunegala	Computer Application Assistant
3	Computer Training Center - NAITA	No.525/2, Maithiripala Senanayaka Mawatha, Rathnayakepura, Anuradhapura	Computer Application Assistant
4	Apprenticeship Training Institute	No. 581, Galle Road, Katubedda, Moratuwa.	Computer Application Assistant
5	Computer Training Center - NAITA	Ratalankawatta, Mapalana, Kamburupitiya	Computer Application Assistant
6	Sri Saranankara Apprentice Training Centre - NAITA	Udawatta, Baddegama	Computer Application Assistant
7	Computer Training Center - NAITA	Mahaweli Economic Agency Building, Embilipitiya	Computer Application Assistant
8	Computer Education Center	Divisional Secretariat Office, Anguruwaththa, Madurawela	Computer Application Assistant
9	Technical College	Werallawatta, Yakkala, Gampaha	Computer Application Assistant
10	Yovun Nikethanaya		Computer Application Assistant
11	Vocational Training Centre	National Youth Services Council, Pallidura Road, Kawdana, Dehiwala	Computer Application Assistant
12	National Youth Services Council	No. 65, High Level Road, Maharagama	Computer Application Assistant
13	Don Bosco Vocational Training Centre	Puttalam Road, Nochchiyagama	Computer Application Assistant
14	Institute of Professional Computer Systems	178A, Colombo Road, Ratnapura	Computer Application Assistant
15	Technology and Computer Training Institute	No. 15, 1/1, Piyadasa Sirisena Mawatha, Maradana, Colombo 10	Computer Application Assistant
16	Cholankanda Youth Training Centre	Udahenthanna, S.P.O. 20506, Via Gampola	Computer Application Assistant
17	Bishop Leo Technical Institute	USCOD Centre, St. Bedes Home, Badulla	Computer Application Assistant
18	SOS Children's Village of Sri Lanka	Vocational Training Centre, Maduruketiya, Monaragala	Computer Application Assistant
19	Beeta Com Multimedia & Computer Studies	No. 20, Danovita Road, Meerigama	Computer Application Assistant
20	Don Bosco Technical Centre	No. 22, Don Bosco Mawatha, Ettukala, Negombo	Computer Application Assistant
21	Rathanasela Nenasala Computer Centre	Rathanasela Pirivena, Weegama, Rathmale, Ku/Itanawatta	Computer Application Assistant
22	Navoda Computer Education Institute	No. 72, Devananda Road, Navinna, Maharagama	Computer Application Assistant
23	N.K.I. Computer Training Institute	Manahara Building, Pituwala Road, Elpitiya	Computer Application Assistant
24	Lanka Tech Computer	No. 2/52, Horana Road, Piliyandala	Computer Application Assistant
25	M.D.P. Computer Training Institute	No. 64/A/1 Station Road, Kadana	Computer Application Assistant
26	Infonet Computer Systems	No. 143/1A, Ananda Senanayaka Complex, Katuwana Road, Homagama	Computer Application Assistant
27	Informax Computer Technology	No. 52, Matale Road, Galewela	Computer Application Assistant
28	Advance Training Centre (ATC)	No. 2, Inginiyagala Road, Ampara	Computer Application Assistant
29	Thondaman Vocational Training Centre	Saumymoorthi Thondaman Memorial Foundation, Pool Bank, Hatton	Computer Application Assistant
30	Sri Lanka Nippon Education and Cultural Center	Mahindarama Road, Ethulkotte, Kotte	Computer Application Assistant
31	Rural Vocational Training Centre	Mudukatuwa, Marawila	Computer Application Assistant
32	District Vocational Training Centre	Galigamuwa Town, Ballapana, Kegalle	Computer Application Assistant
33	National Vocational Training Centre	No.354, Elvitigala Mw., Narahenpita, Colombo 5	Computer Application Assistant
34	District Vocational Training Centre	Saragama, Kurunagala	Computer Application Assistant
35	National Vocational Training Institute	No. 100, Kandawala Road, Ratmalana	Computer Application Assistant
36	Rural Vocational Training Centre-Weherahena	Meeta Social Service Foundation, Weherahena, Matara	Computer Application Assistant
37	District Vocational Training Centre	Wattha, Tissa Road, Wellawaya	Computer Application Assistant
38	Agonsu Training Center	Saranawaththa, Nayamulla, Morawaka	Computer Application Assistant
39	Special Vocational Training Centre	Higher Computer Training Institute, Fort, Matara	Computer Application Assistant
40	Kubalgama Sunami Vocational Training Centre	Sri Jinendramaya, Kubalgama, Weligama	Computer Application Assistant
41	Lakviru Sevana Rural Vocational Training Centre	No.48, Bodhirukkarama Mawatha, Wellawaththa, Colombo 6	Computer Application Assistant
42	National Vocational Training Institute	Niyagama, Thalgaswala	Computer Application Assistant
43	District Vocational Training Centre	Mirijjawila, Hambanthota	Computer Application Assistant
44	Rural Vocational Training Centre	Erukkalampiddy, Nagavillu, Palavi	Computer Application Assistant

**Specimen Form of Application**

(For office use only)

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN  
CLASS III OF GRAMA NILADHARI SERVICE - (2011)

Town	Town No.
1.	
2.	

(Indicate the name and the number of the town in which you wish to sit for the examination as per the Para. No.2.0 in the *gazette* notification).

(This cannot be changed subsequently)

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 with initials : \_\_\_\_\_  
(In English Block Capitals) Eg.: SILVA, A.B.
- 1.2 Name in full : \_\_\_\_\_  
(In English Block Capitals)
- 1.3 Name in full : \_\_\_\_\_  
(In Sinhala / Tamil)

- 2.0 2.1 Address to which the admission card should be sent : \_\_\_\_\_  
(In English Block Capitals).
- 2.2 District and Divisional Secretary's Division where the candidate works : \_\_\_\_\_  
(In English Block Capitals)
- 2.3 District and Divisional Secretary's Division where the candidate works : \_\_\_\_\_  
(In Sinhala / Tamil)

- 3.0 3.1 National Identity Card No. :

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- 3.2 Sex :

Female - 1

Male - 0

(Indicate the relevant number in the cage.)

- 3.3 Date of Birth :

Year :  Month :  Date :

- 4.0 Subject/s you offer on this sitting (Refer Para. 5.0 of the *Gazette* Notification) :

Index No.	Subject	Subject No.
01		
02		
03		

- 5.0 5.1 Grade : \_\_\_\_\_.
- 5.2 Post : \_\_\_\_\_.
- 5.3 Date of appointment to the relevant Grade : \_\_\_\_\_.

- 6.0 *N.B.* - The receipt of the examination fee obtained from the Divisional Secretariat in favour of the applicant should be affixed here firmly :

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

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

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

Amount Rs. : \_\_\_\_\_.

- 7.0 I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. Further, I agree to be bound by the rules and regulations issued by the Commissioner-General of Examinations regarding this examination.

\_\_\_\_\_,  
Signature of candidate.

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

*Certification of the Divisional Secretary*

I certify that Mr./Mrs./Miss. .... Grama Niladhari, who works at Grama Niladhari Division of ..... in Divisional Secretary's Division of ..... and

- (i) has placed his / her signature in my presence ;
- (ii) have checked the details provided above ;
- (iii) the officer is eligible to sit for this examination ;
- (iv) the receipt of the prescribed examination fee is affixed here.

(Delete inapplicable words.)

\_\_\_\_\_,  
Signature and official stamp of  
the Divisional Secretary.

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

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

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

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

12-88/3

**PUBLIC SERVICE COMMISSION**

**Open/Limited Competitive Examination for the  
Recruitment to the Class II Grade II of the Sri Lanka  
Agricultural Service – 2011**

IT is hereby informed that the closing date of the submission of the applications for the above examination, stipulated in the Chapter 2.3 of the Advertisement No. 09-185 published in the Part I: Section II(A), Examinations, Examination Results section of the *Gazette* No. 1,723 dated 09.09.2011 of the Democratic Socialist Republic of Sri Lanka and as amended by the Advertisement No. 09-1150 published in the Part I : Section II(A), of the *Gazette* No. 1,725 dated 23.09.2011 of the Democratic Socialist Republic of Sri Lanka, has been postponed to December, 12 of 2011.

02. Accordingly, the applicants who have not been able to forward their applications and possess required qualifications as stipulated in the *Gazette* Notification on 09.09.2011 should submit their applications prepared according to the specimen application as

appeared in the *Gazette* Notification, by paying the relevant Examination fees, to reach to the address given in the advertisement on or before the closing date.

03. Further, the qualifications stipulated in the *Gazette* Notification should be fulfilled to the date 07.10.2011 and the applicants who have already submitted their applications, should not be resubmitted.

As the order of Public Service Commission,

Secretary,  
Ministry of Agriculture.

“Govijana Mandiraya”,  
No. 80/5, Rajamalwatte Lane,  
Battaramulla,  
21st November, 2011.

12-205

**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE  
"GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA"  
EFFECTIVE AS FROM JANUARY 01, 2009**

*(Issued every Friday)*

1. All Notices and Advertisements are published at the risk of the Advertisers.
2. All Notices and Advertisements by Private Advertisers may be handed in or sent direct by post together with full payments to the **Government Printer, Department of Government Printing, Colombo 8.**
3. The office hours are from 8.30 a.m. to 4.15 p.m.
4. Cash transactions will be from 9.00 a.m. to 3.00 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements sent direct by post should be accompanied by Money Order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements.
6. To avoid errors and delay "copy" should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale of charges for Notices and Advertisements is as follows from January 01, 2009 :-**

	<i>Rs. cts.</i>
One inch or less	137 00
Every addition inch or fraction thereof	137 00
One column or 1/2 page of <i>Gazette</i>	1,300 00
Two columns or one page of <i>Gazette</i>	2,600 00

*(All fractions of an inch will be charged for at the full inch rate.)*

11. The "Gazette of the Democratic Socialist Republic of Sri Lanka" is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.
12. All Notices and Advertisements should reach the **Government Printer, Department of Government Printing, Colombo 8,** as shown in Schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.
13. **REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 2009 :**

**\*Annual Subscription Rates and Postage**

	<b>Price</b> <i>Rs. cts.</i>	<b>Postage</b> <i>Rs. cts.</i>
Part I :		
Section I	2,080 00	3,120 00
Section II (Advertising, Vacancies, Tenders, Examinations, etc.)	1,300 00	3,120 00
Section III	780 00	3,120 00
Part I (Whole of 3 Sections together)	4,160 00	6,240 00
Part II	580 00	3,120 00
Part III	405 00	3,120 00
Part IV (Notices of Provincial Councils and Local Government)	890 00	2,400 00
Part V	860 00	420 00
Part VI	260 00	180 00
Extraordinary Gazette	5,145 00	5,520 00

Subscription to the "Gazette of the Democratic Socialist Republic of Sri Lanka" are booked per periods of not less than 12 months so as to terminate at the end of a calendar year only.

**\* Rates for Single Copies (if available in stock)**

	<b>Price</b> <i>Rs. cts.</i>	<b>Postage</b> <i>Rs. cts.</i>
Part I :		
Section I	40 00	60 00
Section II	25 00	60 00
Section III	15 00	60 00
Part I (Whole of 3 Sections together)	80 00	120 00
Part II	12 00	60 00
Part III	12 00	60 00
Part IV (Notices of Provincial Councils and Local Government)	23 00	60 00
Part V	123 00	60 00
Part VI	87 00	60 00

**\*All remittances should be made in favour of the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05, who is responsible for booking subscriptions and for sale of single copies.**

### IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Press.

**The Government Printer does not accept payments of subscription for the Government Gazette.** Payments should be made direct to the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05.

*Note.*—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer and not by the Superintendent, Government Publications Bureau.

#### THE SCHEDULE

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
	<b>2011</b>					
<b>DECEMBER</b>	02.12.2011	Friday	—	18.11.2011	Friday	12 noon
	09.12.2011	Friday	—	25.11.2011	Friday	12 noon
	16.12.2011	Friday	—	02.12.2011	Friday	12 noon
	23.12.2011	Friday	—	09.12.2011	Friday	12 noon
	30.12.2011	Friday	—	16.12.2011	Friday	12 noon
	<b>2012</b>					
<b>JANUARY</b>	06.01.2012	Friday	—	23.12.2011	Friday	12 noon
	13.01.2012	Friday	—	30.12.2011	Friday	12 noon
	20.01.2012	Friday	—	06.01.2012	Friday	12 noon
	27.01.2012	Friday	—	13.01.2012	Friday	12 noon
<b>FEBRUARY</b>	03.02.2012	Friday	—	20.01.2012	Friday	12 noon
	10.02.2012	Friday	—	27.01.2012	Friday	12 noon
	17.02.2012	Friday	—	03.02.2012	Friday	12 noon
	24.02.2012	Friday	—	10.02.2012	Friday	12 noon

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Government Printing,  
Colombo 08,  
January 01, 2011.