

N.B.— Part IV(A) of the *Gazette* No. 1,448 of 02.06.2006 was not published.

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No. 1,449 – FRIDAY, JUNE 09, 2006

(Published by Authority)

## PART I : SECTION (IIA) — ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication e.g., Notices for publication in the weekly *Gazette* of 16th June, 2006 should reach the Government Press on or before 12 noon on 02nd June, 2006.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2006.

**1. General Qualifications required :**

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

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

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

**2. Conditions of Service-General :**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4. Terms of Engagement :**

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

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

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

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

**5. Serving officers in the Public Service :**

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

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

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

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

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

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

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

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

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (1 of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent public Administration Circulars.

**Rules and Instructions for Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts - Vacant

### SRI LANKA VOLUNTEER AIR FORCE

#### Airmen Vacancies

VACANCIES exist in the Sri Lanka Volunteer Air Force for Airmen in the Operator Motor Transport (Driver) Trade :—

##### 1. (a) Educational Qualification :

*Operator Motor Transport.*— Should have passed the eight standard. It is essential to be in possession of a valid driving licence to drive heavy vehicles with prior driving experience. Been in possession of higher qualifications will be considered as an advantage.

(b) *Other Requirements.*— Candidates must fulfill the following general conditions for enlistment in the Sri Lanka Volunteer Air Force :

- (1) *Nationality.*— Must be a citizen of Sri Lanka,
- (2) *Age.*— Not less than 18 years of age and not more than 30 years as at 30th June, 2006,
- (3) *Height.*— 5' 4" and above,
- (4) *Civil Status.*— Married or Unmarried. (Unmarried Airmen are not allowed to marry until the completion of a period of one year from the date of Enlistment.

2. Candidates who do not possess the required educational qualifications or fulfill the requirements of paragraph 01 (a) and (b) will be rejected. On arrival for the first interview the height and vision will be measured. Candidates whose age, height and educational qualifications are not according to the standard specified in the *Gazette Notification* will not be interviewed.

3. Due consideration will be given to outstanding achievement in the field of sports.

##### 4. Conditions of Service :

- (a) Airmen will be governed by the Air Force Act and other Air Force Regulations and orders with effect from the date of enlistment ;
- (b) Selected candidates will be trained in combat. They will be required to perform combat duties and any type of duty, day and night, even under very difficult conditions in any part of Sri Lanka or abroad.

5. *Terms of Engagement.*— Selected candidates will be enlisted in the rank of Aircraftman (Third Class) in the Volunteer Air Force and shall be required to serve for a continuous period of five years. Opportunities exist for suitable Airmen to extend for further service on completion of five years of service.

##### 6. Pay and Allowances :

- (a) *Pay Rates.*— The scale of consolidated pay applicable to Airmen shall be as follows :

Aircraftman - Rs. 1,44,240–7X1,440–10X1,800= Rs. 172,320 per annum ;

Leading Aircraftman - Rs. 148,380–4X1,440–11X1,800 = Rs. 173,940 per annum ;

Corporal - Rs. 152,400–1X1,440–13X1,800 = Rs. 177,240 per annum.

Pay and allowances will be paid according to the consolidated pay scale applicable to airmen. Increments in promotions will be based in consideration to the service period, good conduct and trade efficiency and will be placed in the appropriate pay scale.

##### (b) Other Allowances :

- (1) *Cost of living allowances.*— Rs. 1,000 per month.
- (2) *Hardlying Allowance.*— Rs. 600 per month.
- (3) *Enhanced allowance.*— Rs. 1,900/= per month for those serving in operational areas.
- (4) *Enhanced allowance.*— Rs. 2,400/= per month for those serving in operational areas (Rs. 80/= will be paid for each working day at only Jaffna Peninsula).
- (5) *Ration Allowance.*— Rs. 5,649.75 per month for living out Airmen. (Free messing for living-in Airmen).
- (6) *Accommodation.*— Free for personnel living-in.
- (7) *Travelling.*— Three sets of Holiday Railway warrants per year (For Airmen, Wife and Children). One set of Railway warrants per month or the reimbursement of bus fare for living-in Airmen.
- (8) *Disturbance Allowance.*— When proceeding on duty outside permanent station. (Rates vary with married/unmarried).
- (9) *Good Conduct Badge Pay.*— Paid to personnel whose behaviour and general conduct are maintained at a high standard (Rs. 30 to Rs. 204 per month).
- (10) *Uniform upkeep allowances.*— Rs. 170 per month.
- (11) *Medical Facilities.*— Provided through Air force expense for Airmen and their Families.
- (12) Facilities for free travel to work in S.L.T.B. buses for living - out Airmen within a radius of 30 miles (48 Km.) from the place of work.
- (13) Following Rent Allowances are payable to married Airmen not in occupation of Government married quarters Rs. 1,100 - Rs. 3,000 per month.
- (14) *Other Allowance.*— Separation and Overseas, etc. will be paid as detailed in the Air Force Pay Code.

##### 7. Instructions to Applicants :

- (a) Applications should be submitted in applicant's own handwriting in terms of the form specified below, all cages of the application should be filled with much details as possible. Applications should be sent by registered post addressed to "Chief Recruiting Officer, Sri Lanka Air Force, Ekala, Kotugoda" so as to reach there not later than 1200 noon on 23rd June, 2006. The envelope enclosing the application should be marked "Application for Volunteer Airmen" on the top left corner. Application received at Sri Lanka Air Force, Ekala, Kotugoda after closing date and time and not in accordance with the requirement of this notification and not in registered post will not be considered.

(b) Candidates who are in Government Service/Corporations/Boards/Civil Establishments should forward their applications through their Heads of the Departments/Corporations/Boards/Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.

(c) Candidates will be required to produce the originals of the following documents when summoned for interviews or when called upon to do so :

- (1) Certificate of Registration of Birth (Certificate issued for the purpose of the Education Code will not be accepted) ;
- (2) Certificate in support of the educational qualifications required ;
- (3) A valid heavy vehicle driving license and documents to indicate prior driving experience. Been in possession of a Trade/Technical Training and / or experience (if any) obtained from a recognized institution will be an added advantage ;

(4) Two recent certificate of character. One of these should be from the Principal of the last school attended and the other from the responsible person who has the know of the applicant for more than two years or from the present employer (if employed) ;

(5) Certificates in support of sports activities and cadeting, etc..

(d) Applications of candidates who fail to produce documents when required to do so will not be considered.

(e) No original documents or copies of documents should be attached to the application form.

(f) The Air Force will not be responsible for loss of any originals of certificates if enclosed with the application form.

08. Candidates considered suitable for the interview will be required to appear for an interview at their own expense before an Air Force Recruiting Board. Interviews will be held in Sri Lanka Air Force, Ekala. Such candidates will be informed individually of the date and time.

09. On every occasion an applicant is summoned for interviews, he is to produce the National Identity Card. Candidates who do not have the National Identity Card could produce some other form of the accepted identification. However, no candidates will be enlisted without the National Identity Card.

10. Candidates likely to be suitable following their interviews will be required to present themselves before and Air Force Medical Board. The required number of candidates per trade will be selected according to merit order.

11. Any one who desires to recommend a candidate should do so by giving his testimonial. Any form of canvassing or attempt to influence the selection of a candidate will result in disqualification of such candidates.

12. 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 for dismissal if discovered after the selection.

13. Candidates who are found unsuitable for enlistment will not be notified.

G. D. PERERA,  
Air Marshal,  
Commander of the Air Force.

Headquarters,  
Sri Lanka Air Force,  
P. O. Box 594,  
Colombo.

#### APPLICATION FOR VOLUNTEER AIRMEN IN THE SRI LANKA VOLUNTEER AIR FORCE

01. Full Name :———. (According to National Identity Card)
02. National Identity Card Number. :———.
03. Postal Address :———.
04. Permanent Address :———.
05. Nearest Police Station to Permanent Address :———.
06. District :———.
07. Electorate :———.
08. G.S. Division :———.
09. Telephone Number :———.
10. Date of Birth :———. Age as at 30th June, 2006 :  
Years :———, Months :———, Days :———.
11. Civil status :———.
12. Height :———, Feet :———, Inches :———.
13. Highest Educational qualifications standard achieved :———.
14. G.C.E. (O/L) Examination :

Year	Index No.	Subject Passed	Grading

15. G.C.E. (A/L) Examination :

Year	Index No.	Subject Passed	Grading

16. (a) Any special qualifications for the post :———. (Eg.— Technical, Training and Experience, etc.)

(b) Trade Experiences :

<i>Driving Experience</i>	<i>Period</i>	<i>Head of Department and Address</i>

17. Details of special achievements in sports :———.
18. Other achievements of note at school *or* with outside organizations :———.
19. If previously applied for the Armed Forces *or* Police Service, give details :———.
20. Have you been convicted or bound over by a Civil or Military Court? If so, give details :———.

21. Particulars of Testimonials :

<i>Name</i>	<i>Description</i>	<i>Permanent Address</i>

22. Declaration to be signed by the applicant :

I declare on my honour that the answers given to the above questions are, to the best of my knowledge and belief are correct. I have read and understood the procedure which will be adopted and the rules which will apply in respect of those candidates who are selected as Airmen in the Sri Lanka Regular Air Force published in the *Gazette* of the Republic of Sri Lanka.

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

Date :———.

06-203

## Examinations, Results of Examinations &c.

### CAREER DEVELOPMENT PROGRAMME

#### Ministry of Education

#### DISTANCE EDUCATION MODERNIZATION PROJECT (DEMP)

FUNDED BY ASIAN DEVELOPMENT BANK

*TRAINING PROGRAMME LEADING TO GAINFUL EMPLOYMENT OF YOUNG NEEDY  
G. C. E. A/L COMPLETERS*

APPLICATIONS are invited from Sri Lankan Citizens to enroll with the above programme. The applicants are required to fulfill the eligibility criteria stipulated under this programme and forward their applications as per specimen given below :

Since December, 2003 the Ministry of Education has launched the above project and a part of the project, funds has been allocated to conduct short term training programmes (3-9 months) leading to gainful employment of unemployed needy young G. C. E. A/L Completers.

The project will place youth for above mentioned short term training within public and private training providers who would do tailor made semi skilled and demand driven training programmes/ courses (duration of 3 to 9 months) aiming at employment after the training and public or private institutions, companies, industries, etc. who have labour requirement within their respective institutions and would like to conduct “on the job” training for selected G. C. E. (A/L) completers according to the institution’s labour requirements and employing them after the training based on their performance during the training period.

The project will provide funds/stipend to support the needy unemployed G. C. E. A/L school leavers who joined to follow “on the job” training programmes. The stipend would serve as an allowance to cover expenses such as travelling, food etc. for the candidates during their training period of 3-9 months.

If the trainee is selected for a “demand driven training” the cost of such training will be borne by the project during the training period. No monthly allowances from DEMP will be made to trainee under this category.

*Those applicants should fulfil the following criteria :*

- (i) Applicants’ family income should be less than Rs. 10,000 per month. (GS letter certified by DS should be annexed) ;
- (ii) Applicant should have sat the A/L Examination during 2004 and 2005 but remain unemployed and should be below 22 years of age as at 31st December, 2005 ;
- (iii) **Applicants who have already applied to the previous advertisement dated 3rd July, 2004 need not to apply again for this advertisement.**
- (iv) Applicants who have been selected or pending selections to Universities, Vidyapeeta and other public and private post secondary institutions to follow full time or part time degrees, diploma, certificate programme should not apply ;
- (v) Trainees who are selected for either of the above training should sign a bond with the Distance Education Modernization Project against the expenses and continuation of the respective training.

Those who fulfil the above criteria are requested to forward their applications according to the given format of this advertisement along with necessary documents before 15th of July, 2006 to reach.

Project Director,  
Distance Education Modernization Project (DEMP),  
The Ministry of Education,  
1st and 2nd Floors,  
No. 35/10, Nawala Road,  
Colombo 05.

### Career Development Programme

#### DISTANCE EDUCATION MODERNIZATION PROJECT

MINISTRY OF EDUCATION

*APPLICATION FOR TRAINING PROGRAMME LEADING TO GAINFUL EMPLOYMENT  
OF YOUNG NEEDY GCE A/L COMPLETERS*

01. Name in Full (Capital letters) :\_\_\_\_\_.
02. Permanent Address (Capital letters) :  
Address Line 1 :\_\_\_\_\_  
Address Line 2 :\_\_\_\_\_  
Address Line 3 :\_\_\_\_\_  
City :\_\_\_\_\_  
2(a) District :\_\_\_\_\_  
2(b) Grama Niladhari Divi. :\_\_\_\_\_.
03. Telephone :\_\_\_\_\_. (if any)
04. Mobile :\_\_\_\_\_. (if any)
05. Fax :\_\_\_\_\_. (if any)
06. E-mail :\_\_\_\_\_. (if any)
07. Family Income :\_\_\_\_\_.
08. GN income certificate (GN Division and No.) certified by DS (DS Division) :\_\_\_\_\_. (Y/N)
09. Temporary Address :  
Address Line 1 :\_\_\_\_\_  
Address Line 2 :\_\_\_\_\_  
Address Line 3 :\_\_\_\_\_  
City :\_\_\_\_\_  
09(a) District :\_\_\_\_\_  
09(b) Grama Niladhari Divi. :\_\_\_\_\_.
10. Telephone :\_\_\_\_\_. (if any)
11. Mobile :\_\_\_\_\_. (if any)
12. Fax :\_\_\_\_\_. (if any)
13. E-Mail :\_\_\_\_\_. (if any)
14. DOB :  
Date :\_\_\_\_\_, Month :\_\_\_\_\_, Year :\_\_\_\_\_.  
(Attach a copy of BC)
15. Age as at 31.12.2005 :\_\_\_\_\_.  
Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.
16. Gender (M/F) :\_\_\_\_\_.

17. Marital Status : Married/Single
18. NIC No. :\_\_\_\_\_. (Annex copy)
19. Date of Issue :  
Date :\_\_\_\_\_, Month :\_\_\_\_\_, Year :\_\_\_\_\_.
20. Passport No. (Annex copy) :\_\_\_\_\_.
21. Date of Expiry :  
Date :\_\_\_\_\_, Month :\_\_\_\_\_, Year :\_\_\_\_\_.
22. Nationality :\_\_\_\_\_.
23. Race :\_\_\_\_\_.
24. Preferred Categories of Employment :

Only 5 categories can be selected. Please specify the Preference Level (1 to 5)

*Example :*

Category	Sub Category (Please specify)	Pref.
Accountancy	Auditor/Accounts Clerk	1
Tourism and Hotel	Room Boys/Receptionists	2

Category (examples)	Sub Category (Please specify)	Pref.
Accountancy		
Agriculture and Livestock		
Mechanical Production		
Automotive/Building and Construction		
Computer and Information Tech.		
Electrical and Electronics		
Fisheries		
Food and Beverages		
Gem and Jewellery		
Handicraft and Cottage Industry		
Marine and Shipping		
Metal and Light Eng.		
Personal and Community Development		
Printing and Packaging		
Rubber Plastics and Leather Related		
Textile and Garment		
Wood Related		
Tourism and Hotel		
Other		

25. Indicate in which Districts you would like to undergo Training :  
(List 03 Districts in order of priority)

- (i) \_\_\_\_\_.  
(ii) \_\_\_\_\_.  
(iii) \_\_\_\_\_.

26. Educational Qualification :  
(Indicate your best grading only for Mathematics and English)

G. C. E. (O/L) (Annex copy)	Subjects	Grade
Year 20.....	Mathematics	.....
	English Language	.....

G. C. E. (A/L)

Stream : Commerce/Mathematics/Science/Arts (Pls. High Light)

	Subjects (Annex copy)	Grades
Year 20... First Sitting	1. .... 2. .... 3. .... 4. ....	..... ..... ..... .....
Year 20... Second Sitting	1. .... 2. .... 3. .... 4. ....	..... ..... ..... .....
Year 20... Third Sitting	1. .... 2. .... 3. .... 4. ....	..... ..... ..... .....

27. Training programmes and courses attended after completing  
GCE A/L :

Name of Institution	Course Title	Year	Duration	Grade Awarded
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

28. Additional Information :

Language Proficiency	Spoken	Reading	Writing
English	.....	.....	.....
Sinhala	.....	.....	.....
Tamil	.....	.....	.....
Other	.....	.....	.....

(Please specify - Excellent, Very Good, Good, Fluent, Fair, Poor)

29. Employment History (If relevant) :

Employer	Designation	Duration Period	EPF No.	Job Responsibilities
.....	.....	.....To.....	.....	.....
.....	.....	.....To.....	.....	.....
.....	.....	.....To.....	.....	.....
.....	.....	.....To.....	.....	.....

Other Relevant Information :

30. Whether receiving grants already (Y/N) : \_\_\_\_\_. If "Y" name  
of the grant and amount/month : \_\_\_\_\_.

31. Physical Fitness : \_\_\_\_\_. (Y/N)  
(Certified by Physician)

32. Letters of Guarantors : \_\_\_\_\_.

32.1 Parents : \_\_\_\_\_. (Y/N) (if parents are dead pl. give  
details of close relative who would agree to be a guarantor)  
Name (father/mother) : \_\_\_\_\_. NIC No. (If available).  
address : \_\_\_\_\_.

32.2 Govt. Officer : \_\_\_\_\_. (Y/N) (The Government Officer  
could also be a retired person) :  
Name : \_\_\_\_\_. Position (held) : \_\_\_\_\_.  
NIC No. : \_\_\_\_\_. Salary Scale : \_\_\_\_\_.  
Address : \_\_\_\_\_. Tele. No. : \_\_\_\_\_.

For Office use only :

01. Ref. No. : \_\_\_\_\_.

02. Date Received :

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

03. Officer's Name : \_\_\_\_\_.

04. Recommended/Not Recommended : \_\_\_\_\_.

05. Reasons for (4) above : \_\_\_\_\_.

06. Employment Prospects identified : \_\_\_\_\_. (Y/N)

07. Approval Granted by : \_\_\_\_\_.

08. Valid From : \_\_\_\_\_.

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

08. Rejected Date :

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

09. Reasons for Rejection : \_\_\_\_\_.

10. Others : \_\_\_\_\_.

11. Authorized by : \_\_\_\_\_.

12. Date : \_\_\_\_\_. Date : \_\_\_\_\_. Month : \_\_\_\_\_. Year : \_\_\_\_\_.



## MINISTRY OF PUBLIC ADMINISTRATION & HOME AFFAIRS

### Registrar General's Department

#### COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF REGISTRARS GRADE II OF THE REGISTRARS SERVICE

APPLICATIONS are invited by the Commissioner General of Examinations for the Competitive Examination for Recruitment to the Posts of Registrar Grade II of the Registrars' Service in the Registrar General's Department.

02. *Examination.*- The Examination will be held in Colombo by the Commissioner General of examinations in September, 2006. The Public Service Commission reserves the right to postpone or cancel the examination.

03. *Conditions of Service.*- Recruitments will be made to the posts of Registrar Grade II on the general conditions governing appointments in the public service and on the following conditions.

- (i) These posts are permanent and pensionable. The Selected candidates will be required to contribute to the W. & O. P. Scheme and must furnish security occasionally decided by the Registrar General. The appointments are subject to provisions of the Establishments Code and Financial Regulations. Officers recruited to these posts on 01.01.2003 or after as new recruits will be required to contribute to the pensions fund on percentages fixed by the Government from time to time.
- (ii) New entrants to the Public Service will be on probation for a period of 03 years.
- (iii) Officers already in the Public Service will be appointed in an acting capacity for a period of one year.
- (iv) All Officers who are appointed to this post will have to pass the Efficiency Bar Examination within 3 years.
- (v) The service of new entrants appointed subject to a probation period will be terminated if they fail to pass the Efficiency Bar Examination within 03 years from the date of appointment.
- (vi) The period of service of Public Officers, appointed in an acting capacity will be extended by one year at the discretion of the Public Service Commission, if they fail to pass the said Efficiency Bar Test within three years from the date of appointment. If the officer fails to pass the Efficiency Bar Examination within the extended period he will be reverted to his former post.
- (vii) On confirmation in his appointment in the Registrar's Service, an officer selected from the Public Service will cease to be a member of the former service and will have no right of reversion to that service.

04. *Salary Scale.*- TB - 3-8 - 2- Rs.147,180 - 16 x 3,480 - Rs. 2,02,860 (P. A. C. 09/2004).

05. *Age Limit.*- Applicants should not be less than 25 years and not more than 40 years of age on the closing date of application. The upper age limit will not apply to those already in the Public Service.

06. *Educational Qualifications.*- Applicants should have the following qualifications on 11.07.2006 :—

6.1 *External Candidates.*- Graduates who have obtained a Degree in Law from a recognized University or Attorneys - at - Law who have passed the Final Examination of the Law College.

6.2 *Internal Candidates :*

(i) Officers of Grade III of the Registrar's Service of the Registrar General's Department who have been confirmed in their posts.

(ii) Following officers of the General Clerical Service :—

(a) Class I ; or

(b) Officers of Class II of the Management Assistant's Service who have been confirmed in their appointment and have completed 08 years of service and are drawing. The third salary and step or a higher salary step than that.

(c) Officers of the Management Assistant's Service who have obtained a degree from a recognized University and have been confirmed in their appointment and have completed not less than 03 years of service.

(iii) Other State Officers :

The officers in Grade III of the Registrar Service who have passed the Second Efficiency Bar Examination and have completed not less than 08 years of service in that class and 05 years of satisfactory service preceeding the date of callings applications.

6:3 *Professional & Other Qualifications :*

- (a) Proficiency in official language,
- (b) Knowledge of the official works of the Registrar General's Department,
- (c) Knowledge in English.

07. *Scheme of recruitment :*

- (i) External Candidates ;
- (ii) Internal Candidates :

(a) 75% of the vacancies will be filled from those who qualify in a competitive examination conducted by the commissioner General of examinations. An interview will be held only to scrutinize the certificates.

(iii) On seniority and merit :

25% of the existing vacancies will be filled out of the qualified officers as in 6-2(3) on seniority and merit. In case such qualified offers are not available. All vacancies will be filled on the results of the competitive examination.

Selection will be made from among the qualified grade III officers of the Registrar's Service after calling for applications by the Government Gazette notification/paper advertisement and by a structured interview based on the marking scheme approved by the Public Service Commission. This marking scheme should appear in the notice of applications.

08. *Examination Fee.*— The fee for the examination is Rs. 250 and this should be paid before the closing date of applications at a Kachcheri or at the General Treasury, Colombo to be credited to revenue Head 20-03-20-13. The receipt should be securely pasted in the relevant place of application. The fee is not refundable,

09. *Method of application :*

- (a) The application should be in conformity with the specimen appended to this notice and should be prepared by the candidate in his own hand writing on a paper size a 8 1/2" x 12" using both sides.
- (b) The application should be filled in the language in which the candidate is eligible to sit for the examination.
- (c) The completed applications for the examination should be sent under registered cover to the Commissioner General of Examinations, Department of Examinations, Palawatta, Battaramulla, on or before 11.07.2006. The words "Recruitment to the Grade II posts in the Registrars' Service" should be clearly written on the top left hand corner of the envelope containing the application. Applications received after the closing date will not be accepted.

**Note.**— Candidates in the public Service/ Provincial public service should send their applications through the respective Heads of the their Department/ Organization.

- (d) Applications which have not been 11.07.2006 duly completed will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.
- (e) Receipt of an application will not be acknowledged. Commissioner General of Examinations will send the admission cards under registered cover to the candidates one week before the date of examination. A candidate who does not receive his admission card at least seven days before the date of examination should notify the Commissioner General of Examinations, with the following particulars.

- (i) Name of the Examination ;
- (ii) Full name of the Candidate ;
- (iii) Address ;
- (iv) Date of posting the application, Registration number and Post Office.

10. *Admission to the Examination Centre :*

- (i) The Commissioner General of Examinations will issue admission cards to all candidates whose applications have been received. A candidate presenting himself for the examination must produce his admission card to the Supervisor of the Examination Center. A candidate who fails to produce his admission card will not be permitted to sit for the examination.
- (ii) A candidate must sit for the examination at the Examination Hall assigned to him. Every applicant should observe the general rules and regulations that should be observed by the candidates for examinations.
- (iii) The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit for the examination.

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

- (i) An Identity Card issued by the Department of Registration of Persons.
- (ii) A valid passport issued not more than three years prior to the date of examination.
- (iii) Valid postal Identity Card issued by the Post Master - General.

12. *Furnishing False Information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to or during or after the examination. If any of the particulars furnished by a Candidate, who is in the Public Service, is found to be false with his knowledge or if he has willfully suppressed any important fact, he will be liable to dismissal from the Public Service.

13. Any matter not provided for in this notification will be dealt with as determined by the Public Service Commission.

14. *Scheme of Examination :*

I. Medium :

- (a) *Language of Examination.*— Sinhala/Tamil/English.
- (b) Candidates should answer the question papers in one and the same language as indicated in the application.
- (c) Candidates are not allowed to change the language indicated in the application.

II. Subjects and syllabus :

- (a) A written examination with question papers on the following subjects:-

<i>Subject</i>	<i>Time</i>	<i>Marks</i>
(i) Registration of Documents	1.30hrs	100
(ii) Registration of Marriages, Births & Deaths	1.30hrs	100
(iii) Office Management and Institutional affairs	1.00 hr	100
(iv) Financial Management	1.00 hr	100
(v) English	1.00 hr	100

(b) *Syllabus* :

(1) Registration of Documents :

A question paper to test the candidate's knowledge of the following Ordinances and Acts :—  
Registration of Documents Ordinance  
Notaries Ordinance  
Prevention of Frauds Ordinance  
Stamp duty Act  
Power of Attorney Ordinance  
Regulations made under these Laws

(2) Registration of Marriages, Births and Deaths :

A question paper to test the candidates knowledge on the following Ordinances and Acts :—  
Registration of Marriages (General) Ordinance  
Kandyan Marriage and Divorce Act  
Births and Deaths Registration Act  
Muslim Marriage and Divorce Act  
Regulations made under these laws

(3) Office Management and Institutional affairs :

A question paper designed to test the candidates knowledge in the following subjects :—

- (i) The nature of public administration  
(ii) Organizational structures :—

Principles of good organization;  
Division of work and allocation of tasks;  
Cordination of work;  
Nature of supervision; Span of Control;  
Line and Staff relationship;  
Hierarchy of Authority; Delegation of Authority.

(iii) Administrative Process and Decision making :

Rational decision making  
Exercise of discretion; Facts versus value  
Reality and Evaluation judgement

(iv) Communication :

Flow of information within the organization;  
Importance of information for decision making;  
Function of communications within the organization;  
Public relations, Press relations; Relations with members of Parliament and Provincial Councils

(v) Office Systems :

Office procedure; Principles of office systems;  
Standing orders; organization charts; work charts;  
Written specification and schedules of procedure for clerical work;  
Work study; Method study; Measurment of work;  
Measurement of efficiency.

(vi) Records and filing :

Essentials of a good filing system; Methods of filing and indexing;  
Systems of classification;  
Filing equipment; Storage of records; Disposal of valueless documents.

(vii) Form control and from design :

*Purposes of form control and form design.*— Style, Layout, and quality of contents, Form size quantity and colour; Economy in the use of forms.

(viii) Inward and outward mail :

Procedures for handling mail, urgent letters, Confidential letters, Remittance through the post.

(ix) Correspondence :

Control of correspondence, Techniques of correspondence, Form letters Reports, Parliamentary questions, Inter - departmental Correspondence, Correspondence with Members of parliament.

(x) Control of Works :

Staff inspections, Reporting systems, Statistical measurement of work performance.

(xi) Control of use of office equipment :

Maintenance and upkeep of photocopying machines and type - writers, Adding and calculating machines, Time Recording Machines, Telephones etc.

(xii) Office layout and environment :

Maintenance of office premises, Office layout and office furniture and office equipment (Control Procedures for cleanliness) of Security, Lighting Ventilation and safety precautions in office.

(xiii) Functions of the Public Service Commission and the Ministry of Public Administration :

Recruitment to the Public Service, Schemes of recruitment, Minutes on Various Services, Conditions of service, Probation, Confirmation, Increments, Promotions, Retirements, Resignations.

- (xiv) Job analysis and job Evaluation.
- (xv) Salary scales Allowances and the remuneration of workers and the office personnel.
- (xvi) Rewarding Position and Grading classification, Merit Rating Incentive Schemes and Suggestions Schemes.
- (xvii) Selection and Interviewing of Personnel, Aptitude Tests, Interviewing Techniques.
- (xviii) *Personal Records*.— History Sheets, Appointments and Transfers of Personnel.
- (xix) Staff Welfare Services, Pensions and Gratuities
- (xx) Working hours for different categories of Public employees.
- (xxi) Leave in the Public Service including special types of leave - Accident leave T. B. leave etc.
- (xxii) Overtime.
- (xxiii) Loans and advances available to public employees.
- (xxiv) Security provided by Public Officers.
- (xxv) Role of Trade Unions.
- (xxvi) Grievances procedure in the Public services.

(4) *Financial Management :*

A question paper designed to test the candidates' knowledge in the following subjects :—

(i) *Annual Estimates :*

The annual estimates and the budgetary procedures Supplementary estimates procedure under FR 71, Control of expenditure authorization of expenditure and payment.

(ii) *Contracts and Tenders :*

Regulations pertaining to contracts and tender procedure.

(iii) *Supplies and Services :*

Purchase of supplies (goods) and Services, Procedure for requisitioning and ordering Settlement of supplies bills.

(iv) *Control of Stores :*

Systems of estimating supplies, Inventoring, Inspecting Storage, Issuing and recording of Stores.

- (v) The role of the Public Accounts Committee, General Treasury Auditor - General and the Registrar General.

- (vi) The votes ledgers, Monthly Summaries of expenditure Imprests.

(5) *English :*

A question paper designed to test the candidates ability to -

- (i) Read and understand legislative enactments that are published in Sri Lanka in the English Language.
- (ii) exchange ideas in the English Language :

The candidates who have obtained the highest marks will be called for the interview in the descending order. The purpose of this interview will be only to scrutinize the educational and other service certificates. No marks will be given at this interview. Those candidates whose certificates are proved to be genuine and who have obtained the highest marks at the written examination will be recruited to these posts.

By order of the Public Service Commission,

Secretary,  
Ministry of Public Administration &  
Home Affairs.

Ministry of Public Administration & Home Affairs.  
Colombo 07,  
25th May, 2006.

SPECIMEN APPLICATION FORM

MINISTRY OF PUBLIC ADMINISTRATION AND HOME  
AFFAIRS REGISTRAR GENERAL'S DEPARTMENT

*Competitive Examination for Recruitment to the Posts of  
Registrars Grade II of the Registrar Service*

(Candidates are not allowed to change the medium of examination indicated in the application).

For official use only.

Medium :   
(Write the relevant letter in the cage)  
(Sinhala 2, Tamil 3, English 4)

- (1) (i) Last name with initials (in English Block Capitals) :—.

Ex : Mr/Mrs./Miss. SILVA A. B.

- (ii) Names denoted by initials (in English Block Capitals):—. National Identity Card No.:

- (2) Full Address :

(i) Permanent (in English Block Capitals) :—.

(ii) Official (in English Block Capitals) :—.

(Candidates who are in Public Service/Provincial Public Service must write their official addresses. Any change in address should be informed immediately.)

The address, where the Examination Admission card to be sent :—

(In English block capitals)

- (3) (i) Date of Birth : Years :———, Months :———, Date :———. (ii) Age as at 11.07.2006 : Years :———, Months :———, Days :———. (Candidates who are not in the Public service must attach a certified copy of their birth certificate).

(4) Sex:

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

- (5) Civil Status : (Write the relevant number in the cage.)  
Married - 1   
Unmarried - 2

(6) Candidates who are not public officers must provide the following information :

- (i) Qualifications obtained to be eligible to sit this examination under 6 : (i) (Please attach a true copy of the educational certificate that qualifies you to sit this examination) :———. (ii) The institutions from which those Qualifications were obtained :———.

(7) The following information must be provided by those candidates who are public officers :

- (A) (i) The Qualifications acquired to sit this examination under sec. 6 : 2 : (I), (II) and (III) : (ii) Particulars of institutions from which such Qualifications were acquired :

Name of Department	Position held	From	To	Duration

- (B) (i) Service/Post :———. (Note : State the post fully and clearly as (G.C.S. Grade I) (ii) Monthly Consolidated salary as at 11.07.2006 :———. (iii) Total period of service under Government as at 11.07.2006 :———.

(8)

Upper Corner portion of the cash receipt should be pasted here securely.

(9) Certificate of the Candidate:

I certify that to the best of my knowledge and belief all the information given in this form are true and I have affixed cash receipt No. .... dated ..... being the payment of the examination fee.

I also agree to be bound by the rules governing examinations and any decision that may be taken to cancel my candidature before after the examination. If I am found to be ineligible for this examination and to dismissal from my post without compensation if it is revealed after the appointment.

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

Date :———.

*Attestation*

I do hereby certify that Mr./Mrs./Miss ..... who is an officer of my office / and is personally known to me signed before me on ..... 2006.

\_\_\_\_\_,  
Signature of Attesting Officer.

Name :———,  
Designation :———,  
Address :———.

(In case of Government servants, the signature can be attested by the Head of Department or the relevant Staff Officer. In case of external candidates signature can be attested by any one of the following :-

A principal of an approved school, a retired Principal of such school, Justice of the Peace, Commissioner of Oaths, Attorney - at - law an officer of the public or Local Government Service drawing an annual consolidated salary of Rs. 160,440 or over Notary Public a Chief priest a Priest in charge of a religious institution.

*Certificate of the Head of Department*

I certify that Mr./Mrs./Miss ..... is employed in this Department and that his/her work and conduct are satisfactory. He/She fulfils the requirement stated in the relevant notification calling for applications for this examination. No penalty whatsoever has been imposed on him/her other than a warning. He/She can/ cannot be released from service if selected.

\_\_\_\_\_,  
Signature of Head of the Department.

Date :———,  
Name and Designation :———,  
Address :———,  
Telephone No. :———,  
Official Stamp :———.

06-338

## MINISTRY OF VOCATIONAL AND TECHNICAL TRAINING

### Department of Technical Education and Training

#### ADMISSION OF STUDENTS TO COURSES CONDUCTED AT TECHNICAL COLLEGES — 2006/2007

APPLICATIONS are invited from eligible candidates for courses conducted in Technical Colleges appearing in this *Gazette* Notification. Students for admission will be selected from among the applicants according to the qualifications and merit, and the place available in each course.

02. The prospective candidates are advised to prepare their own applications on a 13" x 8" sheet of paper in accordance with the "Specimen Application Form" given in this Notification as specified in item 12 in the specimen application form, each application should be affixed with a valid Rs. 10 stamp duly cancelled with the candidate's usual signature. Duly completed applications should be sent under Registered Cover to reach the Principal of the respective Technical College to which admission is sought to reach him on or before 2006.06.23. Applicants are advised not to submit applications to this Department or to any officer's official or personal addresses.

03. The top left-hand corner of the envelope should be marked with the title of the course applied for, and its course code.  
*e.g.*—National Certificate in Engineering Draughtsmanship Course ETC 05.

04. Applications received after the prescribed date will be rejected.

05. Candidates are required to fill in their applications carefully with the Name and Code Number of the Course, College in which the course to be followed and the Medium of Instruction of the Course correctly. Requests made subsequently to change the College, Course or Medium of instruction will not be considered under any circumstances.

06. Fees will be charged from all those following Part Time and evening Courses in the following manner :

- (i) Part Time/Evening Certificate Courses (more than one year) Rs. 2,000 per year ;
- (ii) Part Time/Evening one year and Short Term Courses less than one year Rs. 1,500 per course.

07. Attention of all candidates is invited to the Schedule of Courses appended at the end of this Notification, which indicates the nature of courses, eligibility requirements for each course, the colleges where the courses are conducted and medium of instruction. The addresses of Technical Colleges where the courses are available are shown in the List of Technical Colleges.

08. A candidate seeking admission to follow a course in these colleges should :—

- (i) be of excellent moral character ;
- (ii) be a citizen of Sri Lanka ;
- (iii) have fulfilled all the eligibility requirements for admission at the time of forwarding the application.

09. Suitable candidates will be selected on the results of an aptitude test and/or an interview.

10. Any documents or copies thereof, should not be submitted along with the application. Those candidates who fail to produce the necessary and acceptable documents to prove their eligibility at the interview will be deemed disqualified.

11. Subject to a maximum of Rs. 450 a month a stipend of Rs. 20 per day for attendance to classes will be paid to those who follow any full time course depending on parental income.

About 600 Full Time Day Course students from low income families are paid a bursary of Rs. 2,500 per year.

12. The candidate is held entirely responsible for the authenticity of his/her documents. Candidates who submit documents that have been tampered with or forged or not proved in fact will be severely dealt with.

Candidates can apply for more than one course using separate application forms.

DR. H. L. OBEYSEKERA,  
Director-General,  
Department of Technical Education and Training.

P.O. Box 557,  
Olcott Mawatha,  
Colombo 10.

LIST OF TECHNICAL COLLEGES

<i>Serial No.</i>	<i>Technical College</i>	<i>Address</i>	<i>District</i>
01.	Sri Lanka Technical College	Olcott Mawatha, Colombo 10	Colombo
02.	Galle Technical College	Kaluwella, Galle	Galle
03.	Kandy Technical College	Aruppola, Kandy	Kandy
04.	Jaffna Technical College	Browns Road, Jaffna	Jaffna
05.	Badulla Technical College	Greenland Drive, Badulla	Badulla
06.	Kegalle Technical College	Kachcheri Road, Kegalle	Kegalle
07.	Anuradhapura Technical College	New Town, Anuradhapura	Anuradhapura
08.	Kurunegala Technical College	Puttalam Road, Kurunegala	Kurunegala
09.	Ratmalana Technical College	Galle Road, Ratmalana	Colombo
10.	Ampara Hardy Technical College	Inginiyagala Road, Ampara	Ampara
11.	Matara Technical College	Meddewatta, Matara	Matara
12.	Sammanthurai Technical College	Ampara Road, Sammanthurai	Ampara
13.	Kalutara Technical College	Kalamulla, Kalutara	Kalutara
14.	Ratnapura Technical College	Palm Gardens, Colombo Road, Ratnapura	Ratnapura
15.	Warakapola Technical College	Ambagala Road, Warakapola	Kegalle
16.	Kuliyapitiya Technical College	Pannala Road, Kuliyapitiya	Kurunegala
17.	Pathadumbura Technical College	Navayalatenna, Katugastota	Kandy
18.	Nuwara Eliya Technical College	Jayatilaka Mawatha, Nuwara Eliya	Nuwara Eliya
19.	Homagama Technical College	Godagama, Homagama	Colombo
20.	Beliatta Technical College	Puwakdandawa, Beliatta,	Hambantota
21.	Hasalaka Technical College	Yodha Ela Road, Hasalaka	Kandy
22.	Dambulla Technical College	Matale Road, Dambulla	Matale
23.	Balapitiya Technical College	Wandaduwa Station Road, Balapitiya,	Galle
24.	Wariyapola Technical College	Chilaw Road, Wariyapola	Kurunegala
25.	Batticaloa Technical College	Manchantuduwai, Batticaloa	Batticaloa
26.	Bandarawela Technical College	Wewatenna, Bandarawela	Badulla
27.	Monaragala Technical College	Sirigala, Monaragala	Monaragala
28.	Gampaha Technical College	Werallawatta, Yakkala	Gampaha
29.	Trincomalee Technical College	Mihindupura, Trincomalee	Trincomalee
30.	Dehiattakandiya Technical College	Mahawanawela, Dehiattakandiya	Ampara
31.	Matale Technical College	M.C. Road, Matale	Matale
32.	Weerawila Technical College	New Town, Weerawila	Hambantota
33.	Medagama Technical College	Medagama	Monaragala
34.	Polonnaruwa Technical College	Vidyapura, Polonnaruwa	Polonnaruwa
35.	Embilipitiya Technical College	New Town, Embilipitiya	Ratnapura
36.	Vavuniya Technical College	Mannar Road, Vavuniya	Vavuniya

SPECIMEN APPLICATION FORM

APPLICATION FOR ADMISSION TO TECHNICAL COLLEGES — ACADEMIC YEAR 2006

For Official use only

(Applications must be directed to the Principal of the relevant Technical College, Addresses of Technical Colleges are given in the List of Technical Colleges)

(Each Course applied for should be in a separate application form)

01. Name of the Technical College/Training Centre : \_\_\_\_\_.
02. Name of the Course : \_\_\_\_\_ (Full Time Day/Evening/Part Time)  
Medium : \_\_\_\_\_ Code No. : \_\_\_\_\_.
03. Applicant's Name with Initials : \_\_\_\_\_.

04. Names indicated by Initials : \_\_\_\_\_.
05. Permanent Address : \_\_\_\_\_.
06. National Identity Card No. : \_\_\_\_\_.
07. District : \_\_\_\_\_, Electorate : \_\_\_\_\_,  
Grama Niladhari Division : \_\_\_\_\_.
08. Date of Birth : \_\_\_\_\_,  
Age as at 01.01.2006 : \_\_\_\_\_,  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
09. Male/Female : \_\_\_\_\_.
10. Educational Qualifications :

(A) G.C.E. (O/L) Results (Not more than two attempts) :

<i>Index No.</i>	<i>Year</i>	<i>Subjects</i>	<i>Grade</i>

(B) G.C.E. (A/L) Results (In one attempt) :

<i>Index No.</i>	<i>Year</i>	<i>Subjects</i>	<i>Grade</i>

(C) Number of G.C.E. (A/L) sittings : \_\_\_\_\_.

(D) Highest Grade/Year passed if the applicant has not obtained the qualifications mentioned in (A) above :-  
Grade : \_\_\_\_\_, Year : \_\_\_\_\_.

11. Only for Evening and Part Time Courses :

*(To be filled only for courses for which employment is a requirement)*

- 11.1 Applicant's Name : \_\_\_\_\_.
- 11.2 Post held at present and the Date of Appointment to the Post : \_\_\_\_\_,  
If self employed, the type of employment : \_\_\_\_\_.
- 11.3 Work place and its address : \_\_\_\_\_.
- 11.4 Employee Provident Fund No. : \_\_\_\_\_,  
Employee Trust Fund No. : \_\_\_\_\_.

I certify that the above applicant is an employee in this Institute/Office.

- 11.5 Name of the Employer : \_\_\_\_\_.
- 11.6 Designation : \_\_\_\_\_.
- 11.7 Signature : \_\_\_\_\_, Official Seal : \_\_\_\_\_.
- 11.8 Date : \_\_\_\_\_.



12. Applicant's Declaration :

I hereby certify that the information given in this application is true to my knowledge, and I have obtained the qualifications required for the course applied for. Further I agree with the Scheme of Selection of students to Technical Colleges and to accept the decision of the Director-General of the Department of Technical Education and Training as final.

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

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

Stamp to the value of Rs. 10  
should be affixed here and  
cancelled by signing on it.

THE SCHEDULE OF COURSES CONDUCTED IN TECHNICAL COLLEGES — 2006/2007

**Engineering Technician Studies Courses**

FULL TIME COURSES

Code No.	Name of Course	Admission Qualification	Colleges where the Course is Available and Medium
01 ETB03	National Diploma in Agriculture  Full Time Day Two Years	<ol style="list-style-type: none"> <li>Should possess at least Six subjects including Agriculture, with four Credit passes in one sitting, at the G.C.E. (O/L) Examination. The four Credit passes should be for the following subjects : First Language, Mathematics, Science and Social Studies or any of the following subjects: Agriculture, Horticulture, Animal Husbandry, Food Science and Food Technology, Fresh Water (Inland), Bio Resource Technology, Oceanic (Marine), Bio Resource Technology ; or</li> <li>Should possess at least Three Ordinary passes in one sitting at the G.C.E. (A/L) Examination. The subjects should be any three of the following : Biology, Zoology, Botany, Chemistry, Physics, Agriculture.</li> <li>Age should be between 17 and 25 years as on 01.01.2006.</li> </ol>	<i>Sinhala Medium :</i> Dambulla, Kuliyaipitiya
02 ETC01	National Certificate for Industrial Technicians (Civil Engineering)  Full Time Day Two Years	<ol style="list-style-type: none"> <li>G.C.E. (O/L) Examination in Six (6) subjects in not more than two sittings with four Credit passes including Science, Mathematics, Medium Language and English Language at least five (5) subjects should be passed in one sitting ; or</li> <li>Merit pass in any National Certificate in Engineering Craft Practice 2 year course ; or</li> <li>Pass in any National Certificate in Engineering Craft Practice Course with Credit passes in Science and Mathematics at G.C.E. (O/L). Candidates will be selected by an aptitude test.</li> <li>Age should be between 17 and 25 years as on 01.01.2006.</li> </ol>	<i>English Medium :</i> Kandy, Ratmalana

<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualification</i>	<i>Colleges where the Course is Available and Medium</i>
03 ETC02	National Certificate for Industrial Technicians (Electrical & Electronic Engineering)  Full Time Day Two Years	<ol style="list-style-type: none"> <li>1. G.C.E. (O/L) Examination in Six (6) subjects in not more than two sittings with four Credit passes including Science, Mathematics, Medium Language and English Language at least five (5) subjects should be passed in one sitting ; or</li> <li>2. Merit pass in any National Certificate in Engineering Craft Practice - 2 year course ; or</li> <li>3. Pass in any National Certificate in Engineering Craft Practice Course with Credit passes in Science and Mathematics at G.C.E. (O/L). Candidates will be selected by an aptitude test.</li> <li>4. Age should be between 17 and 25 years as on 01.01.2006.</li> </ol>	<i>English Medium :</i> Ratmalana, Kandy
04 ETC03	National Certificate for Industrial Technicians (Mechanical Engineering)  Full Time Day Two Years	<ol style="list-style-type: none"> <li>1. G.C.E. (O/L) Examination in Six (6) subjects in not more than two sittings with four Credit passes including Science, Mathematics, Medium Language and English Language at least five (5) subjects should be passed in one sitting ; or</li> <li>2. Merit pass in any National Certificate in Engineering Craft Practice - 2 year course ; or</li> <li>3. Pass in any National Certificate in Engineering Craft Practice Course with Credit passes in Science and Mathematics at G.C.E. (O/L). Candidates will be selected by an Aptitude Test</li> <li>4. Age should be between 17 and 25 years as on 01.01.2006.</li> </ol>	<i>English Medium :</i> Ratmalana, Kandy
05 ETC05	National Certificate in Engineering Draughtsmanship  Full Time Day One Year	<ol style="list-style-type: none"> <li>1. G.C.E. (O/L) Examination in Six (6) subjects in not more than two sittings. The Six (6) subjects should be : (a) Sinhala/Tamil/English ; (b) Mathematics and Science ; (c) Three other subjects</li> <li>2. Age should be between 17 and 25 years as on 01.01.2006.</li> </ol>	<i>Sinhala Medium :</i> Ampara, Anuradhapura, Badulla, Balapitiya, Bandarawela, Dambulla, Galle, Gampaha, Hasalaka, Homagama, Maradana, Ratmalana, Kalutara, Kandy, Matale, Nuwareliya, Matara, Beliatta, Kurunegala, Kuliyapitiya, Polonnaruwa, Monaragala, Ratnapura, Kegalle, Warakapola <i>Tamil Medium :</i> Maradana, Jaffna, Batticaloa, Vavuniya, Sammanthurai, Trincomalee
06 ETB02	National Diploma in Jewellery Design and Manufacture  Full Time Day Two Years	<ol style="list-style-type: none"> <li>1. Passes in Six (6) subjects at the G.C.E. (O/L) examination in not more than two sittings. (Preference will be given to candidates who have passed in Art, Metal Work, Wood Work, Maths and English) and Passes in Two (02) subjects at the G.C.E. (A/L) Examination.</li> <li>2. Age should be between 17 and 25 years as on 01.01.2006.</li> </ol>	<i>English Medium :</i> Maradana

<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualification</i>	<i>Colleges where the Course is Available and Medium</i>
07 ETC 07	National Certificate in Jewellery Manufacture  Full Time Day One Year	1. Passes in Four (4) subjects at G.C.E. (O/L) Examination in one sitting ; or should have passed Year 9 and experience in the relevant field 2. Age should not be less than 17 years as on 01.01.2006	<i>Sinhala Medium :</i> Maradana, Galle, Beliatta  <i>Tamil Medium :</i> Batticaloa
08 ECC 40	Certificate in Landscaping for Junior Supervisors  Full Time Day One year	1. Should have passed G.C.E. (O/L) Examination ; or Have passed the National Certificate in Landscaping Technology crafts level III course conducted in any of the Vocational Training Centres attached to VTA 2. Age should be between 18 and 35 years as on 01.01.2006. Preference will be given to those below 25 years.	<i>Sinhala Medium :</i> Galle, Kandy, Kegalle, Kurunegala
09 ETC 04	*National Certificate in Technology (Quantity Surveying)  Full Time One year	1. G.C.E. (O/L) Examination in Six (06) Subjects with four (04) credit passes including Science, Mathematics and Medium Language in one sitting. Should have at least an Ordinary Pass for English Language. Preference will be given to the candidates those who have followed Pure Maths/Applied Maths or Combined Maths and/or a Hard Technology subject in G. C. E. (A/L) Examination 2. Age should be between 17 and 25 years as on 01.01.2006	<i>Sinhala Medium :</i> Galle, Kandy, Badulla, Anuradhapura, Kurunegala, Ratmalana, Ampara, Matara, Ratnapura, Warakapola, Beliatta, Dambulla, Bandarawela, Gampaha, Weerawila  <i>Tamil Medium :</i> Jaffna, Batticaloa

#### PART TIME COURSES

10 ETC 01.1	National Certificate in Technology (Civil Engineering)  Part Time Three years  (Restricted to those employed in the relevant field)	1. G.C.E. (O/L) Examination in Six (6) subjects in not more than two sittings. Six (06) subjects should be : (a) Sinhala/Tamil/English Language (b) Mathematics and Science (c) Three other subjects, or equivalent qualifications 2. Age should not be less than 17 years as on 01.01.2006	<i>Sinhala Medium :</i> Maradana, Ratmalana, Homagama, Kalutara, Kandy, Hasalaka, Dambulla, Nuwara Eliya, Galle, Balapitiya Matara, Beliatta, Ampara, Gampaha, Trincomalee, Badulla, Kurunegala, Anuradhapura, Monaragala, Ratnapura, Kegalle, Warakapola, Embilipitiya  <i>Tamil Medium :</i> Jaffna, Batticaloa, Sammanthurai, Trincomalee, Vavuniya
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<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualification</i>	<i>Colleges where the Course is Available and Medium</i>
11 ETC 02.1	National Certificate in Technology (Electrical and Electronic Engineering)  Part Time Three years  (Restricted to those employed in the relevant field)	1. G.C.E. (O/L) Examination in Six (06) Subjects in not more than two sittings. Six (06) subjects should be : (a) Sinhala/Tamil/English Language (b) Mathematics and Science (c) Three other subjects, or equivalent qualification ; or Have passed the National Certificate in Engineering Craft Practice Full time Day 2 years - Electrician course or Radio, TV and Electronics course conducted at Technical Colleges under the Department of Technical Education and Training  2. Age should not be less than 17 years as on 01.01.2006	<i>Sinhala Medium :</i> Maradana, Ratmalana, Homagama, Kalutara, Kandy, Galle, Matara, Kurunegala, Anuradhapura, Badulla, Ratnapura, Kegalle, Warakapola, Gampaha, Balapitiya  <i>Tamil Medium :</i> Jaffna, Sammanthurai, Batticaloa, Trincomalee, Vavuniya  <i>English Medium :</i> Maradana
12 ETC 03.1	National Certificate in Technology (Mechanical Engineering)  Part Time Three years  (Restricted to those employed in the relevant field)	1. G.C.E. (O/L) Examination in Six (06) Subjects in not more than two sittings. Six (06) subjects should be :- (a) Sinhala/Tamil/English Language (b) Mathematics and Science (c) Three other subjects, or equivalent qualifications ; or Have passed the National Certificate in Engineering Craft Practice Full time Day 2 years - Motor Vehicle Mechanic/ General Machinist/Fitter Machinist Course conducted at Technical Colleges under the Department of Technical Education and Training  2. Age should not be less than 17 years as on 01.01.2006	<i>Sinhala Medium :</i> Maradana, Ratmalana, Homagama, Kandy, Matara, Kegalle, Warakapola, Beliatta, Gampaha  <i>Tamil Medium :</i> Jaffna
13 ETC 04.1	National Certificate in Technology (Quantity Surveying)  Part Time Three years  (Restricted to those employed in the relevant field)	1. G.C.E. (O/L) Examination in Six (06) Subjects in not more than two sittings. Six (06) subjects should be : (a) Sinhala/Tamil/English Language (b) Mathematics and Science (c) Three other subjects, or equivalent qualifications.  2. Age should not be less than 17 years as on 01.01.2006	<i>Sinhala Medium :</i> Maradana, Ratmalana, Homagama, Kandy, Galle, Matara, Beliatta, Kalutara, Trincomalee, Kurunegala, Badulla, Anuradhapura, Kegalle, Warakapola, Balapitiya, Gampaha  <i>Tamil Medium :</i> Jaffna, Sammanthurai, Trincomalee, Batticaloa, Vavuniya  <i>English Medium :</i> Maradana

\* A Newly introduced Course.

**Engineering Craft Studies Courses**

**FULL TIME COURSES**

<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualification</i>	<i>Colleges where the Course is Available and Medium</i>
01 ECC 08	National Certificate in Engineering Craft Practice—Electronic  Full Time day Two years	1. G. C. E. (O/L) Examination in Six (06) Subjects with Passes in Mathematics and Medium Language in not more than two sittings 2. Age should not be less than 17 years as on 01.01.2006. Those under 22 years are given preference	<i>Sinhala Medium :</i> Maradana, Gampaha, Kalutara, Hasalaka, Galle, Beliatta, Polonnaruwa, Anuradhapura, Bandarawela, Embilipitiya, Warakapola, Nuwara-eliya, Kegalle  <i>Tamil Medium :</i> Trincomalee, Vavuniya
02 ECC 10	National Certificate in Engineering Craft Practice-Fitter Machinist  Full Time Day Two years	1. G.C.E. (O/L) Examination in Six (06) Subjects with passes in Mathematics and Medium Language in not more than two sittings 2. Age should not be less than 17 years as on 01.01.2006. Those under 22 years are given preference	<i>Sinhala Medium :</i> Maradana, Ratmalana, Homagama, Kalutara, Nuwara-Eliya, Beliatta, Hasalaka, Kuliyaipitiya, Anuradhapura, Bandarawela, Gampaha, Dehiattakandiya, Embilipitiya, Warakapola, Polonnaruwa
03 ECC 13	National Certificate in Engineering Craft Practice-Industrial Electrician  Full Time Day Two years	1. G.C.E. (O/L) Examination in Six (06) Subjects with passes in Mathematics and Medium Language in not more than two sittings ; or have passed the House Wiring Course conducted in any Vocational Training Centres attached to VTA 2. Age should not be less than 17 years as on 01.01.2006. Those under 22 years are given preference	<i>Sinhala Medium :</i> Embilipitiya, Ratmalana, Hasalaka, Nuwara-Eliya, Balapitiya, Beliatta, Ampara, Kuliyaipitiya, Polonnaruwa, Bandarawela, Warakapola, Trincomalee  <i>Tamil Medium :</i> Vavuniya, Trincomalee, Sammanthurai
04 ECC 18	National Certificate in Engineering Craft Practice - Motor Vehicle Mechanic  Full Time Day Two years	1. G.C.E. (O/L) Examination in Six (06) Subjects with passes in Mathematics and Medium Language in not more than two sittings 2. Age should be between 17 and 25 years as on 01.01.2006. Those under 22 years are given preference	<i>Sinhala Medium :</i> Kalutara, Nuwara-, Eliya, Matara, Beliatta, Ampara, Kuliyaipitiya, Anuradhapura, Polonnaruwa, Warakapola, Embilipitiya  <i>Tamil Medium :</i> Batticaloa, Sammanthurai

<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualification</i>	<i>Colleges where the Course is Available and Medium</i>
05	ECC 02 National Certificate in Engineering Craft Practice – Gas and Arc Welder  Full Time Day One Year	1. Should have completed year 10 ; or have passed the Welder Course conducted in any of the Vocational Training Centre attached to VTA.  2. Age should not be less than 17 years as on 01.01.2005. Those under 22 years are given preference.	<i>Sinhala Medium :</i> Maradana, Ratmalana, Kalutara, Hasalaka, Dambulla, Nuwara-Eliya, Matara, Beliatta, Weerawila, Ampara, Trincomalee, Kurunegala, Kuliyaipitiya, Anuradhapura, Bandarawela, Monaragala, Ratnapura, Embilipitiya, Kegalle, Badulla, Gampaha, Homagama, Pathadumbara, Polonnaruwa, Warakapola, Galle, Balapitiya, Wariyapola, Kandy, Dehiattakandiya  <i>Tamil Medium :</i> Jaffna, Batticaloa, Trincomalee, Vavuniya
06	ECC 09 National Certificate in Engineering Craft Practice – Plumber  Full Time Day One Year	1. Should have completed year 10 ; or have passed the Plumbing Course conducted in any of the Vocational Training Centres attached to VTA.  2. Age should not be less than 17 years as on 01.01.2005. Those under 22 years are given preference.	<i>Sinhala Medium :</i> Hasalaka, Dambulla, Anuradhapura, Nuwara-Eliya, Galle, Beliatta, Embilipitiya, Bandarawela, Ratnapura, Monaragala, Kuliyaipitiya, Kandy, Badulla, Polonnaruwa, Ratmalana, Kegalle, Kurunegala, Kalutara, Maradana, Warakapola, Dehiattakandiya, Matara, Homagama  <i>Tamil Medium :</i> Batticaloa, Jaffna, Sammanthurai, Trincomalee
07	ECC 05 National Certificate in Engineering Craft Practice – Refrigeration and Air Conditioning Mechanic  Full Time Day One Year	1. G.C.E. (O/L) Examination in Six (6) subjects with passes in Mathematics, Science and Medium Language in not more than two sittings.  2. Age should not be less than 17 years as on 01.01.2005. Those under 22 years are given preference.	<i>Sinhala Medium :</i> Ratmalana, Galle, Beliatta, Kegalle, Anuradhapura, Kandy, Maradana, Homagama, Gampaha, Hasalaka, Matara, Polonnaruwa, Bandarawela, Ratnapura, Embilipitiya  <i>Tamil Medium :</i> Batticaloa, Trincomalee, Sammanthurai

<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualification</i>	<i>Colleges where the Course is Available and Medium</i>
08 ECC 06	National Certificate in Engineering Craft Practice – Wood Machinist  Full Time Day One Year	1. Should have completed year 10 : or have passed the Carpenter Course conducted in any of the Vocational Training Centres attached to VTA.  2. Age should not be less than 17 years as on 01.01.2005. Those under 22 years are given preference.	<i>Sinhala Medium :</i> Homagama, Kalutara, Galle, Nuwara-Eliya, Anuradhapura, Wariyapola, Maradana, Kandy, Ratmalana, Ampara, Hasalaka, Matara, Beliatta, Bandarawela, Ratnapura, Kuliyaipitiya, Balapitiya, Dehiattakandiya, Monaragala, Dambulla, Warakapola, Kurunegala, Embilipitiya, Kegalle, Polonnaruwa, Badulla  <i>Tamil Medium :</i> Batticaloa, Sammanthurai, Jaffna
09 ECC 14	National Certificate in Engineering Craft Practice – Building Craftsman  Full Time Day One Year	1. Should have completed year 10 ; or have passed the Masonry Course conducted in any of the Vocational Training Centres attached to VTA.  2. Age should not be less than 17 years as on 01.01.2005. Those under 22 years are given preference.	<i>Sinhala Medium :</i> Wariyapola, Dambulla, Anuradhapura, Nuwara-Eliya, Galle, Beliatta, Embilipitiya, Bandarawela, Gampaha, Weerawila, Ratnapura, Monaragala, Kuliyaipitiya, Badulla, Polonnaruwa, Balapitiya, Kegalle, Kurunegala, Kalutara, Warakapola, Matara, Maradana, Kandy, Homagama, Dehiattakandiya  <i>Tamil Medium :</i> Vavuniya, Trincomalee, Sammanthurai, Batticaloa, Jaffna
10 ECS 21	Certificate in Aluminium Fabrication  Full Time Day Six Months	1. Should have passed Year 9.  2. Age should not be less than 17 years as on 01.01.2005.	<i>Sinhala Medium :</i> Maradana, Ratmalana, Beliatta, Kurunegala, Homagama, Matara, Warakapola, Kandy, Anuradhapura, Gampaha
11 ECS 25	Certificate in Electrical Wiring  Full Time Day Six Months	1. Should have passed Year 9.  2. Age should not be less than 17 years as on 01.01.2005.	<i>Sinhala Medium :</i> Wariyapola, Weerawila, Kalutara, Pathadumbara, Matale, Dehiattakandiya

<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualification</i>	<i>Colleges where the Course is Available and Medium</i>
12 ECS 26	Certificate in Motor Cycle and Scooter Repairing  Full Time Day Six Months	1. Should have passed Year 9.  2. Age should not be less than 17 years as on 01.01.2005.	<i>Sinhala Medium :</i> Pathadumbara, Anuradhapura, Matale, Kurunegala, Ratmalana, Dehiattakandiya, Kegalle  <i>Tamil Medium :</i> Jaffna, Sammanthurai
13 MCC 08	Certificate in Footwear Making  Full Time Day One Year	1. Should have passed Year 9.  2. Age should not be less than 17 years as on 01.01.2006. Those under 22 years are given Preference.	<i>Sinhala Medium :</i> Ampara, Medagama
14 CBT 08	Certificate in House Hold Electrical Appliances Repairing  Full Time Day Six Months	1. Should have passed Year 10.  2. Age should not be less than 17 years as on 01.01.2006. Those under 22 years are given Preference.	<i>Sinhala Medium :</i> Pathadumbara, Anuradhapura
15 CBT 10	Certificate in Building Painting  Full Time Day Six Months	1. Should have passed Year 10.  2. Age should not be less than 17 years as on 01.01.2006. Those under 22 years are given Preference.	<i>Sinhala Medium :</i> Beliatta, Galle, Kegalle, Nuwara-Eliya
16 CBT 13	Certificate in Machining  Full Time Day One Year	1. Should have passed Year 10.  2. Age should not be less than 17 years as on 01.01.2006. Those under 22 years are given Preference.	<i>Sinhala Medium :</i> Gampaha
17 CBT 14	Certificate in Metal Fabrication  Full Time Day Six Months	1. Should have passed Year 10.  2. Age should not be less than 17 years as on 01.01.2006. Those under 22 years are given Preference.	<i>Sinhala Medium :</i> Ratmalana
18 CBT 15	Certificate in Radio, TV & Allied Equipment Repairing  Full Time Day Six Months	1. Should have passed Year 10.  2. Age should not be less than 17 years as on 01.01.2006. Those under 22 years are given Preference.	<i>Sinhala Medium :</i> Maradana
19 CBT 19	Certificate in Automobile Painting  Full Time Day Six Months	1. Should have passed Year 10.  2. Age should not be less than 17 years as on 01.01.2006. Those under 22 years are given Preference.	<i>Sinhala Medium :</i> Kurunegala
20 CBT 04	Certificate in Automobile Tinkering  Full Time Day Six Months	1. Should have passed Year 10.  2. Age should not be less than 17 years as on 01.01.2006. Those under 22 years are given Preference.	<i>Sinhala Medium :</i> Kurunegala



<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualification</i>	<i>Colleges where the Course is Available and Medium</i>
21	MCS 08 Certificate in Furniture Wood Carving Full Time Day Six Months	1. Should have passed Year 9. 2. Age should not be less than 17 years as on 01.01.2006.	<i>Sinhala Medium :</i> Kurunegala
22	ECS 24 Certificate in Foundry practice Full Time Day Six Months	1. G.C.E. (O/L) in Six (06) subjects in not more than two sittings. 2. Age should not be less than 17 years as on 01.01.2006.	<i>Sinhala Medium :</i> Kandy
<b>PART TIME COURSES</b>			
23	ECC 33.1 Certificate in Tractor Mechanic Part Time One Year	1. Should have passed Year 9. 2. Age should not be less than 17 years as on 01.01.2006.	<i>Sinhala Medium :</i> Anuradhapura  <i>Tamil Medium :</i> Jaffna
24	ECC 20.1 Certificate in Maintenance and Repairs to Agricultural Equipment Part Time One Year	1. Should have passed Year 9. 2. Age should not be less than 17 years as on 01.01.2006.	<i>Sinhala Medium :</i> Anuradhapura
<b>Business Studies Courses</b>			
<b>FULL TIME COURSES</b>			
01	BSC 03 National Certificate in Marketing Full Time Day Two years	1. G.C.E. (O/L) Examination in Six (06) Subjects with passess in Mathematics, Medium Language and English Language in one sitting. 2. Age should be between 17 and 25 years as on 01.01.2006.	<i>Sinhala Medium :</i> Kandy, Galle, Matara, Kurunegala, Ratnapura, Maradana, Kalutara  <i>Tamil Medium</i> Batticaloa, Sammanthurai, Jaffna  <i>English Medium</i> Maradana
02	BSC 04 National Certificate for Accounting Technicians Full Time Day Two years  Students who successfully complete this course are eligible to follow the following courses, conducted by the Sri Lanka Institute of Advanced Technical Education * Higher National Diploma in Accountancy * Higher National Diploma in Management * National Diploma in Business Studies * National Diploma in Business & Finance	1. G.C.E. (O/L) Examination in Six (06) Subjects with passes in Mathematics, Medium Language in one sitting 2. Age should be between 17 and 25 years as on 01.01.2006	<i>Sinhala Medium :</i> Maradana, Kalutara, Homagama, Kandy, Hasalaka, Dambulla, Nuwara-Eliya, Galle, Matara, Beliatta, Balapitiya, Trincomalee, Kurunegala, Kuliyaipitiya, Anuradhapura, Badulla, Ratnapura, Kegalle, Warakapola, Bandarawela, Dehiattakandiya  <i>Tamil Medium :</i> Maradana, Kandy, Jaffna, Batticaloa, Sammanthurai, Trincomalee, Vavuniya

<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualification</i>	<i>Colleges where the Course is Available and Medium</i>
03 BSC 06	National Certificate in Secretarial Practice English  Full Time Day One Year  Students who successfully complete this course are eligible to follow the National Diploma in Secretarial Practice Course, conducted by the Sri Lanka Institute of Advanced Technical Education	1. G.C.E. (O/L) Examination in Six (06) Subjects with passes in Mathematics and Medium Language in not more than two sittings. Should have a Credit pass in English.  (i) Competency in spoken & written English will be considered (ii) Candidates will have to sit a written test, if so decided by the authorities (iii) Female Candidates are preferred 2. Age should be between 17 and 25 years as on 01.01.2006 Preference will be given to those under 22 years	<i>English Medium :</i> Maradana, Gampaha, Kalutara, Homagama, Kandy, Galle, Matara, Beliatta, Balapitiya, Kurunegala, Anuradhapura, Badulla, Warakapola, Batticaloa, Kegalle, Trincomalee, Kuliyaipitiya
04 BSC13	National Certificate in Shorthand, Typewriting and Computing—Sinhala  Full Time Day One Year	1. G.C.E. (O/L) Examination in Six (06) Subjects with passes in Mathematics and Medium Language in not more than two sittings Should have a Credit pass in Sinhala 2. Age should be between 17 and 25 years 01.01.2006. Preference will be given to those under 22 years	<i>Sinhala Medium :</i> Maradana, Kalutara, Kandy, Dambulla, Galle, Kuliyaipitiya, Beliatta, Anuradhapura, Monaragala, Trincomalee, Medagama, Ampara, Pathadumbara
05 BSC14	National Certificate in Shorthand, Typewriting and Computing—Tamil  Full Time Day One year	1. G.C.E. (O/L) in Six (06) Subjects in not more than two sittings with passes in Medium Language and Mathematics Should have a Credit Pass for Tamil Language 2. Age should be between 17 and 25 years 01.01.2006. Preference will be given to those under 22 years	<i>Tamil Medium :</i> Maradana, Jaffna, Batticaloa, Sammanthurai, Trincomalee

#### PART TIME COURSES

06 BSC 04.1	National Certificate for Accounting Technicians  Part Time Two years  (Restricted to employees in an office of a Recognized Firm, Government Department/Corporation or Local Authority or any other Recognized Institute).	1. Passes in Six (06) subjects including Mathematics at the G. C. E. (O/L) Examination in two sittings.  2. Age should not be less than 18 years as on 01.01.2006	<i>Sinhala Medium :</i> Kurunegala
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Code No.	Name of Course	Admission Qualification	Colleges where the Course is Available and Medium
07 BSC 14.1	National Certificate in Shorthand, Typewriting and Computing – Tamil  (Restricted to those who are engaged in Stenography/ Typing or in an allied field)  Part Time One year	1. G.C.E. (O/L) in Six (06) subjects in not more than two sittings with passes in Medium Language and Mathematics, Should have a Credit Pass for Tamil Language  2. Age should be over 17 years as on 01.01.2006	<i>Tamil Medium :</i> Jaffna, Sammanthurai, Batticaloa

**General Studies Courses**

**FULL TIME COURSES**

01 ESC 01	National Certificate in English for Commerce, Industry and Further Education  Full Time Day One Year  Students who successfully complete this course are eligible to follow the National Diploma in English Course, conducted by the Sri Lanka Institute of Advanced Technical Education	1. Passes in Six (06) subjects including English at the G.C.E. (O/L) Examination in not more than two sittings  2. Age should be between 17 and 25 years as on 01.01.2006.	<i>English Medium :</i> Maradana, Ratmalana, Homagama, Gampaha, Kalutara, Kandy, Hasalaka, Matale, Nuwara Eliya, Galle, Balapitiya, Matara, Beliatta, Weerawila, Jaffna, Batticaloa, Ampara, Dehiattakandiya, Sammanthurai, Trincomalee, Kurunegala, Kuliyaipitiya, Anuradhapura, Polonnaruwa, Badulla, Monaragala, Ratnapura, Embilipitiya, Kegalle, Warakapola, Medagama, Vavuniya, Bandarawela, Wariyapola
02 MCC 12	Certificate in Textile and Household Drapery  Full Time Day  One Year	1. Should have completed Year 10  2. Age should not be less than 17 years as on 01.01.2006	<i>Sinhala Medium :</i> Kuliyaipitiya
03 MCS 07	Certificate in Hotel House Keeping  Full Time Day Six Months	1. G.C.E. (O/L) Examination in Six (06) Subjects in not more than two sittings  2. Age should not be less than 17 years as on 01.01.2006 Those under 22 years are given Preference	<i>Sinhala Medium :</i> Dambulla
04 MCC 09	National Certificate in Japanese Language  Full Time Day One Year	1. G.C.E. (O/L) Examination in Six (06) subjects in not more than two sittings  2. Age should not be less than 17 years as on 01.01.2006 Those under 22 years are given Preference	<i>Japanese Medium :</i> Galle

<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualification</i>	<i>Colleges where the Course is Available and Medium</i>
05 MCS 09	Certificate in Batiks and Textile Printing  Full Time Day Six Months	1. Should have passed Year 9  2. Age should not be less than 17 years as on 01.01.2006	<i>Sinhala Medium :</i> Matale
06 MCS 10	Certificate in Tailoring (Ladies/Gents)  Full Time Day Six Months	1. Should have passed Year 9  2. Age should not be less than 17 years as on 01.01.2006	<i>Sinhala Medium :</i> Ratnapura, Warakapola  <i>Tamil Medium :</i> Trincomalee, Sammanthurai

#### PART TIME COURSES

07 ESC 01.1	National Certificate in English for Commerce, Industry and further Education  Part Time Two years	1. Passes in Six (06) Subjects at the G.C.E. (O/L) Examination in not more than two sittings (Special consideration will be given to those employed in a supervisory capacity in an Industrial, Commercial or any similar establishment or those who were employed in a similar capacity at an earlier date and those who may qualify for promotion after successful completion of the Course) A basic knowledge of English is essential  2. Age should not be less than 17 years as on 01.01.2006	<i>English Medium :</i> Dambulla, Beliatta, Jaffna, Batticaloa, Samanthurai, Badulla, Kurunegala, Polonnaruwa, Ampara, Monaragala, Medagama, Vavuniya, Embilipitiya
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\*Note.— Students who follow the eighteen (18) Engineering Craft Studies Courses from No. 03-20 have the opportunity to obtain National Vocational Qualification Certificates.