

N.B.— Part IV(A) of the *Gazette* No. 1,481 of 19.01.2007 was not published.

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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 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 02nd February, 2007, should reach the Government Press on or before 12 noon on 19th January, 2006.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2007.

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 form 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.

Examinations, Results of Examinations, &c.

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE TO CLASS I -2007

1.0 It is hereby notified that, the qualifying examination for promotion of officers in Class II of Public Management Assistants' Service to Class I will be held in the three languages *i. e.* Sinhala, Tamil and English languages by the Commissioner General of Examination on May 2007.

2.0 Examination for promotion of officers in Class II of public Management Assistants' Service to Class I will be held at the centers in Colombo, Galle, Kandy, Jaffna, Batticaloa, Matara, Kurunegala, Ratnapura, Badulla and Anuradhapura. The towns and their numbers are given below :

Town	Number of the Town
Colombo	01
Galle	02
Kandy	03
Jaffna	04
Batticaloa	05
Matara	06
Kurunegala	07
Ratnapura	08
Badulla	09
Anuradhapura	10

Any centre without sufficient number of candidates will be cancelled.

3.0 (i) This examination will be held by the Commissioner General of Examination and candidates are bound by the rules and regulations stipulated by him in respect of holding this examination.

(ii) A set of rules and regulations for the candidate is published, separately in the Gazette Notification. Any candidate who violates these rules and regulations will be liable to a punishment imposed by the Commissioner General of Examination.

4.0 Candidates are required to satisfy following qualifications to sit the examination.

(i) Should be an officer who has completed an active service of ten years (10) in Class II of Public Management Assistants' Service and a satisfactory service of five (05) years as at the closing date of application.

(ii) Should have passed the efficiency bar examination held for officers in Class II of Public Management Assistants' Service.

Note. - The date of the examination will be reckoned as the date on which the candidate who has passed the examination qualification for promotion to Class I of the service.

However, any candidate who passes the examination without possessing above qualifications will be treated as disqualified for promotion to Class I.

5.0 Scheme of Examination.- Candidates should sit an written examination consisting of following subjects.

Subject	Marks	Duration
(i) Establishment Procedure	100	1 1/2 hours
(ii) Public Financial Management	100	1 1/2 hours
(iii) Case Study	100	01 hour
(iv) General Paper	100	01 hour
Total	400	

Establishment Procedure. - It is expected to test the practical knowledge of the candidate on matters containing in volume I and II of the Establishment Code.

Public Finance Management :

- (a) Practical knowledge on financial regulations ;
- (b) Basic knowledge on auditing ;
- (c) Basic bank practice ;
- (d) Basic knowledge on store keeping.

Case Study. - Candidates are required to answer a multiple choice/ essay type paper designed to analyze measures to be taken to a problem relating to office administration.

General paper. - It is expected to test the general knowledge of the candidates on current affairs both local and international.

Note :

- (i) Candidates should answer these papers in the language medium in which they sat the competitive examination for recruitment to the service. Those who have been recruited to the service without sitting a competitive examination should answer the papers in the same language medium in which they qualified for recruitment.
- (ii) Candidate should score minimum marks of 40% in each subject and aggregate of 160 or more to pass the examination.
- (iii) Model question papers related to the subjects of this examination will be published in the web site of Ministry of Public Administration and Home Affairs, in due course. (Web site address : www.pubad.gov.lk)

6.0 Commissioner General of Examination will issue results of the examination to the Director General of Combined Services. Accordingly, names of successful candidates will be published in the *Gazette* Notification of the Democratic Socialist Republic of Sri Lanka.

07. Applications should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Application prepared by the candidate should be sent by registered post to the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Sri Lanka Examinations Department, Pelawatta, Battaramulla so as to reach him on or before 2nd March, 2007.

A certificate to prove the satisfactory service of the officer should be included to the application. The respective head of Department should see to that every application has been perfected accurately each and every way, and the service certificate has been duly signed by him. The top left corner of the envelop containing the application should bear clearly the name of the examination. Applications received after the closing date will be rejected.

08. *Identification of Candidates.*- Candidates are required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they appear. For this purpose any one of the following documents should be submitted to the supervisor.

- (i) National Identity Card issued by the Commissioner of the Department of Registration of Persons.
- (ii) A valid passport

Candidature of any candidate who fails to submit any one of the above can be cancelled by the Commissioner General of Examinations, at his discretion.

09. *Applications.*- Application form should be prepared on a paper of A4 size including numbers from 01 to 02 on the front side of the paper. Application form may be prepared in a typewriter but should strictly be filled correctly and clearly in candidates' own handwriting.

Candidates who are sitting this examination for the first time need not to pay examination fees. However, at consequent sittings, candidates are required to paste stamps to the value of Rs. 90. on the application for each sitting, and to cancel duly them by placing signature and date. Under no circumstances, this fee will be refunded and transfer of fees to another examination will not be allowed.

The Commissioner General of Examinations will issue admission cards along with the time table to all candidates who have submitted applications. Candidates who sit the examination should surrender their admission card in which his/her signature has been duly attested to the supervisor. Candidates will not be permitted to sit the examination without admission cards. A candidate who does not receive his/her admission card at least seven days (07) before the day of examination, should at once notify the Commissioner General of Examination, Organizations and Foreign Examination Branch, Sri Lanka Examination Department, Pelawatta, Battaramulla (Telegraphic address "Exams" Battaramulla) 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 the Post Office.

10. Heads of Departments should grant duty leave to the candidates who are issued admission cards by the Commissioner General of Examinations to present themselves at the examination. Travelling expenses will not be paid in this respect.

11. For the purpose of the official language policy, all the candidates are required to prepare and perfect their own application in the official language.

12. Any matter which does full under this examination notice, will be decided by the Director General of Combined Services and his decision shall be the final.

A. NOBERT,
Director General of Combined Services,
Ministry of Public Administration and Home Affairs.

10th January, 2007,
Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07.

SPECIMEN APPLICATION FORM

(For Office use only)

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE TO CLASS I - 2007

- 1.0 1.1 Name with initials : Mr/Mrs/Miss : _____.
(in English block capitals)
eg. SILVA A. B
- 1.2 Name with Initials : _____.
(In Sinhala/Tamil)
- 1.3 Names denoted by Initials : _____.
(In English Block Capitals)
- 1.4 Name denoted by Initials : _____.
(In Sinhala/Tamil)
- 1.5 Have you changed your name after entry to Public Service, if so, indicate the previous name : _____.
- 1.6 Place of work and Address
 - 1.6.1 Name and the Address of Office/Department/Institution : _____.
(In English Block Letters)
 - 1.6.2 Name and the Address of Office/Department/Institute : _____.
(In Sinhala/Tamil)
- 1.7 National Identity Card No :
- 1.8 Town in which you wish to sit the examination and its number :
Town Town Number
(indicate the town as per the paragraph 2.0 of the Gazette notification and indicate the relevant town number in the cage. It is not be allowed to change subsequently)

1.9 Language medium in which you sit for examination

☐

Sinhala-2 Tamil-3 English 4

(Indicate the relevant number in the cage. It is not allowed to change subsequently)

1.10 Sex :

☐

Female - 1 Male - 0

(Indicate the relevant number in the cage)

1.11 Date of Birth : Year Month Date

2.1 Present Post

2.1 Post :_____.

2.2 Number and the date of the Appointment Letter :_____.

2.3 Date of entry to Class II of the above service :_____.

Year Month Date

2.4 Have you earned all increments during the period of your service ? if not, give particulars :_____.

2.5 If you have suffered any punishment whatsoever state particulars in brief :_____.

2.6 If you have been released for service in a corporation or any Statutory Board furnish such particulars :_____.

2.7 Have you availed no pay leave for employment abroad or any other purpose, furnish such particulars :_____.

3.0

3.1 Indicate whether you are sitting the examination for the first time:_____.

3.2 If not, value of the stamps (affixed):_____.

3.3 Stamp Cage

If you are not sitting the examination for the first time, affix Rs. 90 value stamps here.

4.0 Declaration of candidate

I do hereby declare that,

(i) The above particulars furnished by me are true and correct to my knowledge and faith and,

(ii) I am a officer in Class II of Public Management Assistants' Service and I have been appointed to Class II of Public Management Assistants' Service onand.....

(iii) I have completed a 10 years active period of service as atand 5 years satisfactory period of the service on that date and ;

(iv) I am sitting the examination for the first time/prescribed amount stamps as examination fee have been affixed.

I am also aware that any particulars contained herein are fund to be false and incorrect, I am liable to disciplinary action being taken against me. I agree to obey the regulations of this examination.

Signature of the Candidate.
(See the foot note)

Date :_____.

Note. (1) Period of service in Class II/IIA of General Clerical Service or its parallel Services before absorbed them to the Public Management Assistants' Service should be taken into to account when computing the period of service in Class II of Public Management Assistants' Service.

(ii) The applicants should sign before the relevant Head of Department or an officer authorized to do so on behalf of him.

Attestation of the Signature

I hereby certify that Mr./Mrs/Missserves at my office is personally known to me and the he/she signed before me on

Signature of the person attesting.

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

Certificate of the Head of the Department

I certify that,

- (i) Mr/ Mrs/Misshas completed a 10 years period in Class II of Pubic Management Assistants' Service as atand, He/She has fulfilled the qualifications required for the examination as per the notification published in the *Gazette* of Democratic Socialist Republic of Sri Lanka on.....
- (ii) Number of the appointment letter to Class II is (indicate number of the appointment letter) as per his/her personal file and,
- (iii) The particulars furnished above chapter 1.0 to 4.0 by him/ her have been checked and found to be correct and
- (iv) He/She is sitting the examination for the first time/prescribed stamps for the relevant examination has been affixed.

(Delete words inapplicable)

Signature of Head of Department and Official Frank.

Name :_____,
Designation :_____,
Address :_____,s
Date :_____.

01-513