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The Gazette of the Democratic Socialist Republic of Sri Lanka

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PART I : SECTION (IIA) — ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 23rd January, 2015 should reach Government Press on or before 12.00 noon on 09th January, 2015.

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

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

P. H. L. V. DE SILVA,
Acting Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2015.

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



1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any other 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.

COMMISSIONER GENERAL OF EXAMINATIONS,
Department of Examinations,
Pelawatta, Battaramulla.

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

COLOMBO DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 02.02.2015.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
12th December, 2014.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Colombo	Sri Jayawardhanapura	Post of Medical Registrar of Births and Deaths of Sri Jayawardhanapura Kotte North Division	District Secretary/Additional Registrar General District Secretariat, Narahenpita, Colombo 05.

01-91

Examinations, Results of Examinations &c.

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2012(1) 2014

IT is hereby notified that an Efficiency Bar Examination for the officers in Grade II of Public Management Assistants' Service will be held by the Commissioner - General of Examinations in the month of April, 2015 as per provisions of Para 8, para 15, interim provisions . and provisions in Annex 05 of the approved service minute of Public Management Assistants' Service published in the

Government *Gazette* of the Democratic Socialists Republic of Sri Lanka bearing No. 1840/34 dated 11.12.2013.

- 2.0 (i) Officers who have not completed the Efficiency Bar Examination for the officers in Grade II, mentioned in the previous service minute, but have passed or exempted from either both or one of the subjects of this examination namely (1) Office Systems and Procedures (2) Accounting Systems used in the Government Offices shall be exempted from the relevant subjects of the Efficiency Bar

Examination for officers in Grade II mentioned in this Service Minute, on subject to subject basis.

- (ii) Officers who have been promoted to Grade II before the date of implementation of this Service Minute, should pass the Efficiency Bar Examination relevant to Grade II before the lapse of six (06) years from the date of promotion.

3.0 This examination for officers in Grade II of the Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of relevant towns and town numbers are given below. The Commissioner - General of Examinations reserves the right to cancel any center due to insufficiency of candidates or any other reason and decide an alternative as per the candidate's second preference of towns. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/ towns indicated.

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

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

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

5.0 *Eligibility.*— Officers who have been appointed to posts in Grade II of Public Management Assistants' Service are eligible to appear for this examination. This examination should be passed within three years from the date of promotion to Grade II.

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

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

6.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the Registered post through the respective Heads of Departments to reach the

Commissioner - General of Examinations,
Organization and Foreign Examinations Branch,
Department of Examinations,
P. o. 1503,
Colombo.

on or before 02nd February, 2015. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

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

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

- (ii) A valid Passport.

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Commissioner - General of Examinations. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations.

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

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

9.0 The Commissioner - General of Examinations will issue admission cards along with copies of the time table and to all candidates whose applications have been received. A notification will be published in newspapers as soon as the admission cards are issued to the candidates by the Department of Examinations. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations: *i.e.* A copy of the application from kept at your possession, copy of the receipt obtained at payment of Examination fee, name, address, national identity card number and the name of the examination. In case of the applicants outside Colombo, letter of the request furnishing the above particulars and a fax number to which a copy of the admission card is to be send to the Department of Examination through fax. Officers who sit for the examination should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall.

Note: Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination.

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

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

12.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. (For further details, refer to Annex 5 of Public Management Assistants' Service minute.)

13.0 For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.

14.0 The Department of Examination will issue the result sheet including the results of all the candidates who have sat for the

examination to the Director General of Combined Services, Ministry of Public Administration and Home Affairs. The list of name of the candidates who have passed the examination will be published in the Government *Gazette* of Democratic Socialist Republic of Sri Lanka.

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

Subject	Marks	Duration	Subject No.
1. Office systems and Procedure	100	02 hrs.	01
2. Accounting Systems adopted in the Government offices	100	02 hrs.	02
Total	200		

15.1 *Office Systems and Procedure :*

This paper is intended to test the candidate's knowledge of office systems adopted in government offices and his / her ability of practical application of the knowledge. This paper consists of two parts.

Part I - A paper of multiple-choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

15.2 *Accounting Systems adopted in Government Offices :*

Candidate's knowledge in Accounting Systems adopted in government office, books and records controlling Accounts and orders and instructions of the Treasury issued in relation to that and his/her ability of practical application of the knowledge will be tested. This paper consists of two parts.

Part I - A paper of multiple-choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

16.0 The decision of the Director General of Combined Services will be final, in respect of any matter not provided for in this notification. In the event of any inconsistency between the Sinhala, Tamil and English text of this Examination Notification, the Sinhala text shall prevail.

K. V. P. M. GAMAGE,
Director General of Combined Services,
Ministry of Public Administration
and Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
19th December, 2015.

SPECIMEN FORM OF APPLICATION

**EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF PUBLIC
MANAGEMENT ASSISTANTS' SERVICE -2012 (I) 2014**

(As per this exam notification, only the officers in Grade 11 of Public Management Assistant's Service of the Combined Services shall be eligible to forward applications)

Town	Town No.
1.	
2.	
(Indicate the name and the number of the town in which you wish to sit for the examination as per Para 3.0 of the <i>gazette</i> notification) (This cannot be changed subsequently)	

The service to which you belong
(Please refer the note of para 5.0 of the *Gazette* Notification carefully before filling this section)

Medium of examination :

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the cage)

- 1.0 1.1 Name with initials : _____.
(In block capitals) Eg: SILVA M.A.
- 1.2 Name with initials : _____.
(In Sinhala/Tamil)
- 1.3 Names denoted by initials : _____.
(In block capitals)
- 1.4 Names denoted by initials : _____.
(In Sinhala / Tamil)

2.0 Place of work and address :

2.1 Address to which the admission card should be sent : _____.

(In block capitals)

2.2 Names and Address of the Office/Department/Institution : _____.
(In English Capital Letters)

2.3 Names and Address of the Office/Department/Institution : _____.
(In Sinhala / Tamil)

3.0 Sex : Female - 1
Male - 0

(Indicate the relevant number in the cage.)

4.0 National Identity Card No. :

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

5.0 Subject/s you offer :

Subject	Subject No.

6.0 Present Post :

- 6.1 Post : _____.
- 6.2 Number of the letter of appointment : _____.
- 6.3 Date of entry into Grade II of Public Management Assistants' Service : _____.

7.0 7.1 Are you sitting the examination for the first time ? : _____.

7.2 If not, the fee paid : _____.

7.3 For affixing the receipt:

Affix the receipt securely here.
(It would be useful to keep a photocopy of the receipt)

8.0 Certificate of the Candidate :

I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. Since I sit for the examination for the time, it is not necessary to pay the examination fee/the receipt obtained by paying Rs. to Post office/ sub post office receipt No. Dated has been affixed hereto. Further I agree to be bound by to the decision taken by the Commissioner-General of examinations in respect of conducting this examination and also to all the provisions of the Examination Act and.

_____,
Signature of candidate.

Date : _____.

Note: The candidate should sign in the presence of the Head of his/her Department/Institution or an officer authorized to sign on behalf of such Head of Department.

Attestation of the Signature

I certify that Mr. / Mrs. / Miss who is an officer in my office and who is known to me personally, placed his / her signature in my presence on Since he/ she sit for the examination for the first time, it is not necessary for him/ her to paid the relevant examination fee and that the receipt has been affixed.

_____,
Signature and official stamp of the
personal attesting.

Date : _____.

Name

Designation : _____.

Address : _____.

9.0 Certificate of the Head of the Department :

I certify that,

- (i) The particulars furnished by the candidate have been examined;
- (ii) This officer belongs to combined services;
- (iii) The officer has *appeared/not appeared for the examination earlier;
- (iv) *He/she has affixed the receipt obtained by paying the relevant fee to this application form since *he/ she has appeared for the examination and;
- (v) The candidate is eligible to sit the examination.

Signature and official stamp of the
Head of the Department.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

* (Delete inapplicable words)

01-172

**EFFICIENCY BAR EXAMINATION FOR OFFICERS
IN CLASS I OF THE GOVERNMENT
TRANSLATORS' SERVICE - 2013(2014)**

AN Efficiency Bar Examination for Officers in Class I of the Translators' Service, as provided for in paragraph 08 of the Translators' Service Minute published in the Government *Gazette* Extraordinary No. 829/7 dated 26.07.1994, will be held in Colombo by the Commissioner General of Examinations in the month of April 2015. Candidates may appear for the examination either in Sinhala, Tamil or English media. The language medium of examination applied initially will not be allowed to change.

02. The specimen form of application for this examination is published at the end of this notification. Applications should be prepared correctly and legibly and the officers should send their applications through the respective Heads of Departments by registered post to reach "the Commissioner-General of Examinations, Organizations & Foreign Examinations Branch, Department of Examinations Sri Lanka, P.O. Box 1503, Colombo", on or before 02nd of February 2015. The name of the examination should be indicated on the top left-hand corner of the envelope in which the application is sent to the Commissioner General of Examinations. Applications received after the closing date will be rejected.

03. (i) The application should be prepared on a paper "A4" size, using both sides of the paper in such a manner that items No. 1.0 to 2.10 appear on the first page and the remaining numbers in the second page. Although application form could be typewritten, it should be filled

by the candidate's own handwriting. Applications that are not complete in every aspect and that do not comply with the specimen will be rejected without any notice. It would be advisable to keep a photocopy of the completed application form at the candidate's possession.

- (ii) For the purposes of Official Languages Policy, all the applicants should prepare and fill their application forms in the official language. The name of the examination appearing in the heading of the application form should be indicated in English in both Sinhala and Tamil medium applications.

04. *Syllabus and Scheme of Examination :*

1st Subject: - Paper 01

Translation of –

- (i) A passage of general interest; and
- (ii) Extracts from
 - (a) an official document or report; and
 - (b) a newspaper article or report

In one of the following ways selected, in accordance with the candidate's medium of translation.

- (i) From Sinhala into Tamil
- (ii) From Sinhala into English
- (iii) From Tamil into English.

Duration : - 03 hours

Marks : 100

2nd Subject: - Paper 02 -

Translation of –

- (i) A passage of general interest; and
- (ii) Extracts from
 - (a) an official document or report; and
 - (b) a newspaper article or report

In one of the following ways selected, in accordance with the candidate's medium of translation.

- (i) From Tamil into Sinhala
- (ii) From English into Sinhala
- (iii) From English into Tamil.

Duration: - 03 hours

Marks: - 100

- Candidates should obtain 40% or above of the total marks for each paper to pass the examination.

05. Candidates' handwriting will be taken into consideration.

06. *Examination Fees.*— Examination fees will be levied in respect of candidates for this examination on the following basis :

- (a) No fees will be levied in respect of candidates appearing for the first time.
- (b) Fees for appearing on a subsequent occasion will be Rs. 400.00 for the full examination and Rs. 200 for a single subject.
- (c) The examination fee could be paid at any District / Divisional secretariat in the Island to be credited to the revenue head 2003-02-13 of the Commissioner General of Examinations and the receipt obtained in favor of the candidate himself /herself should be affixed to the relevant cage of the application form. It is advisable to keep a photocopy of the cash receipt with the candidate.
- (d) The examination fees will not be refunded or transferred in respect of any other examination under any circumstances.

07. *Admission to the Examination :*

- (b) (i) The Commissioner General of Examinations will issue admission cards to all applicants whose applications have been received. Candidates must get their signatures in the admission cards attested in advance and produce the admission cards to the supervisor of the examination center, when presenting themselves for the examination. Candidates without such admission cards will not be permitted either to enter the examination hall or sit the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such an advertisement, steps shall be taken to notify the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.
- (ii) Each candidate will be issued a time table along with the admission card.

(iii) Candidates are bound by the rules and regulations prescribed by the Commissioner General of Examinations for the conduct of the examination. They will be liable to any punishment imposed by the Commissioner General of Examinations for the breach of these rules.

(iv) Rules prescribed for candidates are printed at the beginning of this *Gazette*.

Note: The issue of an admission card to sit for the examination should not be considered as an acceptance of requisite qualifications of a candidate to compete at the examination.

08. Heads of Departments should grant duty leave for candidates to whom admission cards have been issued by the Commissioner General of Examinations, to present themselves at the examination. Travelling expenses are not payable.

09. *Identity of Candidates.*— Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents will be accepted.

- (a) The National Identity Card issued by the Department of Registrations of Persons ;
- (b) A valid passport.

The candidature of any candidate who is unable to submit anyone of the above mentioned documents in addition to his admission card is liable to be cancelled on the discretion of the Commissioner General of Examinations.

10. *Release of the results.*— The Commissioner General of Examinations will release the results of the examination to the Director General of Combined Services.

11. The decision of the Director General of Combined Services will be final in respect of any matter, which has not been provided for in this notification.

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

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

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
19th December, 2014.

Specimen Application Form

(for office use only)

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS I OF THE GOVERNMENT TRANSLATORS' SERVICE - 2013(2014)

(N. B.– This form should be filled correctly and legibly by the candidates own handwriting.)

1.0 Medium of translations of candidate as per Para 04 of the Gazette notification :

Paper 01 :

- | | | | |
|---------------------------|---|---|--|
| From Sinhala into Tamil | - | 1 | |
| From Sinhala into English | - | 2 | |
| From Tamil into English | - | 3 | |

(Indicate the relevant number in the cage)

Paper 02 :

- | | | | |
|---------------------------|---|---|--|
| From Tamil into Sinhala | - | 4 | |
| From English into Sinhala | - | 5 | |
| From English into Tamil | - | 6 | |

(Indicate the relevant number in the cage)

- Candidates may appear for either paper 01, paper 02 or both the papers.

2.0 Personal Information :

2.1 Name with initials in English block capitals :_____.

Eg. : GUNAWARDHANA, M. G. B. S. K.

2.2 Names denoted by initials in English block capitals : _____.

2.3 Full name (in Sinhala/Tamil)

2.4 Name of Ministry/Department/Office :_____.

2.5 Official Address (in English block capitals) :_____.

(The admission card will be sent to this address)

2.6 Sex :

- | | |
|-----------|--|
| Femal - 1 | |
| Male - 0 | |

(Indicate the relevant number in the cage)

2.7 Date of Birth :

Date : Month : Year :

2.8 National Identity Card No. :

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

2.9 Present Post :_____.

2.10 Number of the letter of appointment :_____.

3.0 3.1 Are you appearing for this examination for the first time ?
:_____.

3.2 If not, No. of the affixed cash receipt received by paying the examination fee :_____.

Date :_____.

Issued District/Divisional Secretariat :_____.

The cash receipt obtained from any District / Divisional secretariat, for payment of Rs. 200 for one subject and Rs. 400 for whole examination, should be affixed here
(keep a photocopy of the cash receipt)

4.0 Certificate of Candidate :

I declare that the particulars furnished above are true, that I am entitled to sit for the examination in the medium stated above, and that I have not been subjected to any form of disciplinary punishment. I agree to abide by the rules and regulations of this examination imposed by the Commissioner General of Examinations.

_____,
Signature of candidate.

Date :_____.

5.0 Certificate of the Head of Department :

I hereby certify that,

- (i) this candidate is employed in this Department as a Translator in Class I of the Translators' service;
- (ii) the particulars furnished above are correct;
- (iii) his/her work and conduct have been satisfactory throughout: and he/ she has not been subjected to any form of disciplinary punishment (excluding warning) during the 5 years preceding; and
- (iv) he/ she is eligible to sit for this examination.
- (v) he/ she has paid the prescribed examination fee and the receipt has been affixed (delete if inapplicable)

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

Date :_____.

Designation :_____.

Address :_____.

01-173

MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS

**Open Competitive Examination for Recruitment to the
Post of Technical Office (Grade III) of Sri Lanka
Technological Service to be appointed for the Service at
District Secretariats/Offices of the Government Agents
and Divisional Secretariats under Ministry of Public
Administration and Home Affairs - 2014**

APPLICATIONS are hereby called from the qualified Sri Lankan citizens for the Open Competitive Examination held for recruitment to above post.

02. On the results of a written test conducted by the Director General of Sri Lanka Institute of Development Administration, candidates who have proved their qualifications on merit will be selected for appointment to Grade III of Technical Office or Apprentice Training for the Post of Training Grade in Sri Lanka Technological Service to be attached to District Secretariats/Office of the Government Agent and Divisional Secretariats under Ministry of Public Administration and Home Affairs.

03. *Age limit.*— Candidates should be not less than 18 years and not be more than 30 years of age on the closing date of applications. However, the maximum age limit will not be applicable for the candidates who are already in Public or Provincial Public Service.

04. (a) Grade III

Educational Qualifications :

- (i) Should pass G. C. E. (O/L) in one sitting, in six subjects with credit passes for language or literature, mathematics, science and one other subject.
- (ii) Should have passed G. C. E. (A/L) in one and the same sitting with three subjects in Mathematics stream including Pure Maths/Applied Maths/Combined Maths and Physics.

Professional Qualifications.— Candidates should have obtained one of the following professional qualifications along with educational qualifications mentioned in 04(a) above.

- (i) National Diploma in Technology awarded by University of Moratuwa or Hardy Institution in Ampara ; or
- (ii) National Diploma in Engineering awarded by National Apprentice and Industrial Training Authority ; or
- (iii) Higher National Diploma in Engineering awarded by Ministry of Education and Higher Education ; or
- (iv) Diploma in Technology awarded by the Open University of Sri Lanka ; or
- (v) Successful completion of Part I of the Engineering Examination conducted by Sri Lanka Engineering Institute ; or
- (vi) Successful completion of Level 06 of National Vocational Qualification relevant to the field of employment ; or
- (vii) Other Technical Qualifications recognized by the Tertiary and Vocational Education Commission as equivalent to the technical qualifications mentioned above in each and every way on the opinion of the Ministry of Higher Education and other institutions which issue the aforesaid technical certificates.

(b) Training Grade

Educational Qualifications :

- (i) Should have passed 06 subjects in G. C. E. (O/L) Examination with credit passes for language or literature, Mathematics, Science and one other subject at one sitting.
- (ii) Should have passed G. C. E. (A/L) in one and the same sitting with three subjects in Mathematics stream including Pure Maths/Applied Maths/Combined Maths and Physics.

Professional Qualifications.— Candidates should have obtained the National Certificate of Technology (Part time three year training course) relevant to the field of his employment from a Technical College recognized by the government with the aforementioned basic qualifications.

Note :

- * The candidates who become qualified at the Open Competitive Examination for a Training Grade in Technological Service will be placed on the initial salary step of the salary scale of Grade III after they submit the certificate issued by the relevant institution to the effect that they have completed the one year the oretical and practical training according to the syllabus relevant to the service and have passed the relevant examination.
- * The apprentices who are unable to pass the examination held at the end of the training, have the opportunity to get their training extended for a period of not more than 06 months. The service of the apprentices who fail the examination held at the end of the extended period will be suspended.

05. *Salary Scale :*

(a) Grade III

MN 3-2006A under Public Administration Circular 06/2006 Rs. 15,005- 180x4 -240x6 - 320x11 - 360x20 - Rs. 27,885.

Candidates should pass first efficiency bar examination before the lapse of 3 years from the date of recruitment to Grade III and proficiency in second official language should be obtained before the lapse of 05 years from the appointment as per Public Administration Circular No. 7/2007 dated 28.05.2007.

(b) Training Grade.— Monthly Allowance.— Rs. 12,920.

06. *Service Conditions :*

- 1. This post is permanent and pensionable.
- 2. Selected candidates will be attached to District Secretariats/Office of the Government Agent and Divisional Secretariats on the discretion of Secretary, Ministry of Public Administration and Home Affairs.
- 3. Selected candidates are liable to serve in any part of the island.

4. Selected candidates will be subjected to a probation period of three years. Candidates who are already in public service will be subjected to an acting period of one year.
5. Selected candidates are bound by provisions indicated in Establishments Code and financial regulations and provisions of Public Administration Circulars, orders issued from time to time by the government and instructions issued by the Department.
07. (i) *Method of recruitment.*— This examination will be held strictly in Colombo by Sri Lanka Institute of Development Administration on the supervision of Technological Service Division of the Ministry of Public Administration and Home Affairs in February 2015.
- (ii) *Scheme of Examination :*
- (a) Examination will be held strictly in Sinhala and Tamil medium. It is not allowed to change the medium of language applied by the candidate consequently.
- (b) Candidates should answer all question papers at the examination in one and the same language.
- (c) Candidates shall be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration for the purpose of conducting the examination and issuing the results and they shall be liable to be subjected to any punishment imposed by the Director General of Sri Lanka Institute of Development Administration for violation of these rules and regulations.
- (iii) *Subjects of the examination.*— Examination will consist of two question papers.
1. Intelligence Test,
 2. Subject related Technical Test.
- Note.*— If the number of candidates who are eligible to be recruited to Grade III, which is the recruitment Grade, is less than the number of vacancies, the candidates who pass the qualifying examination under 4b above shall be included into training Grade for the purpose of filling the remaining vacancies.
08. *Syllabus :*
- (i) Intelligence test :
Duration - 1 hour - 100 marks
This paper consists of questions designed to assess the candidate's capacity for critical reasoning decision making and analytical power.
- (ii) Subject related Technical Test :
Duration - 3 hours - 100 marks
This paper consists of questions designed to assess the candidate's knowledge on principles of building construction, designing and understanding plans, water supply, drainage systems, disposal of garbage.
- The priority list for recruitment will be prepared on the aggregate of marks by selecting candidates who secured 40% or more for each paper.
- * Candidates are required to bring geometrical sets and other necessary tools to the examination centre for answering the paper.
09. *Penalty for furnishing false information.*— Care should be taken to furnish correct information in filling the application form. If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to during or after the examination, as per the rules and regulations of this examination, If during any stage, it is found that a candidate has furnished false he will be liable for dismissal from the Public Service. The issue of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination.
10. *Examination Fee.*— The fee is Rs. 500 it should be paid at any branch of Bank of Ceylon to be credited to Account No. 02323278 of Independence Square Branch in favour of "Director General, Sri Lanka Institute of Development Administration". The original of the receipt should be pasted securely to the relevant cage in the application form. (It is advisable to keep a photocopy of the receipt with the candidate for future reference) under no circumstance will the fee be refunded.
11. *Method of Application :*
- (a) Applications should be prepared using papers of A4 size (21x29 cm) (normal half sheets) in such a way that,
- (i) Para 01-03 appear on the first page and
 - (ii) Para No. 04 onwards on the other pages.
- (iii) Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. Further it would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice. It is essential to mention the name of examination in English language as well, in applications prepared in both Sinhala and Tamil mediums.
- (b) The completed application form for the examination should be sent by registered post to reach below mentioned address on or before 02.02.2015 :
- Director General,
Sri Lanka Institute of Development Administration,
No. 28/10,
Malalasekara Mawatha,
Colombo 07.

The words "Recruitment to the Post of Technical Officer (Grade III) of Sri Lanka Technological Service, Ministry of Public Administration and Home Affairs - 2014" should be clearly indicated on the top left hand corner of the envelope enclosing the application. Any application received after the closing date will not be accepted.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF TECHNICAL OFFICE (GRADE III) OF SRI LANKA TECHNOLOGICAL SERVICE TO BE APPOINTED FOR THE SERVICE AT DISTRICT SECRETARIATS/OFFICE OF THE GOVERNMENT AGENT AND DIVISIONAL SECRETARIATS UNDER MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS - 2014

(for office use only)

(c) It is compulsory for the officers who are already in public service to submit the application certified by the Head of the Department under the Section 12 of the application.

(d) An SMS will be sent to all the applicants by Sri Lanka Institute of Development Administration as soon as the admission cards are issued to the candidates. If the admission card is not received even after one week of such message, information and instructions can be obtained by calling the examination division of Sri Lanka Institute of Development Administration on 0115-980236.

(e) Candidates shall get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall on the date of examination. Candidates shall not be allowed to sit the examination without such admission card.

(f) Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination.

12. Candidates will be required to surrender any of the following documents to the supervisor of the examination hall to prove their identity :

(i) National Identity Card issued by the Department of Registration of Persons,

(ii) A valid passport.

13. Any matter not provided for in these regulations will be dealt with as determined by the Secretary to Ministry of Public Administration and Home Affairs. Candidates shall be bound by the general rules and regulations pertaining to this examination mentioned in the *Gazette*.

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

Ministry of Public Administration and Home Affairs,
19th December, 2014.

Language Medium :

Sinhala - 2 ☐
Tamil - 3 ☐

(Indicate the relevant number in the cage)

Grade applied for :

Grade III - 1 ☐
Training Grade - 2 ☐

(Indicate the relevant number in the cage)

1.0 1.1 Name with initials : _____.

(In English block capitals) Eg. : PERERA, A. B. C.

1.2 Name in full : _____.

(In English block capitals)

1.3 Name in full : _____.

(In Sinhala/Tamil)

1.4 N. I. C. Number :

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

1.5 Telephone No. :

Mobile : _____.

Land line : _____.

(It is compulsory to mention the mobile phone number)

2.0 2.1 Permanent address : _____.

(In English block capitals)

2.2 Permanent address : _____.

(In Sinhala/Tamil)

2.3 Address to which the admission card should be sent :

_____.

(In English block capitals)

2.4 Postal District : _____.

(In English block capitals)

3.0 3.1 Gender :

Female - 1 ☐

Male - 0 ☐

(Indicate relevant number in the cage)

3.2 Date of birth :

Year : Month : Date :

3.3 Age as at 02.02.2015 :

Years : Months : Days :

4.0 Educational Qualifications :**4.1 Particulars of G. C. E. (O/L) Examination :**

- (i) Year and Month of the Examination : _____.
- (ii) Index Number : _____.
- (iii) Results :

Subject	Grade	Subject	Grade
1		2	
3		4	
5		6	
7		8	
9		10	

4.2 Particulars of G. C. E. (A/L) Examination :

- (i) Year and Month of the Examination : _____.
- (ii) Index Number : _____.
- (iii) Results :

Subject	Grade
1	
2	
3	
4	

5.0 Technical Qualifications :

Institution	Course followed	Duration	Grade	Certificate No. and Date

6.0 Other Qualifications : _____.**7.0 If already in public service :**

- 7.1 Address of Department/Institution : _____.
- 7.2 Present Post : _____.
- 7.3 Period of Service : _____.
- 7.4 Whether the post is permanent and pensionable or temporary : _____.

8.0 Have you ever been convicted of any offence in a Court of Law ? (Indicate ✓ in the relevant cage) (Indicate particulars, if the answer is yes) :

Yes ☐ No ☐

9.0 Particulars of the receipt obtained for the examination fee :

- (a) branch to which the payment was made : _____.
- (b) Date : _____.
- (c) Amount : _____.

Receipt is to be affixed here so as not to be detached.

10.0 Candidate's Certificate :

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my

knowledge. I agree so suffer any loss that may cause as a result of any information not being completed and/or any information erroneously being included here. I also state that all sections herein have been correctly filled.

(b) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.

(c) I hereby agree to abide by all the conditions imposed by Sri Lanka Institute of Development Administration for the purpose of holding this examination.

(d) I shall not change any information mentioned herein later.

_____,
Signature of Applicant.

Date : _____.

11.0 Attestation of Applicant's Signature :

I hereby certify that Mr./Mrs./Miss _____, who submits this application, is known to me personally and that he/she placed his/her signature in my presence on _____ and further the officer has paid the prescribed examination fee and pasted the receipt on the applications.

_____,
Signature of the officer attesting
the signature.

Date : _____.

Name in full of the officer, attesting the signature : _____.

Designation : _____.

Address : _____.

(To be confirmed by official stamp)

12.0 Attestation of the Head of the Department, if the candidate is a public officer :

I hereby submit the application of Mr./Mrs./Miss _____ further, it is hereby informed that he/she is serving in a permanent/temporary/casual post of this Ministry/Department and he/she can/cannot be released from service, if selected for this post.

_____,
Head of the Department or authorized
officer.

Date : _____.

Name in full of the officer attesting : _____.

Designation : _____.

Ministry/Department : _____.

**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE
"GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA"
EFFECTIVE AS FROM JANUARY 01st, 2013**

**All the Gazettes could be downloaded from the www.documents.gov.lk
(Issued every Friday)**

1. All Notices and Advertisements are published at the risk of the Advertisers.
2. All Notices and Advertisements by Private Advertisers may be handed in or sent directly by post together with full payments to the **Government Printer, Department of Government Printing, Colombo 8.**
3. The office hours are from 8.30 a.m. to 4.15 p.m.
4. Cash transactions will be from 9.00 a.m. to 3.00 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements sent directly by post should be accompanied by Money Order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements. Post Office - Borella will be the paying office for Money Orders.
6. To avoid errors and delay "copy" should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale of charges for Notices and Advertisements is as follows from January 01st, 2013 :-**

	<i>Rs.</i>	<i>cts.</i>
One inch or less	137	0
Every addition inch or fraction thereof	137	0
One column or 1/2 page of <i>Gazette</i>	1,300	0
Two columns or one page of <i>Gazette</i>	2,600	0

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

11. The "Gazette of the Democratic Socialist Republic of Sri Lanka" is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.
12. All Notices and Advertisements should reach the **Government Printer, Department of Government Printing, Colombo 8**, as shown in Schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.
13. All communications regarding non-receipt, change of address and of the *Gazette* of the Democratic Socialist Republic of Sri Lanka should be addressed to the Government Printer, Department of Government Printing, Colombo 08.
14. **REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 2013 :**

***Annual Subscription Rates and Postage**

	Price <i>Rs. cts.</i>	Postage <i>Rs. cts.</i>
Part I :		
Section I	4,160 0	9,340 0
Section II (Advertising, Vacancies, Tenders, Examinations, etc.)	580 0	950 0
Section III (Patent & Trade Mark Notices etc.)	405 0	750 0
Part I (Whole of 3 Sections together)	890 0	2,500 0
Part II (Judicial)	860 0	450 0
Part III (Lands)	260 0	275 0
Part IV (Notices of Provincial Councils and Local Government)	2,080 0	4,360 0
Part V (Stage carriage permits and Book List)	1,300 0	3,640 0
Part VI (List of Jurors and Assessors)	780 0	1,250 0
Extraordinary Gazette	5,145 0	5,520 0

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

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

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Note.—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer.

THE SCHEDULE

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
	2015					
JANUARY	02.01.2015	Friday	—	19.12.2014	Friday	12 noon
	09.01.2015	Friday	—	26.12.2014	Friday	12 noon
	16.01.2015	Friday	—	02.01.2015	Friday	12 noon
	23.01.2015	Friday	—	09.01.2015	Friday	12 noon
	30.01.2015	Friday	—	16.01.2015	Friday	12 noon
FEBRUARY	06.02.2015	Friday	—	23.01.2015	Friday	12 noon
	13.02.2015	Friday	—	30.01.2015	Friday	12 noon
	20.02.2015	Friday	—	06.02.2015	Friday	12 noon
	27.02.2015	Friday	—	13.02.2015	Friday	12 noon
MARCH	06.03.2015	Friday	—	20.02.2015	Friday	12 noon
	13.03.2015	Friday	—	27.02.2015	Friday	12 noon
	20.03.2015	Friday	—	06.03.2015	Friday	12 noon
	27.03.2015	Friday	—	13.03.2015	Friday	12 noon

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Acting Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2015.