

N. B.— Part IV(A) of the *Gazette* No. 1,594 of 20.03.2009 was not published.

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

අංක 1,595 - 2009 මාර්තු 27 වැනි සිකුරාදා - 2009.03.27  
No. 1,595 - FRIDAY, MARCH 27, 2009

(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 03rd April, 2009 should reach Government Press on or before 12.00 noon on 20th March, 2009.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2009.

**1. General Qualifications required :**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4. Terms of Engagement :**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Rules and Instructions for Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Muslim Marriages

##### KEGALLE 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. Muslim males only can apply for these posts.
03. Applicants should be not less than 21 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. Applications should be sent by registered post to the address given in the Schedule on or before 07<sup>th</sup> May 2009.

E. M. GUNASEKERA,  
Registrar General.

27th March 2009,  
Registrar General's Department,  
No. 234/A3,  
Denzil Kobbekaduwa Mawatha,  
Battaramulla.

#### Schedule

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which applications are called</i>	<i>Address to which Applications must be sent</i>
Kegalle	Mawanella	Post of Registrar of Muslim marriages in Uyanwatta Area of Kinigoda Korale Galbada	District Secretary Add. Registrar General District Secretariat Kegalle

**SRI LANKA POLICE DEPARTMENT VACANCIES IN THE POST OF POLICE CONSTABLES / WOMAN POLICE  
CONSTABLES AND POLICE CONSTABLES DRIVER - SPECIAL TASK FORCE POLICE CONSTABLES AND POLICE  
CONSTABLES DRIVER**

AS Per the *Government Gazette* Notification, No. 1582 of 26.12.2008 in Connection with the Above Recruitment the Closing Date of Applications 31.03.2009 and Applications has been Extended 03 Month Till 30.06.2009.

Inspector General of Police.

03-650

**Examinations, Results of Examinations &c.**

**EFFICIENCY BAR EXAMINATION FOR SRI LANKA AYURVEDIC MEDICAL SERVICE - 2009**

IT's hereby notified that an Efficiency Bar Examination for Ayurvedic Medical Service (For Ayurvedic Medical Officers) will be held in Colombo by the Department of Ayurveda.

01. Candidates will be bound by the rules and regulations imposed by the Commissioner of Ayurveda.

02. The application for this examination should be in the form of the specimen appendix to this notification and should be prepared by the candidate him/her self. Application should be sent by those who are qualified according to the service minute of the Sri Lanka Ayurvedic Medical Service, by the registered post through the respective heads of the institution to reach the Registrar, Examination Division, Department of Ayurveda, Nawinna, Maharagama on or before 30.04.2009. "Efficiency Bar Examination for Sri Lanka Ayurvedic Medical Service - 2009" should be indicated at the top left hand corner of the envelop containing the application. Applications received after the closing date will be rejected.

The candidates appearing for the examination for the first time need not pay examination fees. However, stamps to the value of Rs. 200 should be affixed for the whole examination for subsequent sittings and stamps to the value of Rs. 50 per subject should be affixed if not applying for the whole examination. The stamp should be duly cancelled by placing signature of the candidate and the date. Under any circumstance the fees will not be refunded or transferred.

03. *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 Registrar of Persons ;
- (ii) A valid Passport.

04. The Commissioner, Department of Ayurveda will issue the time table and admission card to all candidates whose applications have been accepted. Candidates should get their signature on the admission card attested in advance and submit to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. If a candidate has not received his/her admission card at least seven days(07) before the day of examination, He/She should without delay inform the Register Examination Division Department of Ayurveda, Nawinna, Maharagama about the non-receipt of admission cards along with the following information.

- (i) Name of the Examination;
- (ii) Full Name of the Candidate;
- (iii) Postal Address;
- (iv) Post Office, Registration Number and Date of dispatch.

05. *Scheme of Examination* : (According to the service minute of the Sri Lanka Ayurveda Medical Service) :

- (i) *Financial Regulation* One paper based on the following .-  
(a) Financial Regulation of the Democratic Socialist Republic of Sri Lanka - Part I(Except chapter X)

(ii) *Establishments Code* - One paper based on the following: -

- (a) Chapters - I, II, III, IV, V, VI, VII, VIII, XII, XIII, XIV, XXIII, XXVII, XXIX, XXX, XXXII of the Volume I of the establishments Code of the Democratic Socialist Republic of Sri Lanka, and
- (b) Chapters - XLVII and XLVIII of Part II of the Establishments Code of Democratic Socialist Republic of Sri Lanka.

(iii) *Hospital Administration* . - One paper based on the following :-

- (a) General rules and regulations relevant to in respect of hospitals.
- (b) Cleanliness in hospitals.
- (c) Rules and Regulations relevant to the patients.
- (d) Supply proper meals to the patients.
- (e) Administration of drug manufactures.
- (f) Rules and regulations regarding the admission of patients.
- (g) Knowledge of the duties of all the employees in the hospitals.
- (h) General administration in hospitals.
- (i) General administration of the Department of Ayurveda
- (j) Regulations of the stores accounts of the Department of Ayurveda.
- (k) Manual of procedure of the Department of Ayurveda.

(iv) Official Languages - Oral test. Sinhala/Tamil (15 minutes)

(i) For officers who joined the service in the Sinhalese medium-

- (a) Answering the Tamil questions in the Tamil Language
- (b) Translate Tamil sentences Sinhala Language
- (c) Translate Sinhala sentences Tamil Language.

(ii) For officers who joined the service in the Tamil medium -

- (a) Answering the Sinhala questions in Sinhala Language
- (b) Translate Sinhala sentences Tamil Language.

(iii) Translate Tamil sentences to Sinhala Language

*Note* - Candidate must obtain 40 marks to pass in each subject.

R. P. W. GUNAWARDANA,  
Commissioner of Ayurveda.  
DEPARTMENT OF AYURVEDA.

Department of Ayurveda,  
Nawinna,  
Maharagama.  
06th March, 2009.

### Specimen Application Form

EFFICIENCY BAR EXAMINATION FOR SRI LANKA AYURVEDA MEDICAL SERVICE - 2009

Index No.:  
(For office use only)  
Medium of Examination:  
Write the relevant letter in the cage  
Sinhala - S                      Tamil - T

01. Name with Initials : Mr./Mrs./Miss.:\_\_\_\_\_.  
(In Capital Letters)

02. Name with Initials :———. (In Sinhala/Tamil)

03. Names denoted by initials :———. (In capital letters)

04. Names denoted by initials :———. (In Sinhala/Tamil)

05. National Identity Card No.: 

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06. Name and Address of the Office/Department/Institute:— (In English Capital Letters)

07. Name and Address of the Office/Department/Institute:—. (In Sinhala/Tamil):———.

08. (i) Post:———. (ii) Number and date of the letter of appointment:———.

09. Subject/s you offer :

Number	Subject	Subject No.

10. Have you been passed the exam in previous sittings, any of the following subjects.  
Financial Regulations/Establishment code/Hospital Management/Oral Examination(Tamil/Sinhala).  
If, so, index No. and Date :———.

11. Are you sitting the examination for the first time?:———.

If not, value of the stamps affixed :———.

Stamp Cage

Stamp to the value of Rs. 200 for whole Examination and Rs. 50 for each subject
--

*Note .-* The candidate should affix stamps to the relevant value and cancel them by placing their signature and date. Stamps should not overlap each other.

I declare that the above particulars are true that I am eligible to appear for the examination in the language medium indicated above. I also certify that the Rs. .... Stamps affixed hereto are genuine and have not been used before. I agree to abide by the rules and regulations of this examination.

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

*Attestation of the Signature*

I do hereby certify that .....who forward this application is an officer attach to my office/ known to me personally and that he/she place his/her signature before me on .....

\_\_\_\_\_,  
Signature of the Attestor.

Name of the Attestor :\_\_\_\_\_.

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

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

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

03-563

**MINISTRY OF FOREIGN AFFAIRS**

**Competitive Examination for filling vacancies in the  
Public Management Assistants' Service Cadre in Sri Lanka Missions abroad-2009**

APPLICATIONS are hereby invited to fill vacancies in the home-based Public Management Assistants' Cadre in Sri Lanka Missions abroad, from eligible officers of the Public Management Assistants Service, Provincial Public Management Assistants Service and Local Government Public Management Assistants Service and to sit for the competitive examination conducted by the Commissioner-General of Examinations, on behalf of the Ministry of Foreign Affairs, to be held in Colombo.

2. *Eligibility* : Applicants should meet the following eligibility criteria.

- (a) Should be an officer of the Class I or Class II of the Public Management Assistants Service, or class I or Class II of the Provincial Public Management Assistants Service or the Local Government Public Management Assistants Service. Officers in other Management Assistant Services not belonging to the above services are not eligible to apply.
- (b) Age of the applicants should be less than 57 years on the closing date of applications.
- (c) Applicants should have earned on the due dates all the annual increments, falling within the five years immediately preceding the date of application.
- (d) Should have not been subjected to any form of disciplinary punishment, other than warning.
- (e) At the time of the application, should not be attached to Sri Lanka Missions abroad.

*Note* : (i) An applicant who is eligible at the time of forwarding his/her application and subsequently promoted to a Calss/Grade higher than Class I of the Public Management Assistants Service/Provincial Public Management Assistants Service/Local Government Public Management Assistants Service or appointed to a post in any other service, will cease to be eligible to fill a vacancy in the Home-Based Public Management Assistants cadre at Sri Lanka Missions abroad. It is the responsibility of such applicant to promptly inform the secretary, Ministry of Foreign Affairs in the event of any change in his/her official status that might have an impact on his/her eligibility under the clause (a) of this paragraph.

- (ii) Preference will be given to officers with experience in accounts and establishment work and have a good working knowledge of English/other foreign languages. (Written and spoken) Working knowledge in other foreign languages will be considered as an added qualification.



(iii) Computer skills will be an added qualification and the extent of such skills must be stated in the application.

3. *Method of Selection.* - Selection will be made on the basis of the written examination to be conducted by the Commissioner-General of Examinations and the interview, which will be held in Colombo.

3.1 *Written Examination* :- The written examination will consist of the following papers each of which will carry 100 marks.

<i>Subject No.</i>	<i>Paper</i>	<i>Duration</i>
01	Accounting	2 hours
02	Establishment & Office Procedure	2 hours
03	English	2 hours
04	General Knowledge	1 hour

*Note :* 01 *Accounting.* - This question paper which will consist of objective and subject type questions is set to test the candidate's practical knowledge of financial operations and accounting procedures of a Government Institution.

02. *Establishment and Office Procedure.* - The question paper will be set in a manner to let the candidates select questions of their choice. The questions in this objective and structured type of paper are set to test the candidate's practical knowledge of establishment and office procedures of a Government Institution.

03. *English.* - This question paper is designed to test the candidate's knowledge in comprehension and written communication.

04. *General Knowledge.* - This paper will consist of questions on political, social, cultural and economic environment, history and geography of Sri Lanka as well as current international affairs.

3.2 *Interview :*

3.2.1 The interview will carry 100 marks and will be conducted by a Board appointed by the Secretary, Ministry of Foreign Affairs.

3.2.2 Those candidates who have obtained a minimum of 40 percent marks in each paper and a total aggregate of 200 or above at the written examination will be eligible to be called for the interview. The Secretary, Ministry of Foreign Affairs reserves the right to call candidates with lesser marks for the interview, in case there are no sufficient qualified applicants with the above mark levels at the written examination.

4. *Terms of Engagement :*

4.1 Candidates after being selected to fill the vacancies will be required to serve initially at the Ministry of Foreign Affairs in Colombo for a specified period of one year prior to being posted to a Sri Lanka Mission Abroad. If the work and conduct of a candidate during this initial period of service at the Ministry are found to be unsatisfactory, his/her selection is liable to be cancelled.

4.2 An officer selected on being posted to a Sri Lanka Mission Abroad, is normally required to serve abroad for a period of three years on terms and conditions as stipulated by the Secretary, Ministry of Foreign Affairs and to enter into an agreement to that effect. On completion of the term, the officer will have to return to the Island.

4.3 The selected officers while serving at a Sri Lanka Mission will continue to receive their substantive salaries paid in Colombo. In addition, the officer will be paid an overseas allowance during their period of service abroad.

4.4 The Government of Sri Lanka will meet the cost of air passage of the selected officer, from Sri Lanka to the country of posting and back. Accommodation and other facilities as determined by the Secretary, during his/her service abroad will be met by the Government only in respect of the officer, his/her spouse and for a maximum of two children who are under 21 years of age and dependent on the officer.

5. *Method of Application :*

5.1 The application forms prepared in an A4 size paper as per the specimen which is appended to this notification, containing items from 01-05 on the first page, 06-14 on the second page and the rest on the third page. Applications which are not in

conformity with the specimen and those not providing the required details will be rejected without any notice. Applicants are advised to keep photostat copies of applications. Applicants should satisfy themselves that their applications are in conformity of the specimen application form. Sinhala and Tamil applicants should indicate the name of the examination in English in addition to Sinhalese or Tamil.

Candidates should prepare the applications and should forward through the respective Head of Departments with the recommendation and endorsement from Head of Departments on the eligibility of the application for service overseas and the correctness of details given in the application. The Head of Department should also state whether the applicant if selected, can be released immediately from the present post.

- 5.2 Applications should be forwarded by registered post to reach the "Commissioner-General of Examinations, Organization & Foreign Examination Branch, Department of Examinations, Pelawatte, Battaramulla" on or before 24th April 2009 and should be marked "Examination for Selection of Management Assistants to fill vacancies in Sri Lanka Missions Abroad" on the top left hand corner of the envelope.

6. *Examinations Fees* - Examination fee of Rs. 300 should be paid at any post office to the credit of Revenue Head 4000-20-03-20-13 of the Commissioner General of Examinations, and the receipt obtained should be pasted in the relevant cage of the application. Details of the receipt such as number, date, amount and the post office should be indicated in the relevant cage of the application. Receipt obtained by paying examination fees through any other mode or stamps or postal/money orders will not be accepted. It will be appropriate to keep a photocopy of the receipt. The examination fees will not be refunded.

7. In complete applications will be rejected. No allegation that an application has been lost or delayed in the post will be considered. Applications received after the closing date will not be accepted.

8. *Admission to sit for the Examination :*

8.1 Applications will not be acknowledged.

8.2 The Commissioner-General of Examinations will forward Admission Cards to all those applicants whose applications were accepted. A candidate presenting himself/himself for the examination must produce his/her admission card with attestation of signature to the supervisor of the Examination Centre. A candidate who fails to produce his/her admission card as mentioned above will not be permitted to sit for the Examination. As soon as the admission cards are dispatched to the candidates a notification to that effect will be published in the news papers by the Department of Examinations. As instructed in the notification, the Department of Examinations should be informed in case the admission cards of any candidate is not received within 2 or 3 days after the appearance of the paper notification. Such applicants should inform the Department of Examinations about the non receipt of the admission card with a copy of the application form, the receipt issued on payment of examination fees and the receipt issued on the registration of the letter enclosing the application form. (In case of an appeal from out station, a fax number should be indicated in order to send the admission card.)

8.3 A candidate must sit for the Examination at the Examination Hall assigned to him/her. All candidates should surrender their admission cards on the first day of the examination to the supervisor. A set of rules to be observed by all candidates is published in the *Gazette*. The candidates are subjected to all rules and regulations imposed by the Commissioner General of Examinations. If such rules or regulations are violated, the candidate should have to face penalty imposed by the Commissioner general of Examinations.

9. *Medium of Examination.* - The Examination will be conducted in Sinhala, Tamil and English media. Candidates will not be allowed to change the medium subsequently.

9.1 A candidate is required to answer all question papers in one language only, except the English Language paper.

10. *Penalty for Furnishing False Information :*

10.1 If any of the particulars furnished by a candidate are found to be false within his/her knowledge, or if he/she willfully suppressed any material fact, he/she will be liable for dismissal from the Public Service, and therefore, he/she will be ineligible to sit for the examination.

10.2 If a candidate is found to be ineligible to sit for this examination at any stage prior to, during or after the examination, his/her candidature is liable to be rejected. The issued of an admission card to a candidate is not an acceptance of his or her eligibility to appear for the examination.

11. Identity of Candidate :

11.1 A candidate will be required to prove his/her identity at the examination Hall to the satisfaction of the Supervisor for each subject he/she offers. For this purpose any of the following documents will be accepted :

(a) National Identity Card issued by the Department of Registration of Persons.

(b) A valid Passport

PALITHA T. B. KOHONA,  
Secretary/Foreign Affairs.

Ministry of Foreign Affairs,  
P. O. Box 583, Republic Building,  
Colombo 01.

12th March 2009

**SPECIMEN APPLICATION FORM**

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR FILLING VACANCIES IN THE PUBLIC MANAGEMENT  
ASSISTANTS CADRE IN SRI LANKA MISSIONS ABROAD

Part A

For office Use

Medium in which the applicant wishes to sit for the examination

Sinhala - 2,  
Tamil - 3,  
English - 4

(Give the relevant number in the Box)

1.0 Name :

1.1 Name with initials :\_\_\_\_\_.

(In English block letters)

Eg. : SILVA M. A.

1.2 Name in full (In English block letters) :\_\_\_\_\_.

1.3 Name in full (In Sinhala/Tamil) :\_\_\_\_\_.

2.0 Address : (In English block letters) to which Admission cards should be sent to :\_\_\_\_\_.

2.1 Permanent Address (In Sinhala/Tamil) :\_\_\_\_\_.

Tel. No. :\_\_\_\_\_.

2.2 Official Address (In English block letters) :\_\_\_\_\_.

Tel. No. :\_\_\_\_\_.

3.0 Sex : Female - 1  
Male - 0

(Give the relevant letter)

3.1 National Identity card No.:

3.2 Date of Birth :

Year  Month  Date

3.3 Age as at the closing date of application :

Years   Months   Days

4.0 Service (Public Management Assistants Service/Provincial Public Management Assistants Service/Local Government Public Management Assistants Service).  
(Delete whichever is inapplicable)

4.1 Date of first appointment to the Public Service/Provincial Service Local Government Service and Language medium. (Delete whichever is inapplicable)

5.0 Civil Status (If married - 2, If single - 1)  
(Pl. mark the relevant number in the cage)

5.1 If married, number of children  
Their dates of birth and ages :\_\_\_\_\_.

6.0 If the spouse is employed, give details :\_\_\_\_\_.

7.0 Educational Qualifications (with language medium) :\_\_\_\_\_.

8.0 Date of Promotion to :

8.1 Class II :\_\_\_\_\_.

8.2 Class I :\_\_\_\_\_.

8.3 The Class to which the applicant is currently attached and the date of appointment for the same.

9.0 Present Annual Salary :\_\_\_\_\_.

10.0 *Experience* (Give the number of years)

10.1 Accounts :\_\_\_\_\_.

10.2 Establishment Procedures :\_\_\_\_\_.

11.0 *Proficiency* :

- (a) Sinhala Language  
(b) Tamil Language  
(c) English Language  
(d) Any other Foreign Language

Reading	Writing	Spoken

12.0 *Ability* :

12.1 Typing (Sinhala/Tamil/English) :\_\_\_\_\_.

12.2 Computer Literacy (Give details) :\_\_\_\_\_.

13.0 If the applicant has previously served at any Sri Lanka Mission Abroad, give the name of the Missions with dates :\_\_\_\_\_.

14.0 Any other qualifications :\_\_\_\_\_.

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

2. Post Office :\_\_\_\_\_.

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

4. Amount :\_\_\_\_\_.

*Note* : The receipt issued by the Post Office on payment of examination fees should be affixed here.

15.0 *Applicant's Certificate :*

I do hereby declare that I have earned all increments falling due in the 5 years immediately preceding 24.04.2009 and have not been subjected to any disciplinary punishment, except warning. I also declare that to the best of my knowledge the information furnished in this application is true and accurate. If any information is found to be incorrect or false, before, during or after the examination, the Secretary, Ministry of Foreign Affairs has the right to cancel my candidature/or appointment.

I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination.

\_\_\_\_\_,  
Applicant's Signature

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

**PART B**

*(To be filled by the Head of Department)*

I declare that I have verified that Mr./Mrs./Miss.....Class I/Class II of the Public Management Assistants Service/Provincial Government Public Management Assistants Service/Local Government Public Management Assistants Service.

- (a) has earned all increments during the 5 years immediately preceding 24.04.2009.
- (b) and has not been subjected to any disciplinary punishment during the 5 years immediately preceding 24.04.2009 and that the information furnished in the application is true.

**Recommendation :**

- (i) Applicant's suitability for service in Missions abroad :
- (ii) Whether he/she can or cannot be released, if selected

\_\_\_\_\_,  
Signature of the Head of  
Department with the Official Frank.

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

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

03-693