

N.B.— Part III of the Gazette No. 1,667 of 13.08.2010 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

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No. 1,668 – FRIDAY, AUGUST 20, 2010

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* Notices for publication in the weekly *Gazette* of 27th August, 2010 should reach Government Press on or before 12.00 noon on 13th August, 2010.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2010.

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.

Posts – Vacant

AMENDMENT

REGISTRAR GENERAL'S DEPARTMENT

Posts of Marriages, Birth and Death Registrars

GALLE DISTRICT

IT is kindly notified, that the post of Additional Marriage (General) registrar of Wellaboda Pattu (Dodanduwa) Division of Hikkaduwa Divisional Secretariat Division of Galle District which appeared in the *Gazette* No. 1,651 of 23.04.2010 is hereby amended as the post of Additional Marriage (General) Registrar of Wellaboda Pattu Division of Hikkaduwa Divisional Secretariat Division of Galle District.

It is further notified that all other details in the notification concerned remain unchanged.

E. M. GUNASEKERA,
Registrar-General.

08-402

PROMOTION OF GRAMA NILADHARIES WHO HAVE COMPLETED 15 YEARS OF SERVICE TO GRADE I OF THE SERVICE WITH EFFECT FROM 01.10.2009 ON SENIORITY AND MERIT AS PER CABINET DECISION ARRIVED AT THE CABINET MEETING HELD ON 16.09.2009

APPLICATIONS are hereby called from Grama Niladharies in Grade II who were in service as at 01.10.2009 and have possessed following qualifications, to promote to Grade I on seniority and merit.

1. *Prescriptions for promotions.*— Grama Niladharies who have satisfied qualifications in No. 2 below will be interviewed by and interview board appointed by me. Accordingly, marks will be allocated considering their seniority and merit. Candidates who have proved basic qualifications at the interview based on the revision made in procedure of promotion as per the cabinet decision will be promoted to Grade I from 01.10.2009.

2. *Qualifications :*

- (a) Shall have completed 15 years in service in Grade II of Grama Niladhari Service as at 01.10.2009 including the period of absorption to Provincial Public Service. (If the officer has been absorbed into Grama Niladhari Service whilst serving as Samurdhi/Govi Animator/Agriculture Extension Officer/Special Services Officer/Cultivation Officer, his permanent service in the previous service shall also be included in the 15 years of service in Grade II. Further when calculating the service of officers who lost their posts in 1977 due to political reasons and have been reinstated in service in 1995 as per the Cabinet

Decision No. CP/97/0419/05/016, the service period from the date of first appointment in 1977 shall be taken into consideration).

- (b) Shall have completed five years satisfactory service in Grade II of Grama Niladhari Service immediately preceding 01.10.2009 and earned salary increments due within that period.
- (c) Shall have passed the efficiency bar examination as prescribed in the procedure of recruitment of Grama Niladhari Service before 01.10.2009.

3. *Salary Scale :*

- (i) Grade I of Grama Niladhari Service - Monthly - Rs. 16,680 - 09 x 240 - 10 x 320 - Rs. 22,040 (as per Public Administration Circular No. 06/2006(iv)).
- (ii) Officers who are promoted will be placed on due salary step of the above salary scale in consistent to the provisions of PA Circular 06/2006 and revisions which have already been and would be made to the above circular.

4. *Method of Promotion.*— Candidates will be called for an interview as to whether they have satisfied qualifications mentioned in Para II.

- (a) 20 marks for satisfactory service records - 2 marks will be allocated for each year of satisfactory service falling before the satisfactory service of five years prior to due date.
- (b) 20 marks for commendations - 4 marks will be allocated for commendation certificates issued in accordance with the approved form. Two marks will be allocated for each of other commendation certificates.
- (c) 10 marks for creating activities.
- (d) 30 marks for seniority - two marks will be allocated for each year of satisfactory service beyond 15 years of service.
- (e) 20 marks for the service experience and candidate's understanding on entrusted duties.
- (f) Candidates, who are recommended by the interview board to the effect that they have satisfied basic qualifications as per the decision of the cabinet of Ministers, will be promoted with effect from 01.10.2009. However, the officer will not have any right for the promotion if he was not in the service by 01.10.2009.

5. *Calling of applications :*

- (i) Application should be perfected in duplicate. One of these applications should be sent by registered post to

relevant District Secretary through Divisional Secretary before 20.09.2010. The other copy should be filled in the personal file.

- (ii) District Secretary should send a document containing particulars of applications received on due date to the Ministry within two weeks. (It is not required to send applications).
- (iii) Candidates should prepare their applications strictly in accordance with the specimen form. Candidates may prepare their applications either on a computer or using a typewriter and it should be perfected with the inclusion of their particulars accurately and clearly.
- (iv) Copies of any document or documents should not be attached to the applications. However, they should be kept at hand by the candidate to submit them whenever requested.
- (v) Applications which are incomplete and which are not forwarded through the channel indicated in this notification will be rejected.

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

Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 07,
29th July, 2010.

Specimen Form of Application
(Application should be prepared on paper of
A4 size using both sides)

APPLICATION FOR PROMOTION TO GRADE I OF
GRAMA NILADHARI SERVICE ON MERIT

PART I

- 01. (i) Name with initials : _____.
Names denoted by initials : _____.
- 02. (i) Official address : _____.
(ii) Private address : _____.
- 03. NIC No. : _____.
- 04. Date of birth : _____.
- 05. Period of service in the post of Grama Niladhari as at 01.10.2009 :
Years : _____, Months : _____, Days : _____.
- 06. Date of first appointment to the Public Service : _____.
- 07. Date of appointment/absorption to Grama Niladhari service : _____.

08. Particulars of absorption, if the officer has been absorbed to Grama Niladhari service (Please complete the relevant para) :

	Service	Date of Appointment	Period of Service
A	Service as a Special Services Officer		
B	Cultivation Officers' Service		
C	Agriculture Extension Service		
D	Samurdhi or Govi Niyamaka Service		
E	Other		

- 09 (i) Name and number of the Grama Niladhari Division where the officers serves at present : _____.
(ii) Divisional Secretary's Division to which the above Grama Niladhari service belongs : _____.
(iii) District : _____.
- 10. Districts and Divisional Secretary's Division where the officer has served (including durations) :

District	Divisional Secretary's Division	Duration	
		From	To

- 11. (i) Whether all salary increments within the service period have been earned ? : _____.
(ii) If not, furnish particulars : _____.
- 12. Particulars of the release to other service, if you have/had been released for the service in a corporation or any other service : _____.
- 13. Particulars of no-pay leave obtained for foreign employment or any other purpose, if any : _____.
- 14. Creative activities of the candidate during the service period (indicate the activities carried out and people benefited etc. : _____.
- 15. Commendations received during the service period : _____.
- 16. Whether any disciplinary action has been taken against you. If so, furnish particulars : _____.

I, do hereby certify that the above particulars mentioned above by me are true and correct. I am fully aware that I am liable to be disqualified for the promotion to Grade I of the service and also liable to be subjected to disciplinary action if any particular furnished by me is found to be false. Further, I have no objection for taking above action against me.

Signature of Applicant.

Date : _____.

PART II

TO BE COMPLETED BY DIVISIONAL SECRETARY

District Secretary,
District Secretariat,
.....

I hereby certify that,

- (i) The particulars mentioned by Mr./Mrs./Miss have been compared with the particulars in his/her personal file and found to be true and correct and,
- (ii) Disciplinary action are not being taken/is not intended to be taken against her/him and,

(iii) His/her service had been satisfactory during the immediately preceding five years and he/she has been appointed to Grade II of Grama Niladhari Service with effect from and promoted/exempted beyond efficiency bar and this application has been filed in the personal file of the officer.

_____,
Divisional Secretary.

Name : _____.
Designation : _____.
Official Stamp : _____.
Date : _____.

08-385