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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 06th November, 2015 should reach Government Press on or before 12.00 noon on 23rd October, 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.”.

W. A. A. G. FONSEKA,
Government Printer. (Acting)

Department of Government Printing,
Colombo 08,
22nd 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 16th of November, 2015.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
23rd September, 2015.

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 10-716	Colombo	Post of Registrar of Marriages (General) of Slave Island Division	District Secretary/Additional Registrar General, District Secretariat, Colombo 05.

PUBLIC SERVICE COMMISSION

Department of Official Languages

RECRUITMENT (ON LIMITED BASIS) TO THE POSTS OF SUPERINTENDENT OF TRANSLATIONS
(SINHALA/ENGLISH), (TAMIL/ENGLISH) AND (SINHALA/TAMIL) - 2015

APPLICATIONS are invited by the Department of Official Languages from the qualified Sri Lankan citizens for the following posts :

01. Superintendent of Translations (Sinhala/English) - 1 post
02. Superintendent of Translations (Tamil/English) - 1 post
03. Superintendent of Translations (Sinhala/Tamil) - 1 post

02. Selection will be made on the results of a structured interview conducted by a Board of Interview approved by the Public Service Commission.

For Tamil medium candidates.– A Distinction Pass for Sinhala Language at the G. C. E. (Ordinary Level) ;

or

03. *Monthly Salary Scale.*– Rs. 20,030 - 365x11 - 500 x18 - Rs. 33,045.

An ordinary pass for Sinhala Language at the G. C. E. (Advanced Level).

04. This post is permanent and pensionable.

For Sinhala medium candidates.– A Distinction Pass for Tamil Language at the G. C. E. (Ordinary Level) Examination or an Ordinary Pass at the G. C. E. (Advanced Level) Examination.

05. *Qualifications.*– The following qualifications are applicable for the recruitment to the posts of Superintendent of Translations (Sinhala/English), (Tamil/English) and (Sinhala/Tamil).

5.2 Experience :

5.1 Educational Qualifications :

Superintendent of Translations (Sinhala/English) :
A Degree with Sinhala Language as a subject from a university recognized by the University Grants Commission ;

or

A Degree in Translation from a university recognized by the University Grants Commission ;

and

A Distinction Pass for English Language at the G. C. E. (Ordinary Level) Examination or an Ordinary Pass for English Language at the G. C. E. (Advanced Level) Examination.

(i) Should have completed an active and satisfactory service of six (06) years in the capacity of Translator in Class I or Special Grade of the Combined Service ;

or

(ii) Should have completed an active and satisfactory service five (05) years in the capacity of Translator in the Department of Official Languages ;

or

(iii) Should have completed an active and satisfactory service of ten (10) years in the capacity of Translator Assistant in the Department of Official Languages.

Superintendent of Translations (Tamil/English) :

A Degree with Tamil Language as a subject from a university recognized by the University Grants Commission ;

or

A Degree in Translation from a university recognized by the University Grants Commission ;

and

A Distinction Pass for English Language at the G. C. E. (Ordinary Level) Examination or an Ordinary Pass for English Language at the G. C. E. (Advanced Level) Examination.

5.3 *Physical Fitness.*– Every candidate should be mentally and physically sound to serve in any part of Sri Lanka and to perform duties in the post.

5.4 *Others.*– Should have satisfied in every respect all the requirements for the relevant recruitment as at the date stipulated in the notification/*Gazette* calling for applications :

06. *Method of Recruitment.*– Recruitment will be made on the results of a structured interview :

Superintendent of Translations (Sinhala/Tamil) :

A Degree with Tamil Language as a subject from a university recognized by the University Grants Commission ;

or

A Degree in translation from a university recognized by the University Grants Commission ;

and

<i>Major areas of Assessment</i>	<i>Maximum Marks</i>
1. Additional Educational Qualifications	25
2. Professional Qualifications obtained in relation to the post	35
3. Additional Experience gained in the field related to the post	35
4. Performance in the interview	05
Total	100

6.1 Vacancies will be filled from among the candidates who have obtained highest marks, on the basis of merit secured in the structured interview.

1. Additional Educational Qualifications (25 Marks Maximum)	(i) Taking both the relevant languages as subjects for the Degree - 10 Marks (ii) Post Graduate Qualifications : (a) At least a master level qualification with a research thesis, relevant to the languages applied for - 15 Marks ; <i>or</i> (b) At least a master level qualification without a research thesis, relevant to the languages applied for - 10 Marks ; <i>or</i> (c) Any other postgraduate qualification - 05 Marks
2. Professional Qualifications relevant to the post (35 Marks Maximum)	(i) (a) Having completed at least one year Postgraduate Diploma in Translation - 20 Marks ; <i>or</i> (b) Having completed at least one year Diploma in Translation - 10 Marks ; <i>or</i> (c) Having completed any other course in Translation - 05 Marks. (ii) A Diploma Qualification for either language applied for, without taking it as a subject for the Degree - 05 Marks (iii) A qualification which confirms the proficiency in parent languages of the two languages applied for (02 for each language) - 06 marks maximum (iv) Knowledge of languages other than the knowledge of the two languages applied for or their parent languages (02 for each language) - 04 marks maximum
3. Additional Experience relevant to the post (35 Marks Maximum)	(i) Experience in public sector translation in addition to the compulsory experience applicable to the post - 01 mark for each additional year - 10 marks maximum (ii) Working as Translation Supervisor - 04 marks maximum (iii) Working as a Translator Trainer - 03 marks maximum (iv) One mark for each book translated or interpreted with a standard acceptable to the interview board - 03 marks maximum (v) A presentation to demonstrate the candidate's ability to work as a superintendent of Translations - 15 marks (<i>The following will be discussed : ways of solving issues in translation, theoretical knowledge in translation, approach to translation, interpretation, collecting technical terms and glossary compilation, contribution to large-scale translation projects and coordination, conducting translations as per types and genres of translation and instructing the translators. A higher level of skill in text processing for the purpose of translation (MS Word, Excel etc.) and also knowledge and experience in the use of computer-assisted translation software such as TRADOS, OMEGAT and WORDFAST.</i>)
4. Performance in the interview (05 Marks Maximum)	Leadership personality and the way of presenting will be taken into consideration - 05 marks

07. Applications should be completed carefully with accurate information. If a candidate is found to be disqualified as per the rules and regulations of the recruitment examination, his/her candidature can be cancelled before, during or after the interview or in any instance thereafter. If any information furnished by the applicant is found to be false in any instance, he or she is liable to be dismissed from the Public Service.

08. Applications should be prepared in the papers of A4 size (24cm x 29cm) :

- Section No. 01 to 3.4 should be included on the first page,
- Section No. 4.0 onwards should be included in the other pages,
- When preparing applications, the title on the top of the applications filled in Sinhala medium should be mentioned in English language in addition to Sinhala Language and the title on the top of the application filled in Tamil medium should be mentioned in English Language in addition to Tamil Language.

8.1 The phrase "Recruitment to the Posts of Superintendent of Translations (Sinhala/English), (Tamil/English) and (Sinhala/Tamil) - 2015" should be mentioned in the top of the left hand corner of the envelope enclosing the application.

8.2 Duly perfected applications should be sent under registered cover to reach the following address on or before 16.11.2015.

Commissioner of Official Languages,
Department of Official Languages,
No. 341/7, "Bhasha Mandiraya",
Kotte Road,
Rajagiriya.

09. The Public Service Commission shall decide on any matter not mentioned in this notification. All applicants should abide by general rules and regulations laid down in this *Gazette* Notification.

By Order of the Public Service Commission,

V. B. P. K. WEERASINGHE,
Secretary,
Ministry of National Dialogue.

Ministry of National Dialogue,
No. 40, Buthgamuwa Road,
Rajagiriya,
02nd October, 2015.

APPLICATION FOR THE POSTS OF SUPERINTENDENT OF TRANSLATIONS
(SINHALA/TAMIL) (TAMIL/ENGLISH) AND (SINHALA/ENGLISH)

For office use only

Post applied for
(Indicate the relevant number)

1. Superintendent of Translations (Sinhala/English)
2. Superintendent of Translations (Tamil/English)
3. Superintendent of Translations (Sinhala/Tamil)

01. Name : _____.

1.1. Name with Initials Mr./Mrs./Miss : _____.

(In Block Letters)

1.2 Name in full : _____.

(In Block Letters)

1.3 Name in full : _____.

(In Sinhala/Tamil)

1.4 National Identity Card Number :

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02. Address :

2.1 Permanent Address : _____.

(In Block Letters)

2.2 Official Address : _____.

(In Block Letters)

2.3 Official Address : _____.

(In Sinhala/Tamil)

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

(In Block Letters)

2.5 Telephone Number : _____.

2.6 District of Permanent Residency : _____.

2.7 Period of Residency : _____.

2.8 G. S. Division : _____.

03. 3.1 Sex: Female - 01 Male - 02
(Indicate the relevant number)

3.2 Civil Status: Married - 1 Unmarried - 2
(Indicate the relevant number)

3.3 Date of Birth :

Year: Month: Date:

3.4 Age as at 16.10.2015 :

Years: Months: Days:

04. Education Qualification : _____.

4.1 (a) Degree : _____.

(b) University and year in which the degree had been obtained : _____.

(c) Subjects of the Degree : _____.

4.2 G. C. E. (Advanced Level) Examination :

(i) Year and month of the examination : _____.

(ii) Index Number : _____.

(iii) Results :

<i>Subjects</i>	<i>Pass</i>

4.3 G. C. E. (Ordinary Level) Examination :

(i) Year and month of the examination : _____.

(ii) Index Number : _____.

(iii) Results :

<i>Subjects</i>	<i>Pass</i>

05. 5.1 Service/Post : _____.

5.2 Class : _____.

5.3 Total period of service under the Government as at 16.10.2015 (as the date of publishing the notification in the *Gazette*) :Year Months

5.4 Present Annual Salary : Rs. : _____.

I declare that particulars furnished in this application are true and accurate to the best of my knowledge and I agree with any decision taken to cancel my candidature if it is detected that I am disqualified before, during or after the examination as per the conditions of the recruitment examination.

_____,
Candidate's Signature.

Date : _____.

Certification of Head of the Department :

I hereby certify that Mr./Mrs./Miss who submits this application has been employed in this office since and his/her work and conduct is always satisfactory and I have personally examined all the above information using the records maintained in this office and found that they are correct and he/she signed in my presence on 2015. He/she shall be/shall not be released from the current service if selected for the above post.

Date : _____.

_____,
Signature of Head of the Department.
Name : _____.
Designation : _____.
Official Stamp : _____.

Examinations, Results of Examinations & c.

PUBLIC SERVICE COMMISSION

Recruitment to the Executive Category of Grade III (Open) Post of Assistant Registrar of Companies in the Department of Registrar of Companies under the Ministry of Industry and Commerce - 2015

APPLICATIONS are invited from persons who have following qualifications mentioned under No. 2, for full fill 02 (Two) vacancy in Executive Category of Grade III Post of Assistant Registrar of Companies in the Department of Registrar of Companies.

1. *Recruitment Procedure.*— Applicants, after facing written examination and interview, who have highest marks on the written examination, out of the applicants who fulfilled the qualifications, mentioned in the notification, will be recruited by the Public Service Commission.

2. *Qualifications :*

2.1 Educational/Professional Qualifications/Experience :

- (i) Have obtained LLB Degree from a university recognized by the University Grant Commission ;
and
- (ii) Being an Attorney-at-Law in the Supreme Court ;
and
- (iii) Not less than three (3) year active professional experience as Lawyer, after sworn in the Supreme Court.

2.2 *Physical Fitness.*— Every candidate shall have sufficient physical and mental fitness to serve in any part of Sri Lanka or Abroad and discharge the duties of the post.

2.3 *Age Limit.*— Should not be less than 21 years and not more than 35 years of the age on the closing date of applications. (Age qualification may complete where the birthday of candidate is on or before 16.11.1994 and on or after 16.11.1980 respectively).

2.4 *Other :*

- (i) Must be a citizen of Sri Lanka ;
- (ii) Must have excellent moral character ;
- (iii) All qualifications, needed to recruit to this post, should have been fulfilled as at the closing date of applications.

3. *Conditions of employment and service conditions :*

- (i) This post is permanent and pensionable. Contribution fees should be paid to the Widows/Widowers and Orphans Pension Scheme.
- (ii) Appointment will be subjected to a probation period of three (03) year. As mentioned in the Scheme of recruitment, 1st Efficiency Bar Examination should be fulfilled within 03 years from the appointment to Executive Category of Grade III Post of Assistant Registrar of Companies.

(iii) In terms of Public Administration Circular No. 01/2014 and circulars, incidental thereto, proficiency in other official language, in excess to the language, recruited to the service, must be obtained, within 05 years from the appointment and the officers who recruited by the language other than official language should obtain prescribed official language proficiency within the period of probation.

(iv) This appointment is subjected to procedural rules of Public Service Commissions, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations and Departmental other orders.

4. *Salary Scale.*— Salary Scale of Rs. 22,935 - 10x645 -8x790 - 17x1,050 - Rs. 53,555 is entitled for this post according to the SL-1-2006 of Public Administration Circular No. 06/2006.

5. *Written Test :*

- (i) Written test will be held at Colombo on month of January, 2016 by the Commissioner General of Examination on behalf of the Public Service Commission.
- (ii) Medium of the test Test will be Sinhala, Tamil and English languages.
- (iii) One language should be selected for the whole examination and the selected language cannot be changed later.
- (iv) Written test consists with following papers :

Subject No.	Subject	Duration	Marks	Pass Mark (Minimum)
01	English Language	02 hours	100	40%
02	General Intelligence	01 hour	100	40%

Syllabus of the Written Test :

(1) *English Language :*

- (i) *Comprehension.*— It is expected to test the skill of answer by reading a selected paragraph which consists not exceeding 200 words.
- (ii) *Grammar.*— It is expected to test the grammatical knowledge of tenses, nouns, formal and informal speech, passive voice, active voice, gender and preposition. All the questions should be answered.

(2) *General Intelligence.*— It is expected to test the applicant's knowledge and rationale by analyzing the questions in mode of figures, pictures, wordings. This paper consists of 50 questions with multiple choice questions and short answer questions. All the questions should be answered.

6. Interview :

- (i) The candidates which equals to vacancies, will be called for the interview out of the all candidates who obtained marks more than 40% for all papers at the examination.
- (ii) Basic qualifications and certificates will be examined by the Interview Board appointed by the Public Service Commission. Marks will not be given for the interview and marks obtained from the written test will be issued by the Commissioner General of Examination.

7. Method of Application :

- (i) Application should comply with the specimen application and if not which will be rejected without notice. Applicant should complete the application in his own handwriting, in both sides of A4 size paper with No. 01 to 05 appearing in 1st page and rest in next pages. A photocopy of the application is keeping with you will be useful. Examination Name at Headline of the application should be mentioned in English in Sinhala and Tamil applications.
- (ii) Applications should prepare in same language which will use as medium in the examination.
- (iii) Applications should be sent under registered cover to reach the Commissioner General of Examinations, Department of Examination (Organization and Foreign Examination Branch) Pelawatta, Battaramulla on or before 16.11.2015. Applications, received after that date will be rejected. The envelope enclosing the application should be marked "Application for the Executive Category of Grade III Post of Assistant Registrar of Companies in the Department of Registrar of Companies (Open)" on the top left hand corner.
- (iv) Signature of candidate should be attested by a principal of a Government School, a Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Force or an officer holding a permanent post in the Government with annual consolidated salary of Rs. 275,220.
- (v) Applications, without conformity with the specimen application form, will be rejected. Inquiries about applications lost or delayed with post will not be accepted.
- (vi) Admission card will be issued by the Commissioner General of Examinations, to the candidates who have duly submitted applications with signature and attestation, medium of examination, certificate from head of department if necessary, within the age limit, on or before the due date, with Receipt of Payment of Examination fee, with the presumption of that the applications are submitted by qualified applicants.
- (vii) Immediately after issuing the Admission Card, Public notice will be published by the Commissioner General of Examinations. If you did not received admission card before five days to the Examination, please contact Organizations and Foreign Examination Branch of Department of Examinations. In your request you should mention the Name of Examination, Full Name of

Applicant, National Identity Card Number and address. If the applicant is residing out of the Colombo, in addition to above information he/she should mention the Fax Number where can receive the admission card through Fax. In such situations it may useful to keep a copy of your application, a copy of receipt of examination fees and Registered post receipt.

8. Admission to the Examination :

- (i) Admission card will be issued for all competent applicants by the Commissioner General of Examinations. Attested Admission card should produce to the person who in charge of the examination hall. If you do not produce the admission card you will not be allowed to sit the examination. You are subjected to the rules and regulations imposed by the Commissioner General of Examinations. if you not comply with above rules you will be penalized by the Commissioner General of Examinations.
- (ii) Applicants should sit for the examination in the allocated examination center. First day of the examination, each applicant should produce their admission card to the person who in charge of the examination hall. Rules and regulations should be complied by the applicants, are published in this *Gazette*.

Note.— Even though applicant received the admission card, it is not considered that the applicant is fulfilled the required qualifications in the *Gazette*.

9. *Examination fees.*— Examination fee of Rs. 1,000 should be paid at any Post Office or Sub Post Office to be credited to Revenue Head of Commissioner General of Examination 2003-02-13 on or before the application closing date. The payment receipt bearing the applicants name, should be affixed in the application. Money orders or stamps will not be accepted as examination fee. A copy of receipt of payment should keep with you for future purposes.

Note.— Examination fees will not be returned for any reason such as quit from examination, absence to the examination, disqualified for the examination.

10. *Identity of the candidate.*— Following identity cards will be accepted to certify the identity of his/her, in the interview :

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

11. *Furnishing false information.*— Your candidature will be repealed, if any information mentioned in the application, being detected as incorrect or false, before the recruitment. If such information being detected after the recruitment, action will be taken to demise from the service, subject to the procedure relevant thereto.

12. If there is any matter not mentioned in this notice, the final decision of such matter will be taken by the Public Service Commission. Public Service Commission reserves the right to fill or not to fill vacancies.

13. In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification, Sinhala text shall prevail.

By order of the Public Service Commission,

Secretary,
Ministry of Industry and Commerce.

16th October, 2015.

SPECIMEN APPLICATION

RECRUITMENT TO THE EXECUTIVE CATEGORY OF GRADE III (OPEN) POST OF ASSISTANT REGISTRAR OF COMPANIES IN THE
DEPARTMENT OF REGISTRAR OF COMPANIES UNDER THE MINISTRY OF INDUSTRY AND COMMERCE (2015)

Medium of Examination :	<input type="text"/>
Sinhala	- 2
Tamil	- 3
English	- 4
Write the relevant number in the box	

01. 1.1 Full Name (In English Capital Letters) : _____.
(Ex. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
1.2 Name with initials, initials at the end (In English Capital Letters) : _____.
(Ex. : GUNAWARDHANA, H. M. S. K.)
1.3 Full Name (Sinhala/Tamil) : _____.
1.4 National Identity Card Number :

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02. 2.1 Sex : Write the relevant number in the box :
Female - 0
Male - 1
2.2 Whether married/unmarried : _____.
03. 3.1 Permanent Address (in Capital English) : _____.
3.2 Permanent Address (in Sinhala/Tamil) : _____.
3.3 Telephone Number : _____.
04. 4.1 Date of Birth : Year : _____. Month : _____. Date : _____.
4.2 Age as at 16.11.2015 : Years : _____. Months : _____. Days : _____.
05. 5.1 Whether a Sri Lankan Citizen : _____.
(by decent or registration)
5.2 Nationality : _____.
06. 6.1 Educational Qualifications :
- | Name of the Degree and Year | University/ Institute | Registration Number | Internal/ External | Subjects | Class of the pass | Effective date of the degree |
|-----------------------------|-----------------------|---------------------|--------------------|----------|-------------------|------------------------------|
| | | | | | | |
- 6.2 Professional Qualification : _____.
6.3 Professional Experience as at 16.11.2015 : Years : _____. Months : _____. Dates : _____.
07. Whether you have dismissed from a post or vacation post in Public Service that you had been holding ? : _____.
08. 8.1 Whether you have been convicted in a court : _____.
8.2 If yes, Details : _____.

09. Details of the payment of Examination fee :

9.1 Post Office payment has been made :_____.

9.2 Receipt Number and Date :_____.

9.3 Paid amount :

Affix the edge of the receipt

10. Certificate of Applicant :

I hereby certify that the particulars furnished by me in this application are true and accurate and examination fees payment Receipt, numbered and dated is attached herewith. I agree that if any particulars contained therein are found to be false and incorrect, before the interview I'm liable to disqualify and dismissal. I declare that I will be subjected to the rules and regulations of the Commissioner General of Examinations.

_____,
Signature of Applicant.

Date :_____.

11. Attestation of the signature of the candidate (Should comply with Section (7) iv of the *Gazette*) :

I do hereby certify that (Full Name) is personally known to me and that payment has been paid and receipt is attached, and placed his/her signature in my presence on

_____,
Signature of Certifying Officer.

Date :_____.

Full Name of Certifying Officer :_____.

Occupation :_____.

Address :_____.

12. Attestation of the Head of the Department/Institution (This is relevant to Public Officers only) :

I hereby certify that Mr./Mrs./Miss who is working in this Ministry/Department/Institution, is presently working in the post of and his/her work and conduct are satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in future. He/She can be released from the service once he/she is selected for.

_____,
Signature of the Head of the Institution.

Date :_____.

Full Name :_____.

Occupation :_____.

Address :_____.

(Should confirmed by Official Seal)