

N. B.— (i) Part III of the *Gazette* No. 2,222 of 01.04.2021 was not published.



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අංක 2,223 – 2021 අප්‍රේල් මස 09 වැනි සිකුරාදා – 2021.04.09
No. 2,223 – FRIDAY, APRIL 09, 2021

(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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- Note.**— (i) Value Added Tax (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of March 12, 2021.
- (ii) Inland Revenue (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of March 12, 2021.
- (ii) Colombo Port City Economic Commission Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of March 19, 2021.

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 30th April, 2021 should reach Government Press on or before 12.00 noon on 16th April, 2021.

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*.”

GANGANI LIYANAGE,
Government Printer.

Department of Govt. Printing,
Colombo 08,
01st January, 2021.

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 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.

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

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Post of Registrar of Births, Deaths and Marriages/Additional Marriages (Kandyan/General) Sinhala Medium

KANDY DISTRICT

APPLICATIONS are called for the Post of Registrar of Births, Deaths and Marriages/Additional Marriages for the Divisions set out in the Schedule hereof.

01. Applicants should be a permanent resident of relevant Births, Deaths and Marriages/Additional Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.

02. Both male and female candidates can apply for this post.

03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications.(Maximum age of retirement is 65 years).

04. Applicants for the Post of Registrar of Marriages should be married and should not be a widow/widower or divorced.

05. Applicant should have passed minimum of 06 subjects including Sinhala language with 02 Credit passes in not more than Two (02) sittings in GCE (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the division or else should have passed in any other similar examination.

N.B. In case a subject contains 02 parts at GCE (O/L) or any other similar examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.

06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.

07. Additional details such as Village name list/Grama Niladhari Divisions of the relevant Division of Births, Deaths and Marriages/ Additional Marriages, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the Schedule hereunder.

08. Relevant application and the said “Annex -01” inclusive of Village name list/Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website (www.rgd.gov.lk) of the Registrar General's Department.

09. Duly filled applications should be forwarded on or before 10th May 2021 by registered post to the address given in the Schedule.

W. M. M. B. WEERASEKARA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
On this 16th day of March, 2021.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post & Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kandy	Thumpane	Post of Births & Deaths Registrar of Udapalatha West and Marriages Registrar (Kandyan/General) of Thumpane Division	District Secretary/ Additional Registrar General, District Secretariat, Kandy
Kandy	Harispattuwa	Post of Births & Deaths Registrar of Medasiyapattu No. 01 and Marriages Registrar (Kandyan/General) of Harispattu Division	District Secretary/ Additional Registrar General, District Secretariat, Kandy
Kandy	Udapalatha	Post of Births & Deaths Registrar of Kandukara Ihala West and Marriages Registrar (Kandyan/General) of Udapalatha Division	District Secretary/ Additional Registrar General, District Secretariat, Kandy
Kandy	Minipe	Post of Births & Deaths Registrar of Kandapahala North and Marriages Registrar (Kandyan/General) of Ududumbara Division	District Secretary/ Additional Registrar General, District Secretariat, Kandy
Kandy	Delthota	Post of Births & Deaths Registrar of Bopitiya and Marriages Registrar (Kandyan/General) of Pathahewaheta Division	District Secretary/ Additional Registrar General, District Secretariat, Kandy
Kandy	Pasbage Korale	Post of Additional Marriages Registrar (Kandyan/General) of Pasbage Korale Division	District Secretary/ Additional Registrar General, District Secretariat, Kandy
Kandy	Panwila	Post of Additional Marriages Registrar (Kandyan/General) of Pathadumbara Division	District Secretary/ Additional Registrar General, District Secretariat, Kandy
Kandy	Pasbage Korale	Post of Additional Marriages Registrar (Kandyan/General) of Pasbage Korale Division	District Secretary/ Additional Registrar General, District Secretariat, Kandy
Kandy	Thumpane	Post of Additional Marriages Registrar (Kandyan/General) of Thumpane Division	District Secretary/ Additional Registrar General, District Secretariat, Kandy

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REGISTRAR GENERAL'S DEPARTMENT

Post of Registrar of Muslim Marriages (Sinhala/Tamil)

KANDY DISTRICT

APPLICATIONS are called for the Post of Registrar of Muslim Marriages in the divisions set out in the schedule hereof;

01. Applicant should be a permanent resident of relevant Muslim Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.

02. Only Muslim Males can apply for this post.

03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 65 years)

04. Applicants for the Post of Registrar of Muslim Marriages should be married and should not be a widower or divorced.

05. Applicant should have passed minimum of 06 subjects including Sinhala/Tamil (relevant language for the post) with 02 Credit passes in not more than Two (02) sittings in GCE (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the division or else should have passed in any other similar examination.

N.B. In case a subject contains 02 parts at GCE (O/L) or any other similar examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.

(Possession of Moulavi Certificate or Diploma in Arabic Language shall be considered as fulfillment of aforesaid basic qualification.

06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.

07. Additional details such as Village name list/Grama Niladhari Divisions of the relevant division of Muslim Marriage, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.

08. Relevant application and the said “Annex -01” inclusive of village name list/Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website (www.rgd.gov.lk) of the Registrar General’s Department.

09. Duly filled applications should be forwarded on or before 10th May 2021 by registered post to the address given in the Schedule.

W. M. M. B. WEERASEKARA,
Registrar General.

Registrar General’s Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
On this 12th day of March, 2021.

SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which application is called</i>	<i>Address to which applications should be sent</i>
Kandy	Udawalpala	Post of Registrar of Muslim Marriages Gampola Kahatapitiya Area in Udawalpala Division	District Secretary / Additional Registrar General, District Secretariat, Kandy
Kandy	Delhota	Post of Registrar of Muslim Marriages of Hewawissa Korale in Pathahewaheta in Division	District Secretary / Additional Registrar General, District Secretariat, Kandy

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which application is called</i>	<i>Address to which applications should be sent</i>
Kandy	Udawalpala	Post of Registrar of Muslim Marriages Illawatura Area in Udawalpala Division	District Secretary / Additional Registrar General, District Secretariat, Kandy
Kandy	Doluwa	Post of Registrar of Muslim Marriages Andiya Kadawatha Area in Udawalpala Division	District Secretary / Additional Registrar General, District Secretariat, Kandy
Kandy	Udawalpala	Post of Registrar of Muslim Marriages Pussallawa Area in Udawalpala Division	District Secretary / Additional Registrar General, District Secretariat, Kandy
Kandy	Udunuwara	Post of Registrar of Muslim Marriages Handessa Area in Udunuwara Division	District Secretary / Additional Registrar General, District Secretariat, Kandy
Kandy	Yatinuwara	Post of Registrar of Muslim Marriages Dehianga Muruthalawa Area in Udunuwara and Yatinuwara Division	District Secretary / Additional Registrar General, District Secretariat, Kandy
Kandy	Medadumbara	Post of Registrar of Muslim Marriages Kumbuk Kandura Area in Pathadumbara and Medadumbara Division	District Secretary / Additional Registrar General, District Secretariat, Kandy
Kandy	Ududumbara	Post of Registrar of Muslim Marriages Ududumbara Division	District Secretary / Additional Registrar General, District Secretariat, Kandy

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REGISTRAR GENERAL'S DEPARTMENT

Post of Registrar of Muslim Marriages (Sinhala/Tamil)

NUWARA ELIYA DISTRICT

APPLICATIONS are called for the Post of Registrar of Muslim Marriages in the divisions set out in the schedule hereof;

01. Applicant should be a permanent resident of relevant Muslim Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.

02. Only Muslim Males can apply for this post.

03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications.(Maximum age of retirement is 65 years)

04. Applicants for the Post of Registrar of Muslim Marriages should be married and should not be a widower or divorced.

05. Applicant should have passed minimum of 06 subjects including Sinhala/Tamil (relevant language for the post) with 03 Credit passes in not more than Two (02) sittings in GCE (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the division or else should have passed in any other similar examination.

N.B. In case a subject contains 02 parts at GCE (O/L) or any other similar examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.

(Possession of Moulavi Certificate or Diploma in Arabic Language shall be considered as fulfillment of aforesaid basic qualification).

06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.

07. Additional details such as Village name list/Grama Niladhari Divisions of the relevant division of Muslim Marriage, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.

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W. M. M. B. WEERASEKARA,
Registrar General.

Registrar General’s Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
On this 16th day of March, 2021.

SCHEDULE

<i>District</i>	<i>Divisional Secretary’s Division</i>	<i>Post and Division for which application is called</i>	<i>Address to which applications should be sent</i>
Nuwara Eliya	Nuwara Eliya	Post of Muslim Marriages Registrar of Kandapola Area of Nuwara Eliya District	The District Secretary / The Additional Registrar General, District Secreariat, Nuwara Eliya

04-222

REGISTRAR GENERAL’S DEPARTMENT

Post of Registrar of Births and Deaths-Tamil Medium

NUWARA ELIYA DISTRICT

APPLICATIONS are called for the Post of Registrar of Births and Deaths for the divisions set out in the schedule hereof;

01. Applicant should be a permanent resident of relevant Registrar of Births and Deaths Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.

02. Both Male and Female candidates can apply for this post.

03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications.(Maximum age of retirement is 65 years)

04. Applicant should have passed minimum of 06 subjects including Tamil Language with 02 Credit passes in not more than Two (02) sittings in GCE (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the division or else should have passed in any other similar examination.

N.B. In case a subject contains 02 parts at GCE (O/L) or any other similar examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.

05. Applicant should have the ability to establish the office in a centrally located building that ensure respect of the post and enable easy access by all or majority of residents.

Under circumstances where there is no adequate office facilities provided within the hospital premises, recruited candidate for post of the Registrar of Births and Deaths, should be able to establish his/her office at a suitable building located in the close proximity within 01 k.m. from the Hospital.

06. Additional details such as Village name list/Grama Niladhari Divisions of the relevant division of Births and Deaths, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.

07. Relevant application and the said “Annex -01” inclusive of Village name list/Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website (www.rgd.gov.lk) of the Registrar General’s Department.

09. Duly filled applications should be forwarded on or before 10th May 2021 by registered post to the address given in the Schedule.

W. M. M. B. WEERASEKARA,
Registrar General.

Registrar General’s Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
On this 12th day of March, 2021.

SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which application are called</i>	<i>Address to Which applications should be sent</i>
Nuwara Eliya	Ambagamuwa	Post of Births and Deaths Registrar of Hatton Dickoya Town Division (Tamil Medium)	The District Secretary / Additional Registrar General, District Secreariat, Nuwara Eliya

PARLIAMENT OF SRI LANKA

Post of Assistant Librarian

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of “Assistant Librarian” on the Staff of the Secretary-General of Parliament

Applications prepared in accordance with the specimen given below, along with the copies of the certificates of educational/professional qualifications and experience, should be sent under registered cover to reach the “Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte” on or before April, 30, 2021. The post applied for should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: www.parliament.lk)

1. *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 47, 340 – 3 x 755/ 13 x 1,030 – Rs. 62,995/- (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 95,000 /=-)

2. Educational Qualifications and Experience

- 2.1 (a) Having passed the G.C.E (O/L) examinations in six subjects including credit passes for Sinhala/Tamil, English/ English Literature and Mathematics in not more than two sittings

And

A Degree in Library and information Science offered by a University recognized by the University Grants Commission

OR

- (b) Having passed the G.C.E (O/L) examinations in six subjects including credit passes for Sinhala/Tamil, English/ English Literature and Mathematics in not more than two sittings

And

A Degree offered by a University recognized by the University Grants Commission and the final examination certificate in Library Science, Documentation and Information Science offered by the Sri Lanka Library

Association or professional advanced certificate in Library and documentation services of the University of Kelaniya.

- 2.2 Not less than three year post-qualifying work experience at a recognized Library.

- 2.3 Candidates having qualifications in Information Technology obtained from a recognized institution will be given priority.

3. *Age Limit.*— Should not be less than 21 years and not more than 40 years of age as at the closing date for applications.

4. *Method of Recruitment.*— Through a written test and an interview

5. Terms and Conditions of Service :

- (i) This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.
- (ii) Selected candidates will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- (iii) Selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government and the selected candidates will be subjected to a medical examination.
- (iv) A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

6. Applicants should attach copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, when called upon to do so.

- (a) Birth Certificate,
- (b) Certificates of Educational Qualifications,

- (c) Certificates of Professional Qualifications,
(d) Certificates of Experience.

7. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.

8. Canvassing in any form will be a disqualification.

9. Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.

10. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments / Institutions will be rejected. Applications sent through Heads of Departments /Institutions but received after the closing date, and applications not prepared in accordance with the specimen will also be rejected.

W. B. D. DASANAYAKE,
Secretary,
General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte,
09th April, 2021.

SPECIMEN APPLICATION FORM

POST OF ASSISTANT LIBRARIAN

01. (a) Name with initials (in Sinhala/Tamil) :
.....
(b) Names denoted by initials (in Sinhala/Tamil) :
.....
(c) Full Name (in block capital letters): Mr./Mrs./Miss :
.....
02. National Identity Card Number :

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03. (a) Private Address:
.....
.....
Telephone No. :

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- (b) Office Address:
.....
.....
Telephone No. :

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- (c) Please indicate the address the admission to be posted.
Private

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 Office

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04. (a) Date of Birth: Year Month Date
(A copy of the birth Certificate should be attached)
- (b) Age as at closing date for applications: Years: Months: Days:

05. Civil Status: (Married/Unmarried) :
06. Gender: (Male/Female) :
07. State whether a citizen of Sri Lanka: (Yes/No) :
08. Educational and Higher Educational Qualifications:
(Copies of the certificates should be attached)

<i>Examination</i>	<i>Subjects</i>	<i>Pass</i>	<i>Year</i>
<i>G.C.E (O/L)</i>	<i>Sinhala/Tamil</i>		
	<i>Mathematics</i>		
	<i>English/English Literature</i>		

<i>Degree</i>	<i>Subject</i>	<i>University</i>	<i>Year</i>

09. Professional Qualifications (copies of the certificates should be attached):
.....
.....
.....
10. Other Qualifications (copies of the certificates should be attached):
.....
.....
.....
11. Experience (Copies of the Certificates should be attached) :

<i>Institution</i>	<i>Post</i>	<i>Service Period</i>

13. Details of the present employment:
(a) Name and Address of the Institution:
(b) Date of First Appointment:
(c) Present Post:
(d) Monthly basic salary:
(e) Allowances:
(f) Gross Salary:
14. Have you been convicted for any criminal offence by a Court of Law? (Yes / No)
If yes, give details:
15. Have you served under the Government before? (Yes / No)
If yes, give details:
.....

I do hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

.....,
Signature of the Applicant.

Date:

*Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/
Provincial Public Service)*

Secretary - General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss holding the post of in this Institution. I certify that he/she has been/has not been confirmed in this post and his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post.

.....,
Signature of Head of Department/
Institution (Official Stamp).

Date:

04-492/2

PARLIAMENT OF SRI LANKA

Post of Food and Beverages Assistant

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of "Food and Beverages Assistant" on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before April 30, 2021. The post "Food and Beverages Assistant" should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: www.parliament.lk)

1. *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 28,250 – 9x300/10x330/3x380 – 35,390/- (On this salary scale, the minimum initial monthly remuneration, together with all the allowances will be approximately Rs.62, 000 /=-)

2. *Educational Qualifications.*— Should have passed the General Certificate of Education (Ordinary Level) Examination in six subjects including a credit pass for Sinhala or Tamil language and simple passes for Mathematics and English at not less than two sittings.

3. *Professional Qualifications.*— Should have successfully completed a vocational training course in basic Restaurant & Bar Service / Food and Beverage Service with the duration not less than one year, conducted by the Sri Lanka Institute of Tourism and Hotel Management (SLITHM)/ National Apprentice and Industrial Training Authority (NAITA)/ Vocational Training Authority (VTA) or any other similar vocational training institute.

4. *Experience.*— Not less than two years in a star class hotel/recognized institution as a waiter/ steward or in a similar post.

5. *Age Limit.*— Should not be less than 22 years and not more than 35 years of age as at the closing date of applications.

6. *Method of Recruitment.*— Through a written test/ trade test and an interview.

7. *Terms and Conditions of Service :*

- (i) This post is permanent. Pension entitlement pertaining to this post will be determined according to the policy decisions taken by the Government in future. Appointment will be made subject to a three-year (03) probation period.
- (ii) Selected candidates will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- (iii) Selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
- (iv) Selected candidates will be subjected to a medical examination.

- (v) A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

8. Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, when called upon to do so.

- (a) Birth Certificate
(b) Certificates of Educational Qualifications
(c) Certificates of Professional Qualifications
(d) Certificates of Experience

9. Canvassing in any form will be a disqualification.

10. Applications received after the closing date or sent without copies of the relevant certificates and applications not prepared in accordance with the specimen will be rejected.

W. B. D. DASANAYAKE,
Secretary,
General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte,
09th April, 2021.

PARLIAMENT OF SRI LANKA

SPECIMEN APPLICATION FORM

POST OF FOOD AND BEVERAGE ASSISTANT

01. (a) Name with initials (in Sinhala/Tamil) :
- (b) Names denoted by initials (in Sinhala/Tamil) :
- (c) Full Name (in English capital letters): Mr./Mrs./Miss :
02. National Identity Card Number :
03. (a) Private Address:
- Telephone No. :

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- (b) Office Address:
- Telephone No. :

--	--	--	--	--	--	--	--	--	--
- (c) Please indicate the address to where the admission to be posted.
- Private ☐ Office ☐
04. (i) Date of Birth: Year Month Date
(A copy of the Birth Certificate should be attached)
- (ii) Age as at the closing date for applications: Years: Months: Days:
05. Civil Status: (Married/Unmarried) :
06. Gender: (Male/Female) :
07. State whether a citizen of Sri Lanka: (Yes/No) :

08. Educational Qualifications: (Copies of relevant certificates should be attached) :

<i>Examination</i>	<i>Subject</i>	<i>Pass</i>	<i>Year</i>
<i>G.C.E (O/L)</i>	<i>Sinhala/Tamil</i>		
	<i>Mathematics</i>		
	<i>English</i>		

09. Professional Qualifications (copies of the certificates should be attached) :

.....

.....

.....

10. Other Qualifications (copies of the certificates should be attached) :

.....

.....

.....

11. Experience (Copies of the Certificates should be attached) :

<i>Institution</i>	<i>Post</i>	<i>Service Period</i>

12. Details of present employment:

- (a) Name and Address of the Institution:
- (b) Date of First Appointment:
- (c) Present Post:
- (d) Monthly basic salary:
- (e) Allowances:
- (f) Gross Salary:

13. Have you been convicted for any criminal offence by a Court of Law? (Yes / No)

If so, give details:

14. Have you served under the Government before? (Yes / No)

If so, give details:

.....

I do hereby certify that all the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

Date:

.....,
Signature of the Applicant.

Examinations, Results of Examinations &c.

FOOD COMMISSIONER'S DEPARTMENT

Open Competitive Examination for the Recruitment of Supervisory Management Assistant (Technical Service Category) Inspector of Works Grade III of Food Commissioner's Department 2021

APPLICATIONS are called from qualified citizens of Sri Lanka for the Open Competitive Examination to for the recruitment of one post of Supervisory Management Assistant (Technical Service Category) Inspector of Works Grade III of Food Commissioner's Department. The applications duly prepared using both sides of A4 papers in accordance with the specimen application produced at the end of this *Gazette* Notification should be sent to Food Commissioner's Department, No. 330, Union Place, Colombo 02 under registered cover to reach on or before the following date. The Words "**Open Competitive Examination for the Recruitment to the Post of Inspector of Works Grade III**" should be clearly written at the top left corner of the envelope.

(a) The closing date for calling applications is 15th May 2021.

Note - Complaints against a loss or delay of an application or a letter in its relation in post will not be entertained. Applicants themselves have to bear any loss or damage occurred upon delaying the applications till the closing date of applications.

1. **Method of Recruitment to the Service.**— A qualified candidate will be selected for the post of Inspector of Works Grade III on the basis of order of marks obtains at the written examination conducted by the Commissioner General of Department of Technical Education and Training.

2. Conditions of Recruitment to the Service :

- (i) This post is permanent and pensionable, should contribute to the Widows'/Widowers' and Orphan's Pensions Scheme.
- (ii) The period of probation in three (03) years and the First Efficiency Bar Should be passed within the probationary period of three (03) years.

(iii) Level II of proficiency in Second Official Language should be obtained, before the completion of five (05) years of the appointment in terms of the Public Administrative Circular 01/2014.

(iv) This appointment subject to procedural rules of Public Service Commission, Establishment Codes and Financial Regulations of the Democratic Socialist Republic of Sri Lanka and other Orders of the Department.

3. **Salary Scale.**— In terms of the salary circular of Public Administration Circular 03/2016 and the salary code MN 03-2016 the salary scale is Rs. 31,040- 10 x 445 -11 x 660- 10 x 730 - 10 x 750 - Rs. 57,550 (Monthly)

4. i. Educational Qualifications :

1. Should have passed G. C. E. (A/L) Examination at one sitting with 03 subjects in Science/Mathematics scheme including credit passes for Physics and Chemistry subjects.

And

2. Should have passed G. C. E. (O/L) Examination at one sitting with 06 subjects including credit passes for Sinhala/Tamil/English, Science, Mathematics and one of the other subjects.

4. ii. Professional Qualifications :

1. National Diploma in Technology offered by University of Moratuwa or Ampara HARDY, Advanced Technological Institute.

or

2. National Diploma in Engineering Science offered by National Apprentice and Industrial Training Authority (NAITA)

or

3. National Higher Diploma in Engineering offered by the Ministry of Higher Education

or

4. Diploma in Technology offered by Open University of Sri Lanka (OUSL)

or

5. Successful completion of Part I of the Engineering Examination conducted by Institution of Engineers Sri Lanka

or

6. Completion of National Vocational Qualification (NVQ) Level 6 relevant to the field of the job.

or

7. Other qualifications in technology recognized by Tertiary and Professional Education Commission and equal to the above technical qualifications in every aspect after obtaining information from the Ministry of Higher Education and above institutions that issue certificates of technology.

5. **Age Limit.** – Not less than 18 years of age and not more than 30 years as at the closing date of calling applications.

6. **Physical Requirement.** – Every applicant shall be physically and mentally fit to serve in any part of the Island.

7. **Other Qualifications :**

(i) Shall be a citizen of Sri Lanka.

(ii) Shall have a excellent moral character.

(iii) All the qualifications required for the recruitment to this post shall be completed in all respects as at the closing date of calling applications in the *Gazette* Notification.

8. **Written Examination :**

<i>Examination Paper</i>	<i>Time Hours</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>	<i>Syllabus</i>
1. Test on Subject related Technology	3 Hours	100	40%	Basic concepts on Construction of buildings, designing plans, maintenance(air conditioning, plumbing, electricity) reading survey plans and employee management of a work site
2. I. Q Test	1 Hour	100	40%	General Knowledge

8. **i. General Interview :** The interview will be held only to check qualifications marks are not given.

9. **Conditions of the Examination :**

(i) Admission cards for the candidates who have sent duly filled applications will be issued by Director General, Department of Technical Education and Training. Candidate should present the attested admission card to the supervisor of the examination hall. No candidate of not presenting the admission card would be permitted to appear for the examination.

(ii) No travelling allowance or any other allowance borne by candidates to sit for this examination will be reimbursed.

(iii) Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor, for this purpose ;

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

or

(b) A valid Passport is only accepted.

(iv) The Examination will be conducted in the Sinhala, the Tamil and the English Medium and the candidate will not be permitted to change the medium for the examination given in his or her application.

(v) Food Commissioner will allow all the candidates who have paid prescribed examination and presented duly filled applications on or before the closing date of calling applications to sit for the competitive programme on the prior assumption that only the persons who possess qualifications in the *Gazette* notification. Sitting for the exam will not be considered that candidate is qualified for the post.

- (vi) Candidates subject to the rules and regulations regarding holding this examination enacted by Director General, Department of Technical Education and Training.
- (vii) This Examination would be held only in the Examination centers in Colombo by Examinations and Evaluation Division of the Department of Technical Education and Training.

10. Method of sending Applications :

- (i) Applications should to be prepared by using A4 (24cm x 29 cm) size papers as item number 01 to 04 should be in the first page and next item from the item number 05 should be in the other pages and it should be clearly filled in candidate's own hand writing.
- (ii) Heading in Sinhala Medium applications should be in English as well in addition to Sinhala, and in Tamil Medium applications in English as well in addition to Tamil.
- (iii) Applications which are not complying with the specimen form and receive after the closing date of accepting of applications will not be accepted. Applicants are advised to post the applications earlier to avoid delays in the mail.
- (iv) Applications should be in the language in which the candidate is eligible to sit the examination.
- (v) A deposit of Rs. 750 be made in favour of "Food Commissioner, Bank of Ceylon, Union Place Account No. 7042667" as the examination fee from any branch of Bank of Ceylon in the Island. The receipt obtained for this payment should be firmly pasted with one edge to the place specified in the application form. It is advisable if a photocopy of the receipt is kept with the candidate. The examination fee is not refundable under any circumstances and money orders and stamps are not accepted.
- (vi) Candidate's signature in the application should be attested by a Principal of a Government School/Grama Niladhari of the Division, a justice of the Peace/Commissioner of Oaths, Attorney at-Law, Notary Public, Commissioned Officer in the Armed Forces, An Officer Holding a *Gazetted* Post on the Police Service Permanent Staff Officer of Public or Provincial Public Service whose annual initial salary is Rs. 240,360 or above or chief incumbent of a Buddhist temple or a priest of other religion who bears considerable status.
- (vii) Employees of Provincial and State Services should sent their applications through the Head of their Department.
- (viii) If it any information in the application detected as false actions will be taken for dismissal from service.

11. In a case of any inconsistency among the Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text shall prevail.

12. Decision of the food Commissioner would be the final decision regarding any matter not herein included. All the applicants are bound to abide by the general rules and regulations in the *Gazette* Notification.

J. KRISHNAMOORTHY,
Food Commissioner,
Food Commissioner's Department.

Food Commissioner's Department,
No. 330, Union Place,
Colombo 02,
24th March, 2021.

SPECIMEN APPLICATION FORM

5.2 Age as at the closing date of application :

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තනතුරෙහි III වන ශ්‍රේණිය සඳහා බඳවා ගැනීමේ විවෘත තරග
විභාගය 2021
OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT OF
SUPERVISORY MANAGEMENT ASSISTANT (TECHNICAL SERVICE
CATEGORY) INSPECTOR OF WORKS GRADE III OF FOOD
COMMISSIONER'S DEPARTMENT 2021

(For Office Use Only)

● Medium

Sinhala -2
Tamil -3
English -4

(Write the number in the relevant cage)

1.0

1.1 Full Name (In English Block capitals) :_____.
(Eg.: HERATH MUDIYANSELAGE SAMAN
KUMARA HERATH)

1.2 Last Name first with initials at the end (In English
block capitals) :_____.
(Eg. : HERATH H. M. S. K)

1.3 Full Name :_____.
(Sinhala/Tamil)

1.4 National Identity Card No. :

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2.0 2.1 Permanent Address :_____.
(In English block letters)

2.2 Permanent Address :_____.
(Sinhala/Tamil)

2.3 Address to sent the admission card :_____.
(In English block capitals)

3.0 3.1 Telephone Number :_____.

4.0 4.1 Gender : Male - 0
Female - 1
(Write the number in the relevant cage)

5.0 5.1 Date of Birth:

Year : Month : Date :

Years : Months : Days :

6.0 Educational/Qualifications

6.1 Details of G. C. E. O/L Examination :

- (i) Year and month of Examination :_____.
(ii) Index No. :_____.
(iii) Results :

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

6.2 Particulars of G. C. E. A/L Examination :

- (i) Year and month of Examination :_____.
(ii) Index No. :_____.
(iii) Results :

Subject	Grade	Subject	Grade
1		3	
2		4	

6.3 If possess a degree from recognized university :

- (i) University :_____.
(ii) Degree :_____.
(iii) Admission No. :_____.

7.0 Professional Qualifications :

- (i)
(ii)

8.0 Experience :_____.

9.0 Have you been convicted by a Court of Law for any
offence ?

* (Tick (✓) the relevant cage)

Yes ☐ No ☐

(if yes explain) :_____.

10.0 Particulars of the receipt for payment of examination fees :

- (i) Branch of Bank of Ceylon where examination fee was paid :_____.
- (ii) Paid amount Rs. :_____.

Paste the receipt properly here.
(Keep a photocopy for future reference)

11.0 Certificate of the candidate :

- (a) I do hereby honourary declare that the particulars furnished above are true to the best of my Knowledge. I agree to bear any loss that may occur because of not completing a part of this and completing inaccurately. Further I declare that I have completed all the parts accurately.
- (b) I know that the statement in the application which is found to be false will make me liable disqualification if the it is detected before the selection and for dismissal if detected after the selection.
- (c) Further, I declare that I am bound the rules and regulations enacted by Director General of the Department of Technical Education and Training.
- (d) I shall not change any particulars stated in this subsequently.

_____,
Signature of the Applicant.

Date :_____.

12.0 Attestation of the Applicant's Signature :

I, certify that I personally know Mr./Mrs./Miss
Presenting this application he/she has paid the prescribed examination fee, has affixed the receipt in the application and he/she put his/her signature before me on

_____,
Signature of the attester.

Date :_____.

Full name of the attester :_____.

Designation :_____.

Address :_____.

(Certify with the official Frank)

13.0 If the candidate is in public service certificate of the Head of Department.

I certify that Mr./Mrs./Miss..... who has applied for this post is at present employed in this Ministry/ Department/Provincial Council/Institute on permanent/ Casual/temporary basis he/she can be/cannot be released from the present post.

_____,
Signature of the Head of the Department or the Authorized Officer.

Date :_____.

Full Name of the Department Head :_____.

Designation :_____.

Address :_____.

(Certify with the official frank)

04-276

PUBLIC SERVICE COMMISSION

Limited Competitive Examination for Promotion of the Officers in Grade I of Sri Lanka Technological Service to Special Grade - 2019(2021)

IT is hereby notified that, in accordance with the Minute of Sri Lanka Technological Service, published in the *Gazette Extraordinary* No. 1930/12 dated 01.09.2015, the Limited Competitive Examination for promotion of officers in Grade I of Sri Lanka Technological Service to Special Grade will be held by the Commissioner General of Examinations, in Colombo, in the month of July 2021. Secretary of Public Administration reserves the right to cancel or postpone this examination subject to the instructions of Public Service Commission.

02. Officers who have satisfied the following qualifications as at 31.12.2019 shall apply for this examination.

- I. Officers who have completed at least an active and satisfactory service of five (5) years in Grade I of Supervisory Management Assistant - Technological Service Category of Sri Lanka Technological Service and have earned the five (5) salary increments.

II. Officers who have completed a satisfactory service of five (5) years immediately preceding the date of promotion.

III. Officers who have passed the Third Efficiency Bar Examination.

03. Following salary scale shall be applicable to the officers in Special Grade (MN-7-2016 Step 4) Rs. 43,845- 8 x 755- 18x 1030 - Rs.68,425.

4. Promotion from Grade I to Special Grade of Sri Lanka Technological Service shall be in the following manner.

(i) Vacancies in each post in Special Grade of Sri Lanka Technological Service existing at each Department and Ministry from 01.01.2019 to 31.12.2019 shall be filled on the results of this examination.

(ii) The results of the Limited Competitive Examination for promotion to the Special Grade shall strictly be applicable to fill the vacancies existing from 01.01.2019 to 31.12.2019.

(iii) Percentage of Recruitment :
Limited 40%
Service Experience and Merit 60%

(iv) At the instances where the approved number of posts is 04, the percentage of recruitment under the Limited Competitive Examination shall be 25% and the percentage of recruitment under service experience and merit shall be 75%. At the instances where the approved number of posts is 03, the percentage of recruitment under the above limited competitive examination shall be 33.33% and the percentage of recruitment under service experience and merit shall be 66.66%.

(v) In case the number of vacancies in the Special Grade of Sri Lanka Technological Service is more than 04, the filling of vacancies should be carried out on the results of the Limited Competitive Examination subject to the percentages mentioned in para 04 iii above.

(vi) Promotion to Special Grade shall be made by the Public Service Commission to be effective from the date of examination on the order of merit of the examination and the number of vacancies, after verifying by an interview board appointed

by the Public Service Commission that the other relevant qualifications have also been fulfilled by those who have passed on the results of the limited competitive examination for promotion to Special Grade conducted by the Commissioner General of Examinations on behalf of the Secretary, Ministry of Public Administration.

(vii) Officers, out of the applicants who have satisfied the basic qualifications, shall be considered for the relevant promotions as per order of merit at the time of filling the vacancies.

05. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their application in accordance with the specimen form and officers in the public service should forward their applications through the respective head of department and officers in the provincial public service should forward their applications through the Secretary of Public Service Commission in the Provincial Council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations (Institutional and Foreign Examinations) Branch, Department of Examinations, P.O. Box 1503, Colombo on or before 10.05.2021. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of applications will be rejected.

06. *Proof of Identity.*– Candidates should 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 is accepted.

- (a) The National Identity Card,
- (b) Valid Passport,
- (c) Valid Sri Lankan Driving License.

Candidates should enter the examination hall without covering their faces and ears enabling to prove their identity. Any candidate who refuses to prove his or her identity shall not be allowed to enter to the examination hall. Further, the candidates should remain their face and ears uncovered until they leave the examination hall after the examination, enabling the invigilators to identify them.

07. *Application :*

- (i) Applications should be prepared in a paper A4 in size using both sides. No. 01 to 05 should appear

on the first page. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting.

- (ii) When preparing the application, the title of the examination should be written in English in addition to Sinhala on Sinhala applications and Tamil on Tamil applications. Applications that do not comply with the specimen and have not been duly perfected shall be rejected without notice. Therefore, the candidates themselves should make sure that the perfected applications are in conformity with the specimen form. It is advisable to keep a photo copy of the application form with the candidate.
 - (iii) Candidates are not allowed to change the language medium selected by them in their applications. If applications are received in all three language media, i.e. Sinhala, Tamil and English, the examination will be held in those three language media. However, candidates should answer all the question papers in one and the same language selected by them.
 - (iv) Candidates who appear for this examination for the first time are not required to pay any examination fee. However, if a subsequent sitting, an examination fee of Rs.600/- should be paid at any Post Office/ Sub Post Office or District/ Divisional Secretariat to be credited to Revenue Head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed in the relevant cage of the application form. Money Orders or Stamps are not accepted for examination fees. It is advisable to keep a photocopy of the receipt. The fee shall not be paid back or shall not be allowed to transfer in respect of any other examination under any circumstances.
08. (i) The Commissioner General of Examinations will issue admission cards to the candidates who have forwarded duly perfected applications along with the receipt if payment of examination fee on or before the closing date of examination mentioned in the Notification is applicable, medium of examination, public service to which the applicant belongs, signature of the applicant and the attestation of the signature, recommendation and certification of the Head of the Department, on the presumption that only

those who possess the qualifications mentioned in the *Gazette* Notification have applied. Officers sitting for the examination must get his signature on the admission card attested in advance and produce to the supervisor of the examination center. It will not be allowed to sit for the examination without such admission card. Further, issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit for the examination.

- (ii) As soon as the admission cards are issued to candidates, Department of Examinations will publish a notice announcing the same in newspapers and the official web site of the department. If the admission card is not received even after 2 or 3 days of such an advertisement, it should be inquired from the Organizations. Branch, Department of Examinations in the manner as mentioned in the notification. The applicant should correctly mention the name of the examination applied for, full name of the applicant, national identity card number and address when making such inquiry. In case of applicants outside Colombo, it would be advisable to make the request sending a letter of request stating the same to the fax number mentioned in the Notification along with the fax number to which a copy of the admission card can be sent promptly. It would be useful to have the following documents in hand at the time of calling the Department of Examinations, i.e. a photocopy of the application form, receipt of payment of examination fees (if applicable) and receipt of registration.
- (iii) Candidate shall get his/her signature on the application and the admission card attested by the Head of the institution or an officer authorized by him. Candidate shall sit for the examination at the examination hall assigned to him under the specific number given to him and produce his admission card with his signature attested to the supervisor of the examination center on the day of the examination. Any candidate who fails to produce his admission card shall not be permitted to sit for the examination.

09. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in Para (08) above will not be considered.

10. *Issuance of the results of the examination.* – Actions shall be taken to issue the results of this examination to the Secretary of the Public Service Commission.

11. *Scheme of Examination.* – This examination shall be held in Sinhala, Tamil and English media and the language medium applied for shall not be allowed to change subsequently.

(i) Examination for promotion of officers in Class I to Special Class will consist of 2 question papers.

(1) Aptitude Test - Duration 1 hour - 100 marks

(2) Management - Duration 3 hours - 100 marks

Candidates shall be required to obtain a minimum of 40% of the marks for each question paper to be qualified.

Syllabus of the first question paper shall be as follows:

Aptitude Test - Subject No. (1)

A test designed to assess as to whether the officer has acquired knowledge, skills and attitudes required for the fulfillment of tasks entrusted to him/her in an efficiency beyond the performance at average level and whether the officer displays competency in the application of the above. This question paper consists of 50 questions in the form of Multiple Choice and Questions for Short answers and all the questions should be answered.

Syllabus of the second question paper will be as follows:

Management - Subject No. (2)

(i) Principles of Management

(ii) Management functions

Planning

Decision Making

Process of decision making

Organization

Staffing

Directing

Motivation Process

Leadership

Control

Process of Controlling

(iii) Participatory Management

(iv) Management Environment

(v) Case Study

This is a structured essay type question paper. All the questions should be answered.

12. Candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations in conducting the examination and issuing the results. Candidates are liable to be subjected to a punishment imposed by the Commissioner General of Examinations for breach of these rules. In accordance with the regulations relevant to this notification, if a candidate is found to be ineligible, his/ her candidature is liable to be cancelled at any stage prior to during or after the examination.

13. The decision of the Secretary of the Public Service Commission will be the final in respect of any matter not provided for in this notification.

14. In case of an inconsistency between Sinhala, Tamil and English text of this *Gazette* notification, the Sinhala text shall prevail.

On the Order of the Public Service Commission,

J. J. RATHNASIRI,

Secretary,

Ministry of Public Services, Provincial
Councils and Local Government.

Ministry of Public Services,
Provincial Councils and Local Government,
Independence Square,
Colombo 07,
25th March, 2021.

SPECIMEN FORM OF APPLICATION

(For office use only)

ශ්‍රී ලංකා තාක්ෂණ සේවයේ I ශ්‍රේණියේ නිලධාරීන් විශේෂ
ශ්‍රේණියට උසස් කිරීමේ සීමිත තරග විභාගය - 2019(2021)

**Limited Competitive Examination for Promotion of the
Officers in Grade I of Sri Lanka Technological Service
to Special Grade - 2019(2021)**

Medium in which the officer appears for the
examination

(Sinhala- 2 / Tamil- 3 / English - 4)

(Indicate the relevant number in the cage)

01. (a) Indicate whether you belong to Provincial Public Service or which Public Service :

(Indicate the number relevant to the public service to which you belong)

Public Service	No.
Central Government	10
Western Provincial	01
Central Provincial	02
Southern Provincial	03
Northern Provincial	04

Public Service	No.
Eastern Provincial	05
North Western Provincial	06
North Central Province	07
Uva Provincial	08
Sabaragamuwa Provincial	09

(b) Name in full (in English block capital letters) : _____.

(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

(c) Name with initials at the end (in English block capital letters) : _____.

(Eg: GUNAWARDHANA, H.M.S.K.)

(d) Name in full (in Sinhala /Tamil) : _____.

(e) Official address (Admissions will be posted to this address.) :

(in English capital letters) : _____.

(in Sinhala/Tamil) : _____.

(f) Sex : (Indicate the relevant number in the cage)

(Male - 0 / Female- 1)

(g) National Identity Card No.:

(h) Mobile Number:

02. Department which you belong to : _____.

03. Designation : _____.

04. Period of service as at 10.05.2021: Years : Months : Days :

05. (i) Date of Birth : Year : Month : Date :

(ii) Age as at 10.05.2021 : Years : Months : Days :

Paste the receipt of the examination fee of Rs.600/-firmly, if not the first sitting.
(It is advisable to keep a photocopy)

Receipt number of the examination fee -

Office to which the fee was paid -

Amount paid -

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Furthermore, I hereby agree to be abided by the rules and regulations imposed by the Commissioner General of Examinations in conducting the examination and issuing the results.

_____,
Signature of the Applicant.

Date : _____.

Note : Candidate should place his/her signature in the presence of the Head of Department or an officer duly authorized to sign on his behalf or Head of the Regional Office.

Attestation of Candidate's Signature

I hereby certify that Mr./Mrs./Miss. is presently employed in my office and is personally known to me and he/she placed his/her signature in my presence on and he/ she is exempted from payment of examination fee/ has paid the examination fee and affixed the relevant receipt.

_____,
Signature of the Attester.
Official Stamp

Date : _____.

Recommendation and Certification of the Head of the Department

(I) Recommendation of the Head of the Department on the disciplinary inquiries that were carried on or are being carried on against the applicant :.

.....
.....
.....

(II) I hereby certify that the particulars given in paragraphs 01-05 above are correct, that this candidate is eligible to sit for the examination, that he/she is eligible to sit for the examination in the language medium mentioned above and he/ she is exempted from payment of examination fee/ has paid the examination fee and affixed the relevant receipt.

_____,
Signature and designation of Head of Department.
Official Stamp.

Date : _____.

Note:- A certified copy should be sent to the personal file of the candidate and the other copy should be sent to reach Department of Examinations of Sri Lanka promptly.

04 –340

PUBLIC SERVICE COMMISSION

Limited Competitive Examination for Promotion to Supra Grade of Management Services Officers' Service - 2019 (2020)

IT is hereby notified that the Limited Competitive Examination for Promotion to the Supra Grade of Management Services Officers' Service shall be held in all three languages of Sinhala, Tamil and English by the Commissioner General of Examination in July, 2021.

02. This examination shall be held in the following towns. The towns in which the examination centers are located and the relevant town numbers are given below.

<i>Town</i>	<i>Town Number</i>
Colombo	01
Kandy	02
Badulla	03
Matara	04
Jaffna	05

At the occasions, where a sufficient number of applications are not received in respect of a certain mentioned above, such examination center shall be cancelled and the applicants shall be directed to an adjoining centre. The town applied initially shall not be allowed to change subsequently. Further, the Commissioner General of Examinations shall take action to hold the examination in Colombo at the occasions where a sufficient number of applications are not received to organize examination centers in all or majority of the towns proposed for the purpose.

03. The Secretary, Ministry of Public Services, Provincial Councils and Local Government reserves the right to postpone or cancel the examination subject to the instructions of the Public Service Commission.

04. The number of vacancies expected to be filled shall be calculated as at the last date of the competitive examination held first from among the competitive examinations conducted under merit stream or limited stream for filling the vacancies in Supra Grade. Action shall be taken to publish the said vacancies again through a public notification after the last date of the relevant examination and the number of vacancies shall not be revised once it has been published in the said manner. Appointments relevant to 50 % of vacancies existing as at the said date shall be made on the results of the limited competitive examination. Candidates shall secure at least 40 marks for each subject relevant to the examination in order to pass the limited competitive examination. The eligible applicants shall be appointed to Supra Grade after verification of qualifications by an Interview Board appointed by the Public Service Commission. The interview shall be held only for the purpose of examining the certificates by which the qualifications of the applicants are to be verified and no marks shall be allocated at the interview.

05. The Salary segment MN 7-2016 of Public Administration Circular No. 03/2016 dated 25.02.2016 is entitled to this post and accordingly, the monthly salary scale shall be Rs. 41,580 -11x755 - 10x1,080- Rs. 68,425/-.

6. *Qualifications to be satisfied:* Officers who belong to the Combined Service and have not been subjected to any disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020 as at the closing date of applications shall strictly be eligible to sit for this examination.

- (a) Shall have been an officer in Grade I of the Management Services Officers' Service ; or
- (b) Shall have been an officer in Grade II of Management Services Officers' Service, Who has completed an active and satisfactory service of at least not less than eight (08) years ;

or

- (c) Shall have been an officer of Management Services Officers' Service, who has possessed a degree from a university recognized by the University Grants Commission and completed an active and satisfactory service of 05 years ;

and

- (d) Shall have completed the relevant Efficiency Bar examination as at the prescribed date.

(I) *Note*–

The officers, who have completed the active period of service prescribed by (a), (b), (c) above as per the Grade, in which they are staying in the Management Services Officers' Service, and could not complete the satisfactory period of service due to the deprivation of the confirmation in service or promotion as at the closing date of applications due to the delay in the concession for efficiency bar depending on the administrative reasons even after passing the efficiency bar examination by the closing date of applications within the minimum number of sittings to be satisfied as per the provisions of the Service Minute and to be passed relevant to the Grade in which they are staying at present, can also apply for this examination.

- (II) However, providing the opportunity for the said officers to apply and sit for the examination shall not be a qualification for the promotion and the letter of promotion to Supra Grade shall be issued after the relevant confirmation/ promotion has been earned once it is satisfied that a satisfactory service period has been

completed in the Management Services Officers' Service in the proper manner.

07. *Method of application :*

- (a) The application shall be in the form of the specimen appended to this notification. It should be prepared by the candidate himself on paper of size 25.5cm X 21 cm (A4 paper) using both sides in such a way that Nos. 01 to 05 appear on the 1st page, Nos. 06 to 09 on the 2nd page and the remaining numbers on the 3rd page. It is the responsibility of the candidate to make sure that the application complies with the specimen indicated in the Exam Notification. Applications that do not comply with the specimen or that have not been completed properly shall be rejected without notice. It is essential to mention the name of the examination in English language as well, in applications prepared in both Sinhala and Tamil mediums. The application shall be prepared in the same language in which the candidate intends to sit for the examination. (It is advisable to keep a photocopy of the perfected application with the candidate).

(b) *Certification of the Head of Institution :*

Application perfected by candidates shall be forwarded to the Head of Department along with a photocopy. Once his/her recommendation is obtained, the photocopy shall be filed in the personal file of the candidate while the original shall be sent through the respective Head of Department to reach

The Commissioner General of Examinations,
Organization (Institutional and Foreign
Examinations) Branch,
Department of Examinations,
P.O. Box 1503, Colombo.

Before 10.05.2021 by Registered Post. Copies of applications other than the application sent through the Head of Department should not be sent personally. Applications received after the closing date shall be rejected. The respective Head of Department should certify that the application has been perfected in every respect and shall place his signature on the certificate indicated in No. 14 of the specimen application. No application shall be sent to the private address

of the Commissioner General of Examinations or any other officer of the said Department. The top left corner of the envelope containing the application should clearly bear the words "**Limited Competitive Examination for recruitment to Supra Grade of Management Services Officers' Service - 2019 (2020)**". The post and the service station of the applicant at the time of applying for the examination shall be applicable to all matters related to the examination and any change made in this regard after sending applications shall not be considered.

- (c) (i) Examination fee shall not be charged from the candidates who sit for the examination for the first time; namely candidates who did not sit for the Limited Competitive Examination for promotion to Supra Class of General Clerical Service held in 1980, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1991, 1996, 1999 or 2001, candidates who did not sit for a Limited Competitive Examination of Supra Class of Government Typists' Service held in 1985 and 1996, candidates who did not sit for a Limited Competitive Examination of Supra Class of Government Stenographers' Service held in 1996 and candidates who did not sit for a Limited Competitive Examination of Supra Class of Government Book-keepers'/Shroffs' or Store-keepers' Service held in 1999 and candidates who did not sit for the Limited Competitive Examination for promotion to Supra Class of Management Services Officer's Service held in 2006, 2007, 2011, 2015 and 2018.
- (ii) Examination fee is Rs. 600/-. Further, the said fee shall be paid to any Post Office/ Sub Post Office to be credited to the government revenue under the revenue head 20-03-02-13 and the receipt obtained in favour of the applicant shall be affixed in the relevant cage of the application so as not to be detached. Money orders and stamps shall not be accepted and the examination shall not be refunded or transferred for another examination under no circumstance. It is advisable to keep a photocopy of the receipt with the candidate.

(d) Complaints on applications or any relevant document getting lost or delayed in the post shall not be entertained.

(e) Receipt of applications shall not be acknowledged.

8. *Admission to the examination :*

- (a) Commissioner General of Examinations shall issue admission cards to all the candidates who have paid examination fees, completed the application form properly and sent before due date. A candidate presenting himself for the examination shall get his signature on the admission card attested in advance and produce his admission card to the supervisor of the examination center on the first day of the examination. Any candidate who fails to produce his admission card shall not be permitted to sit for the examination.
- (b) Candidates must sit for the examination at the examination hall assigned to him. A set of rules to be followed by all the candidates is published in this *Gazette*. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules and regulations.
- (c) A notification shall be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations stating your full name, address, National Identity Card number and name of the examination: i.e. certified photocopies of the application form and the receipt kept at your possession. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinations through fax.

Note: Issuance of admission card to the examination does not necessarily mean that the candidate is eligible to sit for the examination.

9. *Identity of candidates:*— A candidate shall 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 one of the following documents shall be accepted.

- (a) National Identity Card
- (b) A valid passport.
- (c) Valid driving license.

Candidates should be dressed in a manner which exposes the full face (including ears) ensuring their clear identification. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears enabling the examiners to identify them easily.

10. *Penalty for furnishing false information :*

- (a) If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/ her candidature is liable to be cancelled at any state prior to, during or after the examination.
- (b) If the particulars furnished by a candidate are subsequently found to be false or if it is found that he/she has willfully suppressed any material fact he or she shall no longer be considered for an appointment. Furthermore, he or she shall be liable for dismissal from the public service or cancellation of any appointment made on this examination.

11. *Language medium of the examination:*— The examination shall be held in Sinhala, Tamil and English languages. Candidates should sit the examination in the language medium in which they sat for the examination for recruitment to the service or in one of the official languages. The language medium of examination indicated initially shall not be allowed to change subsequently.

12. *Scheme of examination*: The Written Examination shall consist of the following subjects.

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>
1. Office management	02 hours	100
2. Office systems	02 hours	100
3. Establishment procedures and procedural rules	02 hours	100
4. Public finance management	02 hours	100
5. General paper	1 1/2 hours	100

13. *Syllabus*: Knowledge in the following subjects is expected from the candidates.

(i) **Office Management (Duration - 02 hours, Marks- 100)**

Organization structure, principles of organization, task analysis and task evaluation, leadership supervision and the ability to make decisions, communication, public relations, co-ordination and problem solving.

(ii) **Office system (Duration - 02 hours, Marks- 100)**

Principles of office systems, office procedures, document and filing, planning and handling of forms, office correspondence, control over the utilization of office equipment, office layout and environment, job description, work and systems study, measurement of work and Office manual.

(iii) **Establishments procedures and procedural rules (Duration - 02 hours, Marks - 100)**

Procedures to be followed when making recruitments to public service, establishments activities of public officers, maintaining a personal file, vesting of powers for the tasks such as appointments, transfers, promotions and termination of service of public servants, welfare of public servants, privileges entitled to public officers, general knowledge of the regulations and circulars that have been already issued by the Government shall be tested.

(iv) **Public Financial Management (Duration - 02 hours, Marks- 100)**

Responsibilities of an Accounting Officer and Annual Estimates, financial control, delegation of responsibilities on financial matters, receipt of money, accounting, acceptance of money, payments, custody of public money, imprest and bank accounts, supplies and services, tender procedures, board of surveys, audit queries, ledgers and summaries of income and expenditure of government offices, bank reconciliations, books on financial management, regulations and circulars issued on utilization of Public Finance so far by the government.

(v) **General paper (Duration - 1 1/2 hours, Marks- 100)**

The nature of Public Administration, structure of Public Administration, Public policies and new public reforms, fundamental rights, Human rights, Human Rights Commission, Ombudsman, Public Petitions Committee of the Parliament, office culture, ethics and morals, making the office environment properly, welfare activities of the staff, recognition of civil and official status in the aspect of social science and the duties of public officers towards recipients.

14. *Selection for appointment* :

(i) A candidate shall secure at least 40 marks for each subject in order to pass the above examination and to be called for the interview. On the order of total marks secured at the examinations, candidates shall be called for an interview which shall be conducted by an interview board appointed by the Public Services Commission for verification of qualifications. No marks shall be allocated at such interview. Selected candidates are liable to serve in offices situated in any part of the Island where vacancies exist. Appointment of any candidate shall be cancelled, if he/she refuses to assume duties at the respective office. At such occasions, vacancies shall be filled by calling other candidates in the order of marks.

(ii) It is compulsory to serve at least 03 years at the service station to which the candidate gets

the first appointment. However, the Appointing Authority reserves the right to transfer an officer before the completion of the said period on special grounds determined by the Appointing Authority.

- (iii) The result sheet including the names of the candidates who become qualified from the written test shall be submitted to the Secretary, Public Service Commission on the notice of the Public Service Commission. The results of the remaining candidates shall be published in the website www.results.exams.gov.lk or they shall be informed personally.

15. Conducting of this examination and promotion to Supra Grade shall be made subject to the general conditions governing the appointments of public service, rules and regulations stipulated in the Public Management Assistants' Service Minute published in the *Gazette extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11th of December 2013 and any amendment already made and shall be made thereto in due course.

16. The Public Services Commission reserves the right to refrain from filling some or all of the vacancies and also to decide on the matters not provided for in respect of these regulations.

17. In the event of any inconsistency between the Sinhala, Tamil & English texts of this *Gazette* notification, the Sinhala text shall prevail.

On the order of the Public Services Commission,

J. J. RATHNASIRI,
Secretary,

Ministry of Public Services, Provincial Councils and
Local Government.

Ministry of Public Services, Provincial Councils and
Local Government,
Independence Square,
Colombo 07.
26th of March 2021.

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(For office use only)

SPECIMEN APPLICATION

LIMITED COMPETITIVE EXAMINATION FOR PROMOTION TO SUPRA GRADE OF MANAGEMENT SERVICES
OFFICERS' SERVICE - 2019 (2020)

Language Medium of examination	
Sinhala - 2	
Tamil - 3	<input type="text"/>
English - 4	
(Indicate the relevant number in the cage)	

Indicate the town and the town number in which the candidate intends to sit the examination as per the notification of calling for application	
Name of Town	Town Number

The service to which you belong

N.B: Officers, who belong to Provincial Public Service are not allowed to apply for this examination. Since the code for identification of Combined Service in Public Service as informed by the Commissioner General of Examination is

"10", indicate No: 10 in the box against "The service to which you belong" above. If applications are called concurrently from the officers of Provincial Public services to be promoted to the posts of Supra Grade in each Provincial Public Service, instructions on the code numbers, which should be mentioned in the applications, shall be made by each Provincial Council at the time of publishing the Notification on the relevant Examination.

Indicate whether you belong to the Combined Service or to which provincial public service you belong:

01. 1.1 Name with initials:
(In Sinhala/ Tamil) Eg: A.B.C.D. SILVA
1.2 Name in full (In English):
1.3 Name in full (In Sinhala/Tamil):
1.4 National Identity Card Number:

02. 2.1 Official address (In English block capital) :
(Admission card will be sent to this address)
2.2 Official address (In Sinhala/ Tamil) :
2.3 Permanent Address (In English block capital):
2.4 Permanent Address (In Sinhala/Tamil):

03. Date of Birth: Year : Month : Date :

04. Sex (Indicate relevant number in the cage) : Male - 0 Female - 1

05. Mobile Number:

06. Marital status: Single - 1 Married - 2
(Indicate relevant number in the cage)

07. Age as at the closing date of applications: Years : Months : Days :

08. Have you sat for any of the following examinations? Examinations for recruitment to G.C.S. held in 1980, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1991, 1996, 1999, 2001/ Examination for recruitment to Government Typists' Service held in 1985, 1996/Examination for recruitment to Government Stenographers' Service held in 1996/ Examination for recruitment to Government Book keepers Service held in 1999/Examination for recruitment to Government Shroffs' Service held in 1999/Limited Competitive Examination for Promotion to Supra Class of the Public Management Assistants' Service held in 2006,2007,2011,2015 and 2018:

09. (i) Date of appointment to Public Management Assistants' Service/ General Clerical Service/Government Typists' Service/Government Stenographers' Service/Government Book keepers' Service/Government Shroffs' Service/ Government Store- Keepers' Service :

(ii) Total period of service as at the closing date of applications:

Years Months Days

(iii) No pay leave (Except maternity leave) obtained as at the closing date applications:.....

(iv) Period of active service as at the closing date applications:

Years : Months : Days :

- (v) Date of confirmation in the post of Public Management Assistants' Service/ General Clerical Service/Government Typists' Service/Government Stenographers' Service/Government Book-keepers' Service/Government Shroffs' Service/Government Store-Keepers' Service :
- (vi) Present Grade and the date of appointment to the same:.....
- (vii) If possessing a degree, the year and the name of the University
- (viii) Effective date of the degree:.....
10. (i) Language medium in which the candidate sat for the competitive examination to enter Public Management Assistants' Service/General Clerical Service/ Government Typists' Service/Government Stenographers' Service/ Government Book-keepers' Service/Government Shroffs' Service/Government Store-keepers' Service :
- (ii) If the candidate was recruited to General Clerical Service/ Government Typists' Service/ Government Stenographers' Service/Government Book-keepers' Service/Government Shroffs' Service/ Government Store-keepers' Service without holding a competitive examination, language medium in which the candidate obtained qualifications to enter the service :
11. Clearly indicate the address of the office and the Head of the Institution where your personal file is maintained :
12. Affix the cash receipt firmly

Affix the cash receipt obtained after payment of examination fee so as not to be detached. It is advisable to keep a photocopy of the receipt.

13. Certificate of the Candidate:

I declare that all the increments falling due within the 05 years immediately preceding the closing date of applications have been earned by me (except increments for which the passing of Departmental Service Examinations has been prescribed) and that I have not been subjected to any disciplinary punishment whatsoever during the same period.

I declare that I am eligible to sit for this examination and the information given in this form is true to the best of my knowledge and belief. Further I declare that since I

am sitting for this examination for thetime, the fee should not be paid/the cash receipt of No. dated obtained on payment of examination fee is affixed hereto*. If it is found that, I am ineligible according to the minute relating to this examination, I agree to be bound by any decision that may be taken to cancel my candidature, at any state prior to, during or after the examination. Further, I also agree to be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and the decisions taken on issuance of the results.

.....,
Signature of the Applicant.

Date:

14. Certificate of the Head of the Department :

I certify that Mr./Mrs./Miss* submitting this application has been serving in this office since, he/ she has not been subjected to any disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020 as at, the particulars furnished in the application have been checked personally by me with the documents available in the office and were found to be correct, he/she* is eligible for exemption from examination fee since he/she* is appearing for the examination for the first time/ he/she* has paid the prescribed examination fee and pasted the receipt on the application*, he/she* has satisfied requisite qualifications to sit for the examination as per the relevant *Gazette* notification, an endorsement to that effect has been entered in the history sheet of the officer as per circular letter of Commissioner General of Examinations No. 13 dated 02.10.1972 and the he/she* has signed before me on Reference No. of the Director General of Combined Services and the date of the letter of absorption/ letter of appointment of this officer to Management Services officer's Service are and..... respectively

.....,
Signature of Head of Institution.

Date :

Name :

Designation :

Address :

(Place the official stamp)

*Delete the inappropriate words.

PUBLIC SERVICE COMMISSION

Foreign Ministry

**OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO GRADE III OF THE
SRI LANKA FOREIGN SERVICE – 2020 (2021)**

APPLICATIONS are hereby called to fill 40 vacancies in Grade III of the Sri Lanka Foreign Service (hereinafter referred to as the “Service”) from candidates who are eligible in terms of the Section 02 of this notification. This examination will be conducted by the Commissioner General of Examinations on behalf of the Public Service Commission in Colombo in July 2021.

01. *Method of Recruitment* : The qualified candidates in terms of this notification are required to sit for a written examination and an interview for assessment of eligibility and will be selected for appointment by the Public Service Commission based on the total aggregate of marks obtained at the written examination and the interview.

02. *Required Qualifications* :

I. *Educational/Professional qualifications* :

A degree obtained from;

- A University recognized by the University Grants Commission of Sri Lanka (UGC);

or

- An institution recognized by the UGC as an institution of degree awarding;

or

- A foreign University recognized by the UGC (Documentary proof to this effect issued by the UGC should be submitted by the candidate at the time of interview).

II. *Physical Qualifications* :

All candidates should be physically and mentally fit for serving in Sri Lanka or any part of the world and perform duties of the post.

III. *Other*:

- (a) Should be a citizen of Sri Lanka. (Those who have dual citizenship should rescind their foreign nationality in the event they are selected to Sri Lanka Foreign Service and should not acquire the citizenship of any other country during the period of service.)

- (b) Have an excellent moral character.

- (c) Have fulfilled all the requirements to be recruited to the post by the closing date of applications.

Note:

- (i) No person ordained in any religious order shall be eligible to apply or sit for this examination.
- (ii) No person shall be eligible to sit for this examination for more than three occasions.
- (iii) All the necessary qualifications should have been completed on the date as stated in the relevant *Gazette* Notification.

03. Terms of engagement in the service and Conditions of the service:

- I. The selected candidates for the service shall be subject to the terms and conditions set out in the Sri Lanka Foreign Service Minute of 06.12.2016 and amendments thereto made or those that may be made hereafter, in terms of the general conditions governing appointments in the Public Service.
- II. This post is permanent and subjected to policy decisions taken by the Government in future with regard to the Pension Scheme.
- III. The appointment shall be subjected to a 03-year probation period. Following recruitment to Grade III of the Sri Lanka Foreign Service, the officer is required to pass the 1st Efficiency Bar Examination within 03 years in terms of the Service Minute.
- IV. In terms of the Public Administration Circular No. 18/2020 proficiency in an official language / languages should be gained.
- V. The appointment is subjected to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations as well as the other Departmental orders.
- VI. The Public Service Commission reserves the right to dismiss any candidate from the service if it is established that he /she had not fulfilled any of the required qualifications or conditions stipulated in this *Gazette* Notification or Sri Lanka Foreign Service Minute, or that any fact presented incorrect, even after the recruitment to the post.

04. Age limit:

Have attained the age of 22 years and have not attained the age of 30 years on the closing date of applications. (Accordingly, only those who are born on or before 10.05.1999 and on or after 10.05.1991 are eligible to apply).

Candidates who are already in the Public Service, should not have attained the age of 37 years on the closing date of applications, (Accordingly only those who are born on or after 10.05.1984 are eligible to apply) and should possess a satisfactory record of service.

Note:

- (i) For the purpose of Clause 04 above, a candidate in the Public Service means (as defined in Chapter I of the Establishments Code), any officer who has been confirmed in the Public Service or in the Provincial Public Service by the closing date of applications.
- (ii) A candidate in the Public Service will not be eligible to sit for this examination unless he/she has had a satisfactory record of service during the 05 years immediately preceding the closing date of application or if the period of service is less than 05 years, during the total period of service.
- (iii) A member of the Public Service will be considered to have a satisfactory record of service only if he/she has earned on the due date, all increments within the 05 years immediately preceding the closing date of applications or if the period of service is less than 05 years during the total period of his/her service in the respective Institution, and has not suffered any punishment whatsoever (except a warning) in respect of any offences committed during the period as mentioned above.
- (iv) Applicants in the Public Service should send their applications through their respective Heads of Department/ Institution.

05. Salary Scale: The applicable salary scale for this post is as per the Schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016, is as follows:

Rs.47,615 - 10x1,335-8x1,630-17x2,170-Rs.110,895 (SL-1-2016)- monthly.

06. Written examination :

- I. The examination will be held in Colombo in July, by the Commissioner General of Examinations on behalf of the Public Service Commission.
- II. The examination will be held in Sinhala, Tamil and English mediums.
- III. A candidate can apply in one of the three languages mentioned above and he/she must sit all the question papers in the language medium applied for. The language medium in which the candidate applied for cannot subsequently be changed.
- IV. The written examination consists of two parts as follows. With the approval of the Public Service Commission, Part I may be conducted under a general competitive examination conducted by the Commissioner General of Examinations for parallel services and in such a case, all applications submitted under this notification will be treated as applications for the General Competitive Examination in respect of vacancies in the Sri Lanka Foreign Service.

Part I :

<i>Question Paper</i>	<i>Time Duration</i>	<i>Nature of the Question Paper</i>	<i>Pass Mark</i>
IQ Test	1 ½ hours	Carries 100 marks, consists of Multiple Choice Questions and/or Short Questions	40
Comprehension	2 hours	Carries 100 marks, consists of Multiple Choice Questions and/or Short Questions	40

Part II :

<i>Subject No.</i>	<i>Subject</i>	<i>Time Duration</i>	<i>Marks</i>	<i>Minimum Marks</i>
01.	General Paper	03 hours	100	40
02.	World Affairs I	03 hours	100	40
03.	World Affairs II	03 hours	100	40
04.	Précis	01 hour	100	40
05.	Language Proficiency	03 hours	100	40

Note:

- All candidates are required to appear for Part I of the Written Examination.
- Only candidates who obtain a minimum of 40 marks in each subject in the written examination Part I and a minimum total of 100 marks in both the subjects are eligible to appear for the Part II of the written examination.

V. Authority of the written examination : Commissioner General of Examinations

VI. Professional Examination : Not applicable

VII. Interview for eligibility assessment : The interview for eligibility assessment will be conducted as per the marking scheme approved by the Public Service Commission

VIII. General Interview : Marks will not be given.

Objectives : To check whether the qualifications mentioned in the Sri Lanka Foreign Service Minute and the *Gazette* Notification published as per the above Minute have been fulfilled and to examine the physical fitness.

IX. Syllabus for the Written Examination:

Part I:

(a) IQ Test :

This paper consists of multiple-choice questions designed to measure the candidate's ability to reason, adapt, interpret, view, translate, solve problems, understand the causal relationships, predict, organize information, identify patterns, and follow instructions.

(b) Comprehension:

These objective questions are designed to measure a candidate's ability to understand, communicate, summarize, comment, and be creative.

Part II:

(a) General Paper:

This paper is designed to assess the candidates' knowledge on political, historical, social, cultural and economic environment of Sri Lanka, matters of current national and international interest as well as scientific and technological development.

(b) World Affairs I:

This paper will consist of questions on current global political developments, the United Nations and other international organizations, conflict situations and development of various national and international movements, in order to ascertain the candidate's ability to analyse global trends for peace, security and development and their impact on Sri Lanka.

(c) **World Affairs II:**

This paper will consist of questions on recent trends of economic development, including the role of international organizations, the impact of regional economic groupings, issues such as environment and sustainable development and their relevance to Sri Lanka.

(d) **Précis:**

This paper is designed to ascertain the candidate's ability to comprehend the meaning of a given passage/ passages and to express it clearly and concisely in an attractive manner.

(e) **Language Proficiency paper:**

This paper is designed to ascertain the candidate's Language Proficiency. (There are three papers in Sinhala, Tamil and English languages and the total marks allocated for this paper is 100. The duration of the question paper is 03 hours.) The candidates who appear for the examination in Sinhala or Tamil medium should sit for a paper in English language and those who appear for the examination in the English medium should sit for a paper in the Sinhala or Tamil language.

07. *Interview for eligibility assessment :*

- I. Only the candidates who have appeared for all seven (07) papers and have obtained marks at or above the minimum pass marks in each paper and have obtained the aggregate at or above the cut-off point determined by the Secretary which will not be less than 350 marks, shall be called for the Interview for eligibility assessment. However, the number of candidates to be called for the interview shall not exceed five times the number of vacancies to be filled.
- II. The interview for eligibility assessment will carry 100 marks.
- III. Under no circumstances, shall the minimum aggregate cut off marks be lowered.
- IV. The candidates will be interviewed by an Interview Board for assessment of eligibility appointed by the Public Service Commission. The objective of the interview is to assess his/her suitability for the service for which he/she is entering. The Board will attach particular importance to his/her intelligence and mental alertness, his/her personality. A candidate's proficiency in other languages, higher educational qualifications and computer skills etc. will also be assessed at the interview.
- V. The marks scored at the written examination will not be made available to the interview board.
- VI. The merit order will be made based on the total aggregate marks obtained at the written examination and the interview for eligibility assessment. Appointment will be made by the Public Service Commission on the merit order and depending on the number of vacancies.
- VII. The marking scheme of the interview for eligibility assessment is as follows:

<i>Interview for eligibility assessment- Marking Criteria</i>		<i>Marks Breakdown</i>	<i>Maximum Marks</i>
01	Additional Educational Qualifications		20
	A degree from a University recognized by the University Grants Commission		
	Special Degree		
	(i) Degree with 1 st class	20	
	(ii) Degree with 2 nd class upper division	18	
	(iii) Degree with 2 nd class lower division	16	
	General Degree		
	(i) Degree with 1 st class	18	
	(ii) Degree with 2 nd class upper division	16	
	(iii) Degree with 2 nd class lower division	14	

<i>Interview for eligibility assessment- Marking Criteria</i>		<i>Marks Breakdown</i>	<i>Maximum Marks</i>
02	Other/Professional Qualification : A degree from a University recognized by the University Grants Commission (i) Post Graduate Degree (ii) Post Graduate Diploma (Duration not less than 01 year) (iii) Diploma course obtained from a government registered Institution (Duration not less than 06 months/ 720 hours) (iv) Diploma/Certificate Course obtained from a government registered Institution (Duration not less than 03 months/ 360 hours.)	 15 13 10 08	15
03	Proficiency in English Language A degree obtained from a University recognized by the University Grants Commission, (i) English Special Degree (ii) English as a subject in the degree (General Arts Degree) (iii) Degree in English medium (iv) Diploma from a recognized University, Technical college or from a government registered institution (Duration more than 01 year) OR Qualifications such as TOEFL (TOFEL– iBT Score 79, TOEFL- CBT Score 213, TOEFL-PBT Score 550 or above) or IELTS (Score 6.0 or above) or a similar qualification. (v) English as a Subject in G.C.E. (A/L) Exam (Local or London) Distinction Very good pass Credit pass Ordinary pass	 15 08 07 07 05 04 03 02	15
04	Proficiency in Foreign Languages Proficiency in Arabic, Chinese (Mandarin), French, German, Hindi, Italian, Japanese, Korean, Russian and Spanish language (i) As a subject in the Degree (Must be a degree obtained from a University recognized by the University Grants Commission) (ii) G.C.E. (A/L) Examination Distinction Very good pass Credit pass Ordinary pass (iii) G.C.E. (O/L) Examination Distinction Very good pass Credit pass Ordinary pass (iv) Diploma course obtained from a government registered Institution (Duration not less than 06 months/ 720 hours) (v) Certificate Course obtained from a government registered Institution (Duration not less than 03 months/360 hours)	 10 09 08 07 06 05 04 03 02 05 03	10

<i>Interview for eligibility assessment- Marking Criteria</i>		<i>Marks Breakdown</i>	<i>Maximum Marks</i>
05	Computer Skills (i) Degree in Information Technology from a University recognized by the University Grants Commission (ii) Diploma in Information Technology from a recognized University, Technical College or from a government registered Institution (Duration not less than 01 year) (iii) Certificate Course in Information Technology from a government registered Institution (Duration not less than 06 months / not less than 720 hrs.) (If the IT Degree is the basic qualification, marks will not be granted for the IT degree under this stream.)	05 03 02	05
06	Proficiency in Official Languages (except the language medium in which the candidate appeared) (i) As a first language in G.C.E. (O/L) Examination Distinction Very good pass Credit pass Ordinary pass (ii) As a second language in G.C.E. (O/L) Examination Distinction Very good pass Credit pass Ordinary pass	 06 04 03 02 04 03 02 01	10
07	Personality, Communication skills and special skills Personality Communication skills Special skills	10 10 05	25
Total			100

Note: If the relevant periods are not mentioned in the certificates submitted at the Interview for Eligibility Assessment, it is the responsibility of the applicant to have the relevant periods confirmed in writing by the relevant institution for such certificates. Such certificates which do not have a period mentioned and where the period has not been confirmed in writing will not be considered for offering marks.

08. Method of Applying :

- I. Application forms should be prepared in A-4 size paper as per the specimen appended to this notification, containing items 01 to 06 on the first page and the rest on the 2nd and 3rd pages. Both sides of the paper should be used. Application should be filled by the applicant legibly in his/her own handwriting. In applications prepared in Sinhala or Tamil languages, the name of the examination should be indicated at the top of the application form in English in addition to in Sinhala or Tamil. Applications which are not in conformity with the specimen and are not completed will be rejected without any notification. Applicants are advised to keep a photocopy of the application.
- II. The application should be prepared in the language medium in which the candidate intends to sit for the examination.

- III. The perfected applications should be sent by registered post to the “Commissioner General of Examinations, Department of Examinations, P.O. Box. 1503, Colombo” to reach on or before 10.05.2021. Applications received after this date will be rejected. The words “Open Competitive Examination for Recruitment to Grade III of the Sri Lanka Foreign Service – 2020 (2021)” should be written clearly on the top left hand corner of the envelope enclosing the application. English letter ‘S’ should be indicated clearly within a cage (2 cm x 2 cm) on the top left-hand side of the envelope.
- IV. Applications which are not perfected in every respect will be rejected. No claims regarding the loss of applications or delay in the post will be entertained.
- V. Receipt of the applications will not be acknowledged. On the presumption that only those who possess the qualifications specified in the *Gazette* Notification have applied, admission cards will be issued by the Commissioner General of Examinations to the applicants who have forwarded duly perfected applications on or before the closing date of applications with receipts obtained on the payment of examination fee duly affixed, provided they are within the prescribed age limit. Immediately after issuing admission cards an advertisement to that effect will be published in the newspapers by the Department of Examinations, Sri Lanka. Candidates who do not receive their admission cards within 02 or 03 days after the publication of the newspaper advertisement should make inquiries from the Organization and External Examinations branch of the Department of Examinations. In making inquiries the candidates should state clearly the name of the examination applied for, full name of the applicant, National Identity card number and the postal address. In the case of outstation candidates, it will be more advantageous to send a letter of request with a fax number which he/ she can receive his/ her admission card, referring to the fax number given in the notification. In making such inquiries it will be beneficial for the applicant to keep with him/her a copy of the application, a copy of the receipt issued on payment of the examination fee and

the receipt issued on sending the application by registered post to enable him/her to substantiate any information required by the Department of Examination.

- VI. The Issue of an Admission Card to an applicant should not be treated as an assurance that he/ she has fulfilled requirements to appear for the examination or that he/ she is eligible for the post.

09. *Admission to the Examination :*

- I. Signature of the applicant placed on the admission card as well as on the application should have been attested. Candidate employed in an government institution should get his/her signature attested by the Head of institution or any other officer authorized to sign on behalf of such Head of institution and in the case of other candidates a Head or a retired Head of Government school, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney-at-Law or Notary Public, a Commissioned Officer of the Army, Navy or Air Force, a permanent Government or the Local Government staff officers, the incumbent of a Buddhist Vihara, a Nayaka Buddhist Monk, the incumbent of a place of worship of any other religion or a religious dignitary of standing in any other religion. Candidate should submit his/her admission card with the signature attested to the Supervisor of the Examination hall. A candidate who fails to produce his/her Admission Card will not be permitted to sit for the Examination. Candidates will be subject to the rules and regulations governing the examination and the issue of results imposed by the Commissioner General of Examinations. A candidate, who violates such laws, shall be subject to a penalty imposed by the Commissioner General of Examinations.
- II. A candidate must sit for the examination at the examination hall assigned to him/her. Every candidate should surrender the Admission Card to the Supervisor of the hall, on the first day of the examination, before he/she sits for the examination. A set of rules to be observed by all candidates is published in this *Gazette*.

10. *Fees for the Examination:* The fee for the examination is Rs. 1,200/-. This fee should be paid before the closing date of applications at the Post/Sub Post Office and credited to the Revenue Head 20-03-02-13 and the receipt received should be affixed at the proper place in the application, so that it does not come off. You are kindly informed that there is no other charge in addition to this examination fee. Please be informed that no money orders or stamps will be accepted for the examination fee and the fee paid for the examination will not be refunded or transferred for any other examination for any reason. It will be useful to keep a photocopy of the receipt issued on payment with the applicant.

Note: A candidate who withdraws from the examination or is absent from the examination for any reason whatsoever or having sat for the examination and is found ineligible, shall not be entitled to a refund or a transfer of the whole or part of the examination fee for another examination.

11. *Identification of the Candidate:* 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 appears. For this purpose, any of the following documents will be accepted.

- I. National Identity Card
- II. A Valid Passport
- III. A Valid Drivers Licence

Also, the candidates should enter the examination hall without covering their face and ears so that their identity can be verified. Candidates who refuse to prove their identities will not be admitted to the examination hall. Furthermore, the candidates should remain without covering the face and the ears from the moment of entering the examination hall until the end of the examination and leaving, so that the examination authorities can identify the candidate.

12. *Issue of Results:* Candidates who obtain maximum qualifications as per paragraph 06 of this notification will be referred for an eligibility assessment interview and the results on the basis of aggregate marks obtained by them for both these examinations will be sent to the Secretary, Public Service Commission. Thereafter, on the direction of the Public Service Commission the results will be notified personally to all the applicants or will be published in the website www.results.exams.gov.lk.

13. *Furnishing of false Information:* If the details furnished by the candidate in his/her application are found to be false or incorrect before the recruitment, his/her candidature will be cancelled. If such particulars furnished are found to be false or incorrect after the recruitment, the candidate will be dismissed from the service as per the rules and regulations.

14. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the issuance of results. Violation of those rules will result in a penalty imposed by the Commissioner General of Examinations.

15. Any matter not provided for in the *Gazette* Notification will be dealt with as determined by the Public Service Commission. Public Service Commission reserves the right to fill the vacancies, wholly or partly or not to fill any vacancy.

16. If there is any discrepancy with regard to the interpretation, the Sinhala version shall prevail.

By order of the Public Service Commission,

Admiral Prof. JAYANATH COLOMBAGE,
Secretary,
Foreign Ministry.

Foreign Ministry,
Republic Building,
Colombo 01,
09th April, 2021.

SPECIMEN APPLICATION FORM

PUBLIC SERVICE COMMISSION

FOREIGN MINISTRY

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT
TO GRADE III OF THE SRI LANKA FOREIGN SERVICE – 2020 (2021)

Medium of the Examination:

(Please write the appropriate number in the cage)

(For office use only)

Sinhala - 2

Tamil - 3

English - 4

01. (i) (a) Last name with initials at the end (in English block capitals) :
(Example: SUMANASIRI, E.D.C.B.A.)
(b) Last name with initials at the end (in Sinhala/Tamil):
(ii) (a) Full name (in English block capitals):
(b) Full name (in Sinhala/Tamil) :

02. Address :

(i) Residential (In English block capitals):
(Admission Card will be posted to this address)

(ii) Official :

03. Sex:

(Please write the appropriate number in the cage)

Male - 0

Female - 1

04. National Identity Card No. :

05. Language applied for as the subject of “language proficiency” as per 6.X.(e) of the Gazette Notification:

(Sinhala – 2, Tamil – 3, English – 4) Please write the appropriate number in the cage.

06. Telephone Number:

(i) Mobile :

(ii) Official

07. (i) Date of Birth: Year : Month : Date :

(ii) Age on the closing date of applications: Years : Months : Days :

08. Ethnicity :

(Please write the appropriate number in the cage)

(Sinhalese – 1, Tamil – 2, Indian Tamil – 3, Muslim – 4, Other-5)

09. Civil status:

Please write the appropriate number in the cage

Single – 1 ☐
Married – 2 ☐

10. If you have sat for an examination for appointment to the Sri Lanka Foreign Service previously, state the year/years:

- (a)
(b)
(c)

11. If you are a graduate holding a post in the Public Service, please state the name of the position:

12. Details of the University Degree: (Please read paragraph 2 (I) of the notification carefully to ascertain whether you are qualified in this respect) :

- (i) Name of the University/ Institution :
(ii) Name of the Degree :
(iii) Date of awarding :
(iv) General/Special :
(v) Subjects :
(vi) Class :

13. If you possess any other academic/professional qualifications (Postgraduate Degree/ Diploma/ Proficiency in Foreign Languages etc.), please give details below :

.....
.....
.....
.....

14. Details of the receipt received by you on the payment of the examination fee:

- (i) Post office where the examination fee was paid:
(ii) Receipt number and date:
(iii) Amount paid:

Please affix the receipt here
(Keeping a photocopy with the applicant will be useful)

15. Declaration of the Applicant:

I do hereby declare that the particulars furnished by me are true and accurate. I am also aware that if any particulars given herein is found to be incorrect or false, I am liable to be disqualified if discovered before selection and, to dismissal if discovered after selection. I further declare that, I abide by the rules and regulations imposed by the Commissioner General of Examinations in respect of conducting the examination and issuing the results.

.....,
Signature of applicant.

Date :

16. Attestation of the signature of the applicant:

I do hereby certify that Mr./Mrs./Miss who is forwarding this application is known to me personally and that he/she placed his/her signature before me on he/she has paid the prescribed examination fee and has attached the receipt herein.

.....,
Signature of the officer attesting.

Date:.....

Full name of the officer attesting :.....

Designation :.....

Address :.....

(Please confirm by placing the official stamp)

17. *Certificate of the Head of Department :*

(Only for candidates who are already in the Public Service/Provincial Public Service)

I have ascertained that during 5 years/..... years preceding Mr./Mrs./Miss has (a) earned all his/her increments (b) has not been subjected to any form of disciplinary punishment (other than warning).

I certify that the particulars given in the application are correct and he/she has paid the relevant examination fees and attached the cash receipt herein.

This officer, if selected, can be released from his/her present post immediately.

.....,
Signature and the Designation of the Head of the Department.

Date:

04-494

JUDICIAL SERVICE COMMISSION

**Open Competitive Examination for the Recruitment of Court Typist (Sinhala/Tamil/English)
Grade III of the Court Management Assistants' Service in the Scheduled
Public Officers' Service - 2021**

IN terms of provisions set out in the Scheduled Public Officers' Service Minute published in *Extraordinary Gazette* bearing No.2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for the recruitment of Court Typist (Sinhala/Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service – 2021.

It is hereby notified that this examination will be held in Colombo by the Secretary, Judicial Service Commission. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

02. *Conditions of Service :*

- 2.1 A selected applicant shall be appointed to Court Typist (Sinhala/Tamil/English) Grade III of the Court Management Assistants' Service subject to general conditions governing the appointments in Public Service, terms and conditions set out in the Scheduled Public Officers' Service Minute published by the Extraordinary Gazette of the Democratic Socialist Republic of Sri Lanka No. 2088/26 dated 11.09.2018, amendments already made and will be made thereto in due course to the said Service Minute, provisions of the Establishments Code and Financial Regulations.
- 2.2 This appointment is subject to a probation period of three years. The Efficiency Bar Examination should be passed before 05 years from the recruitment to Court Typist (Sinhala/Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service as prescribed in the Service Minute.
- 2.3 The appointments of the applicants who fail to assume duties in the post to which they are appointed on the due date and/or applicants who refuse or neglect to assume duties in a post or in an area into which they are appointed, shall be cancelled by the Secretary, Judicial Service Commission on the direction of the Judicial Service Commission.
- 2.4 The proficiency in the other official language should be achieved in accordance with the level relevant to Grade III of the Court Typist (Sinhala/Tamil/English) in the Court Management Assistants' Service of the Scheduled Public Officers' Service within 05 years after being appointed to the post as per the Public Administration Circular 01/2014 and amendments that will be made there to and Judicial Service Commission Circular No. 396 and amendments made there to.

03. *Salary :* As per Judicial Service Commission Circular No. 386 dated 24/06/2016 issued subsequent to No. 03/2016 by the Judicial Service Commission, the monthly salary scale prescribed to Court Typist (Sinhala/Tamil/English) Grade III of the Court Management Assistants' Service of the Scheduled Public Officers' Service is (MN 2 – 2016) Rs. 28,940 – 10 x 300 – 11 x 350 – 10 x 560 – 10 x 660

– Rs.47,990/- (Initial Salary – Rs.28,940/-). Salary will be paid from the effective date of the appointment .

04. This post is permanent and pensionable.

05. *Qualifications :* Following qualifications shall have been completed to be recruited to Court Typist (Sinhala/Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service.

- (a) Be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 35 years of age on the closing date of applications.
- (c) Be a person of excellent moral character.
- (d) All the applicants recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to serve in any part of the Island and to perform the duties of the post.
- (e) Should have fulfilled following educational qualifications.

(I) Shall have passed six (06) subjects including Mathematics with credit passes for four (04) subjects including Sinhala/Tamil/English Language at the G.C.E. (Ordinary Level) Examination at one sitting.

(Candidates applying for the Court Typist (Sinhala) post should possess a credit pass for Sinhala Language. Candidates applying for the Court Typist (Tamil) post should possess a credit pass for Tamil Language. Candidates applying for the Court Typist (English) post should possess a credit pass for English Language.

and

(II) Should have successfully followed and passed a Typing course or a computer course in which Typing is included as a subject at the National Youth Services Council, National Apprentice and Industrial Training Authority, Technical College or at a Government Registered Training Institution.

N.B. – It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 10th May 2021 or prior to said date.

06. *Scheme of examination :-*

(a) The examination consists of three (03) question papers

<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01 Language Proficiency	100	40
02 Aptitude	100	40
03 Typing	100	*

(* Judicial Service Commission may determine the minimum marks required to pass the subject 'Typing' taking the number of vacancies into consideration.)

This Examination will be held in Sinhala and Tamil medium. **An applicant may sit for the examination only in one medium as he/she desires.**

Applicant should answer the question papers, "Language Proficiency" and "Aptitude" only in the medium he has applied to sit for the Examination.

Applicant should select the Typing question paper relevant to the category he is applying. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.

Syllabus of the Examination :

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Language Proficiency	The question paper may consist of subject related questions designed to test the candidate's ability of expression, comprehension, spellings, language and essay, drafting letters, making graphs and tables based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.
02	Aptitude	This paper may consist of the subject related questions designed to test the candidate's skill at numbers, power of critical reasoning and general intelligence.
03	Typing (Sinhala/Tamil/English)	Typing (Sinhala) Typing a passage of 400 words at a speed of 20 words per minute. Typing (Tamil) Typing a passage of 400 words at a speed of 20 words per minute. Typing (English) Typing a passage of 600 words at a speed of 30 words per minute.

Note : Illegible handwriting may be penalized.

These papers will consist of multiple choice questions, short questions, questions on structured essays and essays/or practical questions.

07. A number of applicants equal to the number of vacancies allocated for said examination may be appointed following descending order, beginning from the highest scorer of marks amongst the applicants who have passed all the subjects of the examination after an interview for verification of qualifications. However, the Judicial Service Commission may determine not to fill a certain number of vacancies.

Results of the Examination.- Results will be issued to the applicants by post by the Secretary, Judicial Service Commission.

08. *Penalty for furnishing false information.-* Any misstatement or suppression of a fact which is considered material will render the applicant liable to disqualification, if such statement or suppression is discovered before the selection and to dismissal or discontinuance if discovered after the selection.

09. *Examination fees.-* The examination fee is Rs.400/=. The receipt obtained by paying said amount to **People's Bank, Dam Street Branch** to the credit of the account of '**Secretary, Judicial Service Commission**' **No:297100199025039** should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

10. *Method of applying :*

- (a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 ½" x 12" (A 4) and it should be completed in applicant's own handwriting. Computerized /Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form) It is the responsibility of the applicant to make sure that the application form prepared by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

- (b) Application should be prepared in the medium in which the applicant wishes to sit for the examination.

- (c) Applications duly prepared should be sent by registered post to reach the address "Secretary, Judicial Service Commission Secretariat, Colombo 12" on or before 10th May 2021.

The words "**Open Competitive Examination for recruitment to Court Typist (Sinhala/ Tamil/ English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2021**" should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received after 10th May 2021 will be rejected.

- (d) Applicant's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, an Attorney at - Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in Staff Grade in the Public Service.

- (e) Applicants who are already in Government service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.

- (f) Applications which have not been duly completed in every respect will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.

11. *Admission to the examination.-* Receipt of applications will not be notified. Admission cards will be issued to the applicants by post. If the admission card is not received it should be brought to the notice of the Judicial Service Commission Secretariat. When informing, the name of the examination applied for, full name of the applicant, address and National Identity Card Number should be mentioned. In case of an applicant outside Colombo, a letter of request consisting of above mentioned details and a fax number for sending a copy of the admission should be faxed to the fax number 011 2 421 206 or 011 2 446 111 of the Judicial Service Commission Secretariat. Further to that it would be

advisable for the candidate to keep the copy of application form, copy of the receipt relevant to payment of examination fee and the postal article of posting of the application to substantiate any information when requested by the Judicial Service Commission Secretariat.

12. *Identity of applicants.* – Applicants will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. Any of the following documents will be accepted for this.

- (a) National Identity Card issued by the Department of Registration of Persons
- (b) A valid Passport
- (c) A valid Driving License

13. *Sitting for the examination :*

- (a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card relevant to the examination centre attested and present it to the head of the examination hall on the first day they sit for the examination. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.

Note. – Issuance of an admission card to an applicant does not necessarily mean that he/she has the required qualifications to sit for the examination.

14. Any matter not provided for in these rules will be dealt with as determined by the Secretary of the Judicial Service Commission subject to the instructions of the Judicial Service Commission.

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

By order of the Judicial Service Commission

H.S.SOMARATNE,
Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
Colombo 12,
05th April 2021.

Specimen Application Form

*OPEN COMPETITIVE EXAMINATION FOR THE
RECRUITMENT OF COURT TYPIST (SINHALA /TAMIL/
ENGLISH) GRADE III OF THE COURT MANAGEMENT
ASSISTANTS' SERVICE IN THE SCHEDULED PUBLIC
OFFICERS' SERVICE - 2021*

(For office use only)

01. Medium :

Language medium of examination:

Sinhala - 1 ☐
Tamil - 2 ☐

(Indicate the correct number in the cage)

02. Personal details :

2.1 Name with initials : Mr/Mrs /Miss :

.....
(In English block capitals)

Eg . A.P.K.SIRIWARDANA

2.2 Name in full:

.....
(In English block capitals)

2.3 Name in full :

.....
(in Sinhala/Tamil)

2.4 Personal Address (In Sinhala/Tamil) :

2.5 Residing district :

2.6 Address to which the admission card should be sent (In English block capitals):

.....

2.7 National Identity Card number :

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

2.8 Date of birth :

Date:

--	--

 Month:

--	--

 Year:

--	--	--	--

2.9 Age as at 10th May 2021:

Years :

--	--

 Months :

--	--

 Days:

--	--

2.10 Sex :

Male - 1

--

Female - 2

--

(Indicate relevant number in the cage)

2.11 Civil status :

Married - 1

--

Unmarried - 2

--

(Indicate relevant number in the cage)

2.12 Contact number :

Permanent :

Mobile :

Fax:

03. Educational qualifications:

3.1 Particulars of G.C.E (O/L) Examination:

(1) Year and month of the examination :

(2) Index number :

(3) Results :

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

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

(1) Year and month of the examination :

(2) Index number :

(3) Results :

Subject	Grade
1.	
2.	
3.	
4.	
5.	

04. Course followed :
(Attach certificate of the course passed)

05. Other qualifications:

.....
.....

06. Have you ever been convicted for any offence by any Court?

(Indicate the mark (✓) in the relevant box) (if yes, give particulars)

Yes No

--

--

07. Particulars of the receipt obtained for the examination fee:

Office to which the payment was made :

Number and date of the receipt :

Amount :

Affix the receipt firmly here

(It would be advisable to keep a photocopy with the applicant)

08. Applicant's certificate:

(a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any consequence that may cause as a result of incompleteness of sections and/or provision of erroneous information. I also state that all sections herein have been correctly filled.

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

(c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.

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

.....,
Signature of applicant.

Date :

09. Attestation of applicants' signature :

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

.....
Date Signature of the Officer
attesting the signature.

Name in full of the officer attesting the signature :.....
Designation :.....
Address :.....

(To be confirmed by official stamp)

Certification of the Head of Department :

I hereby recommend that Mr./Mrs./Miss
serving in this has fulfilled educational
qualifications required to apply for Court Typist (Sinhala/
Tamil/English) Grade III of the Court Management
Assistants' Service in the Scheduled Public Officers' Service
that he/she could be released from the present post if selected
for this post, that he/she is not more than 35 years of age by
10th May 2021, that he/she placed his/her signature in my
presence and that I submit his/her application herewith.

Date :.....
.....
Signature of the Head of Department :-
Official Stamp:-

04-593/1

JUDICIAL SERVICE COMMISSION

**Open Competitive Examination for the
Recruitment of Court Stenographer (Sinhala/
Tamil) Grade III of the Court Management
Assistants' Service in the Scheduled Public
Officers' Service - 2021**

01. IN terms of provisions set out in the Scheduled Public
Officers' Service Minute published in *Extraordinary Gazette*
bearing No.2088/26 dated 11.09.2018, applications are

called from Sri Lankan citizens who possess the required
qualifications for the Open Competitive Examination for the
recruitment of Court Stenographer (Sinhala/Tamil) Grade
III of the Court Management Assistants' Service in the
Scheduled Public Officers' Service – 2021.

It is hereby notified that this examination will be held in
Colombo by the Secretary, Judicial Service Commission.
The Secretary, Judicial Service Commission reserves the
right to postpone or cancel this examination subject to the
instructions of the Judicial Service Commission.

02. *Conditions of Service :*

- 2.1 A selected applicant shall be appointed to Court
Stenographer (Sinhala/Tamil) Grade III of the
Court Management Assistants' Service subject to
general conditions governing the appointments
in Public Service, terms and conditions set out in
the Scheduled Public Officers' Service Minute
published by the Extraordinary Gazette of the
Democratic Socialist Republic of Sri Lanka No
2088/26 dated 11.09.2018, amendments already
made and will be made thereto in due course
to the said Service Minute, provisions of the
Establishments Code and Financial Regulations.
- 2.2 This appointment is subject to a probation period
of three years. The Efficiency Bar Examination
should be passed before 05 years from the
recruitment to Court Stenographer (Sinhala/
Tamil) Grade III of the Court Management
Assistants' Service in the Scheduled Public
Officers' Service as prescribed in the Service
Minute.
- 2.3 The appointments of the applicants who fail
to assume duties in the post to which they are
appointed on the due date and/or applicants who
refuse or neglect to assume duties in a post or
in an area into which they are appointed, shall
be cancelled by the Secretary, Judicial Service
Commission on the direction of the Judicial
Service Commission.
- 2.4 The proficiency in the other official language
should be achieved in accordance with the
level relevant to Grade III of the Court
Stenographer (Sinhala/Tamil) in the Court
Management Assistants' Service of the
Scheduled Public Officers' Service within 05

years after being appointed to the post as per the Public Administration Circular 01/2014 and amendments that will be made there to and Judicial Service Commission Circular No. 396 and amendments made there to.

03. *Salary* : As per Judicial Service Commission Circular No. 386 dated 24/06/2016 issued subsequent to No. 03/2016 by the Judicial Service Commission, the monthly salary scale prescribed to Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants' Service of the Scheduled Public Officers' Service is (MN 2 – 2016) Rs.28,940 – 10 x 300 – 11 x 350 – 10 x 560 – 10 x 660 – Rs.47,990/- (Initial Salary – Rs.28,940/-). Salary will be paid from the effective date of the appointment.

04. This post is permanent and pensionable.

05. *Qualifications* : Following qualifications shall have been completed to be recruited to Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service.

- (a) Be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 35 years of age on the closing date of applications.
- (c) Be a person of excellent moral character.
- (d) All the applicants recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to serve in any part of the Island and to perform the duties of the post.
- (e) Should have fulfilled following educational qualifications.

(I) Shall have passed six (06) subjects including Mathematics with credit passes for four (04) subjects including Sinhala/Tamil Language at the G.C.E. (Ordinary Level) Examination at one sitting.

(Candidates applying for the Court Stenographer (Sinhala) post should possess a credit pass for Sinhala Language. Candidates applying for the

Court Stenographer (Tamil) post should possess a credit pass for Tamil Language.

and

(II) Should have successfully followed and passed a Stenography and Typing course at the National Youth Services Council, National Apprentice and Industrial Training Authority, Technical College or at a Government Registered Training Institution.

N.B. – It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 10th May 2021 or prior to said date.

06. *Scheme of examination* :-

(a) The examination consists of three (03) question papers

<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01 Language Proficiency	100	40
02 Aptitude	100	40
03 Stenography and Typing	100	*

(* Judicial Service Commission may determine the minimum marks required to pass the subject 'Stenography and Typing' taking the number of vacancies into consideration.)

This examination will be held in Sinhala medium and Tamil medium. An applicant may sit for the examination only in one medium as he/she desires.

Applicant should answer the question papers, "Language Proficiency" and "Aptitude" only in the medium he has applied to sit for the examination.

Applicant should select the "Stenography and Typing" question paper relevant to the category he is applying. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.

Syllabus of the Examination :

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Language Proficiency	The question paper may consist of subject related questions designed to test the candidate's ability of expression, comprehension, spellings, language and essay, drafting letters, making graphs and tables based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.
02	Aptitude	This paper may consist of subject related questions designed to test the candidate's skill at numbers, power of critical reasoning and general intelligence.
03	Stenography and Typing (Sinhala/Tamil)	<p>Stenography (Sinhala) Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute, and transcribing the notes at a speed of 07 words per minute. Typing (Sinhala) Typing a passage of 500 words at a speed of 25 words per minute.</p> <p>Stenography (Tamil) Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute, and transcribing the notes at a speed of 07 words per minute. Typing (Tamil) Typing a passage of 500 words at a speed of 25 words per minute.</p>

Note : Illegible handwriting may be penalized.

These papers will consist of multiple choice questions, short questions, questions on structured essays, essays and/ or practical questions.

07. A number of applicants equal to the number of vacancies allocated for said examination may be appointed following descending order, beginning from the highest scorer of marks amongst the applicants who have passed all the subjects of the examination after an interview for verification of qualifications. However, the Judicial Service Commission may determine not to fill a certain number of vacancies.

Results of the Examination .- Results will be issued to the applicants by post by the Secretary, Judicial Service Commission.

08. *Penalty for furnishing false information.*– Any misstatement or suppression of a fact which is considered material will render the applicant liable to disqualification, if such statement or suppression is discovered before the selection and to dismissal or discontinuance if discovered after the selection.

09. *Examination fees.*– The examination fee is Rs.400/=. The receipt obtained by paying said amount to **People's Bank, Dam Street Branch** to the credit of the account of '**Secretary, Judicial Service Commission**' No:297100199025039 should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

10. *Method of applying :-*

- (a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 ½" x 12" (A 4) and it should be completed in applicant's own handwriting. Computerized /Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form) It is the responsibility of the applicant to make sure that the application form prepared by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

- (b) Application should be prepared in the medium in which the applicant wishes to sit for the examination.
- (c) Applications duly prepared should be sent by registered post to reach the address “Secretary, Judicial Service Commission Secretariat, Colombo 12” on or before 10th May 2021.

The words “**Open Competitive Examination for recruitment to Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants’ Service in the Scheduled Public Officers’ Service - 2021**” should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received after 10th May 2021 will be rejected.

- (d) Applicant’s signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, an Attorney at - Law , Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in Staff Grade in the Public Service.
- (e) Applicants who are already in Government Service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.
- (f) Applications which have not been duly completed in every respect will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.

11. *Admission to the examination.* - Receipt of applications will not be notified. Admission cards will be issued to the applicants by post. If the admission card is not received

it should be brought to the notice of the Judicial Service Commission Secretariat. When informing, the name of the examination applied for, full name of the applicant, address and National Identity Card Number should be mentioned. In case of an applicant outside Colombo, a letter of request consisting of above mentioned details and a fax number for sending a copy of the admission should be faxed to the fax number 011 2 421 206 or 011 2 446 111 of the Judicial Service Commission Secretariat. Further to that it would be advisable for the candidate to keep the copy of application form, copy of the receipt relevant to payment of examination fee and the postal article of posting of the application to substantiate any information when requested by the Judicial Service Commission Secretariat.

12. *Identity of applicants.* – Applicants will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. Any of the following documents will be accepted for this.

- (a) National Identity Card issued by the Department of Registration of Persons
- (b) A valid Passport
- (c) A valid Driving License

13. *Sitting for the examination :*

- (a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card relevant to the examination centre attested and present it to the head of the examination hall on the first day they sit for the examination. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.

Note. – Issuance of an admission card to an applicant does not necessarily mean that he/she has the required qualifications to sit for the examination.

14. Any matter not provided for in these rules will be dealt with as determined by the Secretary of the Judicial Service Commission subject to the instructions of the Judicial Service Commission.

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

By order of the Judicial Service Commission

H.S.SOMARATNE,
Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
Colombo 12,
05th April 2021.

Specimen Application Form

*OPEN COMPETITIVE EXAMINATION FOR THE
RECRUITMENT OF COURT STENOGRAPHER
(SINHALA /TAMIL) GRADE III OF THE COURT
MANAGEMENT ASSISTANTS' SERVICE IN THE
SCHEDULED PUBLIC OFFICERS' SERVICE - 2021*

(For office use only)

01. Medium :

Language medium of examination:

Sinhala - 1 ☐
Tamil - 2 ☐

(Indicate the correct number in the cage)

02. Personal details :

2.1 Name with initials : Mr/Mrs /Miss :

.....
(In English block capitals)
Eg . A.P.K.SIRIWARDANA

2.2 Name in full:

.....
(In English block capitals)

2.3 Name in full :

.....
(In Sinhala/Tamil)

2.4 Personal Address (In Sinhala/Tamil) :

.....

2.5 Residing district :

.....

2.6 Address to which the admission card should be sent (In English block capitals):

.....

2.7 National Identity Card number :

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

2.8 Date of birth :

Date: Month: Year:

2.9 Age as at 10th May 2021:

Years : Months : Days:

2.10 Sex :

Male - 1 ☐
Female - 2 ☐

(Indicate relevant number in the cage)

2.11 Civil status :

Married - 1 ☐
Unmarried - 2 ☐

(Indicate relevant number in the cage)

2.12 Contact number :

Permanent :

Mobile :

Fax:

03. Educational qualifications:

3.1 Particulars of G.C.E (O/L) Examination:

(1) Year and month of the examination :

(2) Index number :

(3) Results :

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

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

- (1) Year and month of the examination :
(2) Index number :
(3) Results :

Subject	Grade
1.	
2.	
3.	
4.	
5.	

04. Course followed in Stenography :
(Attach certificate of the course passed)

05. Other qualifications:

.....
.....

06. Have you ever been convicted for any offence by any Court?

(Indicate the mark (✓) in the relevant box) (if yes, give particulars)

Yes No
☐ ☐

07. Particulars of the receipt obtained for the examination fee:

Office to which the payment was made :

Number and date of the receipt :

Amount :

Affix the receipt firmly here
(It would be advisable to keep a photocopy with the applicant)

08. Applicant's certificate:

(a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any consequence that may cause as a result of incompleteness of sections and/ or provision of erroneous information. I also state that all sections herein have been correctly filled.

(b) I am aware that if any particulars contained herein are found to be false, I am liable to disqualification

before appointment and to dismissal from service if the inaccuracy is detected after appointment.

(c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.

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

.....
Signature of applicant.

Date :

09. Attestation of applicants' signature :

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

.....
Date

.....
Signature of the Officer
attesting the signature.

Name in full of the officer attesting the signature :

Designation :

Address :

(To be confirmed by official stamp)

Certification of the Head of Department :

I hereby recommend that Mr./Mrs./Miss serving in this has fulfilled educational qualifications required to apply for Court Typist (Sinhala/ Tamil) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service that he/ she could be released from the present post if selected for this post, that he/she is not more than 35 years of age by 10th May 2021, that he/she placed his/her signature in my presence and that I submit his/her application herewith.

Date :

.....
Signature of the Head of Department :-
Official Stamp:-

04-593/2