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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,356 – 2023 ඔක්තෝබර් මස 27 වැනි සිකුරාදා – 2023.10.27

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PART I: SECTION (IIA) – ADVERTISING

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 17th November, 2023 should reach Government Press on or before 12.00 noon on 03rd November, 2023.

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, 2023.

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 and Deaths – Sinhala Medium

COLOMBO 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 70 years)
04. 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.

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 Division 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 Division 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.
08. Duly filled applications should be forwarded on or before 27.11.2023 by registered post to the address given in the schedule.

W. R. A. N. S. WIJAYASINGHE,
Registrar General,

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
On this 09 day of October, 2023.

SCHEDULE

District	Divisional Secretariat Division	Post & Division for which Applications are called	Address to which Applications should be sent
Colombo	Colombo	Post of Births and Deaths Registrar of Fort Division	District Secretary/ Additional Registrar General, District Secretariat, Colombo.
Colombo	Thimbirigasyaya	Post of Births and Deaths Registrar of National Hospital 1 Division	District Secretary/ Additional Registrar General, District Secretariat, Colombo
Colombo	Ratmalana	Post of Births and Deaths Registrar of Ratmalana, Mount Lavinia Division,	District Secretary/ Additional Registrar General, District Secretariat, Colombo

10-330

REGISTRAR GENERAL'S DEPARTMENT

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

KURUNEGALA 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. Applicant should be 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. Applicants 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 70 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. Dully filled applications should be forwarded on or before 27th of November 2023 by registered post to the address given in the schedule.

W. R. A. N. S. WIJAYASINGHE,
Registrar General,
On this 11 day of October, 2023
Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.

SCHEDULE

District	Divisional Secretariat Division	Post & Division for which Applications are called	Address to which Applications should be sent
Kurunegala	Kurunegala	Post of Births and Deaths Registrar of Thiragandahaya West Division and Post of marriages (Kandyan/ General) Registrar of Weudawilli Hathpaththuwa Division	District Secretary/ Additional Registrar General, District Secretariat, Kurunegala

10-413

MINISTRY OF WOMEN, CHILD AFFAIRS AND SOCIAL EMPOWERMENT DEPARTMENT OF SOCIAL SERVICES

Vocational Instructor (Grade III)

MATRON (GRADE III)

APPLICATIONS are invited from the citizens of Sri Lanka with the qualifications stipulated here under for the recruitment to be made for 2 Posts of Vocational Instructors and 1 Post of Matron for the Vocational Training Centre for the Persons with Disabilities, which has been initiated in the District of Kilinochchi of the Department of Social Services. Prepared applications according to the format given at the end of this notification should be sent by registered post to the Director, Department of Social Services, Second Floor, Sethsiripaya Stage II, Battaramulla to reach before the 30. 11. 2023. The top left hand corner of the envelope should clearly carry the words "Recruitment to the Posts of Vocational Instructor (Grade III) / Matron (Grade III)" Specimen application form and details could also be obtained through the web site; www.socialservices.gov.lk

Qualifications for the recruitment of this post : -

1. Vocational Instructor (Dressmaking/ Sewing technique, Information Technology)

1.1 Age Limit : -

The age should not be less than 18 years and not more than 35 years to the closing date of the applications.

1.2 Educational Qualifications: -

(a) Educational Qualifications for Vocational Instructor (Sewing technique, Information Technology)

- (i) Should have passed General Certificate of Education (Ordinary Level) Examination with 06 subjects including 4 credit passes for Sinhala/Tamil/ Language, Mathematics and other two subjects and

And

- (ii) Should have passed General Certificate of Education (Advanced Level) Examination with all subjects under any subject stream (Excluding Common General Test) and obtained the required achievement level for following a tertiary educational program

1.3 Professional Qualifications :-

Should be obtained a certificate of two year duration or more on the relevant **vocational course from** the Ceylon Technical College or the Ceylon-German Technical Training Institute

or

Should be obtained a certificate of two year duration or more on the relevant vocational course from the Department of Small Industries or the Department of Textile Industries

or

Should be obtained a certificate of two year duration or more on the relevant vocational course conducted by the Department of Social Services or the National Youth Service Council or the affiliated institutions

or

Should be obtained a certificate of two year duration or more on the relevant vocational course conducted by the Vocational Training Authority or the affiliated institutions

or

Should be obtained a certificate having successfully followed a relevant technical course recognized by a the Tertiary and Vocational Education Commission to be included into the National Vocational Qualifications (NVQ) level five (05) or a similar course recognized by a the Tertiary and Vocational Education Commission

1.4 Experiences :

Not applicable

1.5 Physical Qualifications :

All the applicants should be of excellent physical and mental character to perform the duty at any part of Sri Lanka.

1.6 Other:-

- i The applicant should be a citizen of Sri Lanka
- ii Should be of excellent character
- iii. All the qualifications required to the recruitment to the post from 1.1 to 1.6 should be fulfilled to the date on which the notification/ *Gazette* for calling applications mentioned

1.7 Recruitment Procedure:-

Candidates will be recruited on the basis of the merit at the written and professional test. The written test will be held at first. A number equal to two times existing vacancies will be called for the general interview from among the candidates who obtained highest marks at the written test. Those who are qualified from the general interview only will be forwarded to the professional test. The candidates equal to the number of vacancies are selected to the training course on the basis of the aggregate marks scored at both written test and professional test. The Selected candidates should be obtained a certificate following the successful completion of the 3 months training course on the teaching methods. Only the candidates who obtain the certificates in the manner described above will be recruited.

1.7.1. Written Examination :-

Subjects	Time	Total Marks	Pass marks
Intelligence Test	01 hour	100	40%
Comprehension	01 hour	100	40%

1.8. Salary Scale :-

MT- 01 -2016, in terms of PAC. 03/2016,
Salary Scale Rs. 29, 840-10x300-11x350-10x560-10x660-Rs. 48,890/-

1.9. Regulations on Employment :

This post is permanent and pensionable. Selected candidates will be subjected to the policy decision taken by the Government in the future with regard to the method of pension which is entitled to them and it is required to contribute to the widows'/ widowers' and orphans' Pension Fund. In accordance with the Public Administration Circular No. 1/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquire proficiency in the prescribed official language within five (5) from the date of appointment.

1.10. Note

- The Written test will be held in Colombo by an institution decided by the Director of Social Services.
- Only candidates who have fulfilled the above qualifications should apply and the selected candidates will be eligible for annual transfer only after five years of compulsory service in the institution with the respective vacancies.

2. Matron (01)

2.1 Age Limit :-

The age should not be less than 18 years and not more than 30 years to the closing date of the applications

2.2 Education Qualifications :-

- Should have passed General Certificate of Education (Ordinary Level) Examinational with six 06 subjects including 4 credit passes for Sinhala/Tamil/English, Mathematics and other two subjects and
- Should have passed General Certificate of Education (Advanced Level) Examination minimum of one subject under any subject stream (Excluding Common General Test)

2.3. Professional Qualifications :-

Having completed a course of not less than three months in Child Development or Social Work or Hostel Management from a government registered institution and obtained a certificate

2.4 Experience :-

Not Applicable

2.5 Physical Qualifications :

All the applicants should be of excellent physical and mental character to perform the duty at any part of Sri Lanka.

2.6. Other :-

- i The applicant should be a citizen of Sri Lanka
- ii Should be of excellent character
- iii. All the qualifications required to the recruitment to the post from 2.1 to 2.6 should be fulfilled to the date on which the notification/ *Gazette* for calling applications mentioned

2.7 Recruitment Procedure :-

Candidates equal to the exiting vacancies will be recruited on the basis of the maximum marks obtained for two written papers.

2.7.1 Written Test :-

I. Intelligence Test -	Time 01 Hour,	Total Marks 100,	Pass Marks 40%
II. Language Proficiency -	Time 01 Hour,	Total Marks 100,	Pass Marks 40%

2.8. Salary Scale :-

MN 01 -2016 in accordance with 03/2016

Salary Scale - Rs. 27,140-10X300-11X350-10X495-10X660-Rs. 45,540.

2.9. Regulations on Employment:-

This post is permanent and pensionable. Selected candidates will be subjected to the policy decision taken by the Government in the future with regard to the method of pension which is entitled to them and it is required to contribute to the widows'/ widowers' and orphans' Pension Fund. In accordance with the Public Administration Circular No. 1/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquire proficiency in the prescribed official language within five (5) from the date of appointment.

2.10. Note

- The Witten test will be held in Colombo by an institution decided by the Director of Social Services.
- Only candidates who have fulfilled the above qualifications should apply and the selected candidates will be eligible for annual transfer only after five years of compulsory service in the institution with the respective vacancies.

ANOJA HERATH,
Director of Social Services.

Department of Social Services
2 Floor
Stage II
Sethsiripaya
Battaramulla.

16.10.2023

Application form for the recruitment to the post of

Medium of Language

01. Name with initials :-
02. Name denoted by initials :-
03. Address :-
04. Telephone Number :-
05. National Identity Card Number :-
06. Date of Birth :-
07. Age as at the closing date of the applications :- Age :- Months :-Days :-
08. Marital Status :-
09. Sex :-
10. Education Qualifications :

1. G. C. E. (Ordinary Level)

Year :-

Examination Number :-

<i>Subjects</i>	<i>Grades</i>	<i>Subjects</i>	<i>Grades</i>
Mathematics			
Sinhala/ Tamil / English			

II. G. C. E. (Advanced Level)

Year :-

Examination Number :-

<i>Subjects</i>	<i>Grades</i>	<i>Subjects</i>	<i>Grades</i>

11. Professional and other qualifications :-

<i>Name of the Course</i>	<i>Institute</i>	<i>Duration of the Course</i>

12. Experiences :-

.....
.....

I herewith certify that the information furnished by me in this application is true and correct to the best of my knowledge.

.....
Signature of Applicant.

10-431

Examinations, Results of Examinations & c.

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT OF OFFICERS IN THE PUBLIC SERVICE TO THE POST OF AUDIT OFFICER OF THE AUDIT EXAMINERS' SERVICE -2023

A limited competitive examination will be conducted by the Commissioner General of Examinations to select suitable candidates from the candidates over 40 years of age currently in the Public Service for the posts of Audit Officer of the Audit Examiners' Service, limited for this occasion only. Applications are invited from the candidates possessing the required qualifications as stated in this notification.

Date of Examination- The examination will be held by the Commissioner General of Examinations in Colombo in January 2024. The Auditor General reserves the right to postpone or cancel this examination.

1. The number of persons to be appointed and the effective date of appointments will be determined by the Auditor General. The Auditor General reserves the right to refrain from filling any or all of the vacancies.

2. Service Conditions -

- (i) The selected candidates will be appointed to the post of Audit Officer of the Audit Examiners' Service on the general conditions governing the appointments of the Public Service published at the beginning of the Paragraph II (b) of Part I of the Ordinary *Gazette*, conditions set out in the Service Minute of Audit Examiners' Service published in the *Gazette Extraordinary* No. 380/61 dated 20th December 1985 of the Democratic Socialist Republic of Sri Lanka and subjected to amendments made or to be made hereafter to the said Minute and subject to the terms included in the Cabinet decision related to the CP/23/0386/605/012-1 dated 08th March 2023 regarding "Review of Recruitment Procedure of the Public Service".
- (ii) This post is permanent and pensionable. In terms of Public Administration Circular No.21/2017, you shall be subjected to a policy decision which should be taken by the Government in future on the pension scheme to which you are entitled. Further, you shall make contributions to the Widows' and Orphans' / Widowers' and Orphans' Pension Scheme. You shall make your contributions in such manner determined from time to time by the Government.

- (iii) The successful candidates will be appointed to this service on probation for a period of three years from the date of appointment.
 - (iv) Confirmation at the end of their probationary period of successful candidates competing in this Examination will be *inter-alia* depend on :
 - (a) Satisfactory work, attendance and conduct.
 - (b) Passing of Efficiency Bar Examination before the end of probation period.
 - (v) He/ She will be reinstated in the preceding service or his/ her Service will be terminated in terms of the procedural rules if he/she fails to secure confirmation at the end of the probationary period.
 - (vi) In terms of Public Administration Circular No.18/2020 dated 16 October 2020, proficiency of official language should be acquired.
 - (vii) Selected officers should serve in any part of the Island.
 - (viii) This appointment will be subjected to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations, Orders and Regulations that may be issued by the Government from time to time and the Circulars, instructions and Orders that may be issued by the National Audit Office from time to time.
3. **Salary Scale** - The consolidated salary scale relating to the post of Audit Officer of the Audit Examiners' Service according to the Code No. AS-01 assigned to the Audit Staff of the National Audit Office by the National Salaries Commission in terms of the Salary Codes in the Public Administration Circular No.03/2016 is, Rs. 36,585-10x660-11x755-15x930- Rs. 65,440/-.
4. **Health and Discipline** - The candidate must satisfy the Auditor General that he/she is duly qualified in respect of health and an excellent moral character. The candidate must be of sound constitution, possessed of good sight and physically qualified for service in any part of the Island.
5. **Qualifications ;**

All candidates should:

- I. Be a citizen of Sri Lanka,
- II. Be not less than 22 years and not more than 40 years of age for the officers in the Management Service Officers' Service and officers in the Development Officers Service in the Public Service/ Provincial Public Service as at 24th November 2023. (Accordingly, only the persons whose birthdays fall on or before 24.11.2001 and on or after **24.11.1983** are eligible to apply.)
- III. Have an excellent moral character and must be of sound constitution;
- IV. Have obtained one of the following qualifications ;
 - (a) Should be a Graduate of a recognized University or have obtained equivalent qualification;

Or

 - (b) Should have passed the Examination of Licentiate or Intermediate of the Institute of Chartered Accountants in Sri Lanka.

Or

- (c) Should have passed the Higher National Diploma in Accountancy / Commerce of Technical College of Sri Lanka/ Sri Lanka Institute of Advanced Technological Education.

V. No member of clergy of any religion will be permitted to apply for this post.

Note : The candidates who compete for this examination should be able to produce certificates of their educational and professional qualifications, immediately at the request of the Auditor General. Applications submitted on pending results will not be entertained.

Note. - A candidate will be deemed to have qualified only if he / she has;

- (a) Successfully completed in every respects the examination or examinations required to pass at closing date of applications and;
- (b) Submitted at the interview, an official certificate or any official document on behalf of the said certificate or the qualifications that can be accepted by the Auditor General.

6. **Examination fee** - Rs. 1200/-. Payment of examination fee should be made only by the following methods, provided by the online system.

- I. Any Bank credit Card
II. Any Debit cards with the Facility of Internet Transactions
III. Online Banking Method of Bank of Ceylon.
IV. Any branch of Bank of Ceylon

Note:-

- (a) Instructions on the manner of payment under the above methods are given in the website under the technical instructions for the examination.
- (b) Payment will be acknowledged by a SMS or an e-mail. The full payment of the examination fee should be made and applications for which less or more payments were made will be rejected. The Department of Examinations will not be responsible for the defects in the payment of examination fees by the aforesaid methods.
- (c) The examination fees paid will not be refunded fully or partly in any circumstances or transferred for another examination.

7. **Method of Application ;**

- (a) The application for the said post has been published under the 'Online Application – Recruitment Exam' under our services on www.doenets.lk website of the Department of Examinations and, applications should be submitted only through the online system. Acceptance of online applications opened at **9.00 a.m. on 27th October 2023.**
- (b) Online applications should be completed only in the English Language. Before filling the online application, download the instructions leaflet, prepared to apply for the examination. These instructions should be followed strictly when filling out the application. Any amendment made in the application after receipt of hard copy will not be considered as a valid amendment. Incomplete applications will be rejected without a notice.
- (c) The closing date for receiving applications ends at **12.00 mid night on 24th November 2023.**
- (d) The applicant is responsible for the accuracy of all information mentioned in the examination application. Applications which are not completed in every aspect will be rejected.

- (e) Application will be acknowledged via an SMS to the mobile phone number which used to access to the system . A notification will be published in newspapers by the Department of Examinations Sri Lanka as soon as the Admission Cards are issued to the candidates. If the admission card is not received, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. Such applicants should clearly mention the applicant's full name, National Identity Card number, the address and the name of the examination they applied for and inquire the Department of Examinations. If the applicant lives outside Colombo, it will be more effective to inquire the Department of Examinations with a request letter mentioning your fax number to send a copy of the Examination admission.

8. Entering to the examination;

- (i) With the presumption that only the candidates fulfilling qualifications stipulated in the Gazette notification have applied for the Examination, admissions shall be issued by the online only by the Commissioner General of Examinations to the candidates within the age limit and who have submitted duly perfected applications along with the receipt issued after paying the Examination fee on or before the closing date of applications. A candidate must sit for the examination at the examination centre assigned to him. Every candidate should submit the admission card with the candidate's authenticated signature to the supervisor on the first day presenting himself for the examination. A candidate who fails to produce his admission card will not be permitted to sit for the examination.
- (ii) A set of rules to be followed by all candidates is published in this *Gazette*.
- (iii) The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualification to sit for the examination or for a post.
- (iv) Applicants will be liable to rules and regulations imposed by the Commissioner General of Examination in relevant to conducting examination and issuance of results. If in case of violation of such rules and regulations, he/she will be liable to any penalty imposed by the Commissioner General of Examinations.

Note - Issuance of an admission to the candidate does not necessarily mean that he/ she has the requisite qualifications mentioned in this notification to sit for the examination or to hold the post.

9. Identification of the Candidates-

A candidate will be required to prove his identity at the examination to the satisfaction of the supervisor for each subject he or she appears. For this purpose, only the following documents will be accepted.

- I. The National Identity Card;
- II. A Valid Passport;
- III. A Valid Sri Lankan Driving License.

Also, the candidates should expose their identity without covering their face and ears when they enter the examination hall. Applicants who are unable to prove the identity will not be allowed to enter the examination hall. Further, the applicants should remain with their faces and ears uncovered till they leave the examination hall, enabling the examination authorities to identify the applicant.

10. Furnishing False Information -

If a candidate is found to be ineligible, his or her candidature is liable to be cancelled at any stage prior to, during or after the examination.

11. In case of need, matters not mentioned in this notification will be dealt with as decided by the Auditor General.

12. Method of Examination -

- The examination will be held in Sinhala, Tamil and English mediums.
- A candidate should sit for the examination in the language in which he passed the qualifying examination or an official language.
- A candidate who has passed subjects at the qualifying examination in two or more languages should sit for the examination in the language in which he passed the majority of subjects at such examination or in an official language.
- A candidate with a Special Degree who has passed the core-subject in one language and the subsidiary subjects in another language should sit for the examination in which he passed the principal subject or in the official language. A candidate will not be permitted to change the medium of the examination given in his application.

Note:

- The term “Qualifying Examinations” in (b) and (c) above refer to any of the examinations mentioned to in paragraph 05.
- A candidate must sit for all the papers of the examination in one and the same language.

13. Method of Testing -

- A written test on the following five subjects and a viva voce test.
Accounting, cost Accounting, Auditing, Business Mathematics and Statistics, Environment

	Subject		Duration	Total
			(Hours)	Marks
1.	Accounting	-	03	150
2.	Cost Accounting	-	02	100
3.	Auditing	-	03	150
4.	Business Mathematics and Statistics	-	02	100
5.	Environment –			
	Part 1 – Economics	-	01	50
	Part 2 – General Commercial knowledge	-	01	50
	Part 3 – Law	-	01	50

Environment examination paper is in three parts and shall be conducted separately.

The syllabus of the written test is shown in Appendix ‘A’.

- Candidates who obtain a minimum of 40 percent of the marks in each paper and an average of not less than 50 percent of the aggregate marks only will be eligible to be called up for the interview and the interview will be held on a date intimated after the date of the written test. The interview will be confined to scrutinizing the qualifications, certificates and service records of candidates and marks will not be given for the interview. The interview board is appointed by the Auditor General.
- A copy of the application for the examination should be handed over by the applicant to the relevant authorities to be kept in his personal file and when the applicant is called up for the interview, a copy of the application signed by the Head of the Institution together with a letter of confirmation of service should be

presented.

14. Method of Selection for Appointment -

Those who have scored the highest marks totaling the marks for 07 papers in the written test will be selected. In the event of more than one candidate have scored similar marks, the final decision for selection will be made by the Auditor General.

15. Results sheet including the names of qualified candidates as per Paragraph 13 (b) will be posted to the Auditor General and subsequently the results will be informed by post personally to all candidates or made available in www.result.exams.gov.lk of the official webpage of the Department of Examinations.
16. The decision of the Auditor General will be final regarding issues on matters not covered by the above regulations.
17. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

R.R.M. ABEYSINGHE BANDA,
Deputy Auditor General(Administration),
For Auditor General.

On October 20, 2023,
National Audit Office,
No.306/72,
Polduwa Road,
Battaramulla.

Appendix “A”

Syllabus of the Written Test –

(i) Accounting – One paper of three hours duration on

- * Accounting Theory – A general understanding of basic concepts and principles, methods of assets valuation, theory of double entry, classification of costs, classification of information in balance sheets and manufacturing, trading and profit and loss accounts.
- * Accounting Systems – Understanding the concept of control based on the need to control changes in resources used in an accounting entity: need for comparison with standards; analysis of business transactions familiarity with procedures governing basic management functions such as purchasing, selling, receipt & payment of moneys, inventory control etc; familiarity with different designs of records, day books, ledgers, control accounts, etc.
- * Accounting practice problems including the preparation of balance sheet, manufacturing, trading and profit and loss accounts, reconciliation statements, control accounts etc; accounting and statistical ratios.

(150 marks)

(ii) Cost Accounting – One paper of two hours duration on

- * Principles of costing, types of costing, purchase and stores procedure, materials, pricing of materials, pricing of issue of materials, wages, overheads, fixed and variable expenses, direct and indirect expenses, budgetary control, standard costing, variations, marginal costing, contract costing, process costing, job costing, transport costing, output costing.

(100 marks)

(iii) Auditing – One paper of three hours duration on

- * Auditing concepts and theory – Need for audit; accountability as a base for audit; scope of audit, classes of audit; timing of audit, qualifications of auditors; powers; authority for audit, pre-audit; internal check, internal control; in-depth audit, internal audit, the need for standards; types of evidence for audit, techniques.
- * Auditing systems and procedures – Familiarity with audit programmes covering the main balance sheet, manufacturing, trading and profit and loss account items, land, buildings, fixed assets, inventories, money assets, sales, purchases, receipts, payments, etc.
- * Auditing problems – Simple problems to test powers of observations, ability to detect errors and unusual situations.
- * Functions of the Auditor General

(150 marks)

(iv) *Business Mathematics and Statistics – One paper of two hours duration on
Elements of Business Mathematics and Statistics*

(100 marks)

Mathematics –

- * Equations – Linear and quadratic equations including graphical solutions.
- * Series – Arithmetic and Geometric
Simple and compound interest including discounting
- * Elementary probability theory including permutations and combinations,
Use of mathematical table

Statistics –

- * Collection, presentation and interpretation of data
- * Analysis of frequency distributions; averages and dispersion; standard deviation; statistical frequency curves
- * Probability, distribution and its application
- * Sampling and significance concept of sample distributions, standard error, methods of sampling, tests of significance.
- * Time Series – Components of a time series, trends, - seasonal, cyclical and irregular
- * Graphic communication, statistical graphic charts.

(v) *Environment – One paper of three hours duration on the following subjects with three parts :*
(50 marks each for Each Part)

- * Elements of Economics, Law and General Commercial Knowledge.

Economics :

- * Nature and significance of the study of economics, the price system, demand and supply, cost and revenue, maximization of profits, factors of production; competition & monopoly.
- * The characteristics of the economy of Sri Lanka; national income; gross national product, balance of payments; economic problems such as inflation, recession, fixed and floating exchange rates, devaluation.
- * Money and banking – Nature, forms and functions of money; value of money; general levels of prices; functions of the Central Bank of Sri Lanka, Commercial Banks, Credit and Savings Institutions.

Law :

- * An outline of the history of different systems of law in Sri Lanka and in general their applicability; organization and functions of courts, labour tribunals, industrial courts; functions of judges and other important legal officers engaged in the administration of justice in Sri Lanka.
- * Nature of contract; natural and legal person; agency; doctrine of ultra vires.

General Commercial Knowledge :

- * Office organization including systems and procedures, filing and indexing, office appliances, organization of meetings; writing of minutes, reports.
- * Organization structure; organization chart, line staff relationship, centralization, decentralization, business units including sole trader, partnership, joint stock companies, Co-operatives, public corporations.
- * Principles and classes of insurance; Sri Lanka Export Credit Insurance Corporation.
- * Carriage of goods by sea, land and air; freight; demurrage
- * Negotiable instruments; meaning of negotiability; cheques; bills of exchange; endorsements; crossings; acceptance; dishonour.
- * Role of co-operatives in Sri Lanka.
- * Principles of investments; stock exchange in Sri Lanka.
- * Sale of goods including contract of sale, the transferring of ownership of the property in the goods, conditions and warranties, hire purchases, purchase on instalment basis, international trade including sales of goods, procedure, documents, export and import, methods and terms and conditions of payment, customs and excise duties.
- * Development finance including the functions of the National Development Bank, Development Finance Corporation, World Bank, International Monetary Fund.

10-463

DEPARTMENT OF NATIONAL ARCHIVES

My No. DNA2/MA7/3/15.

Open Competitive Examination for the Recruitment of Supervisory Management Assistant Technical Services Category Archival Conservator Training Grade, Audio – Visual Records Conservator Training Grade of the Department of National Archives - 2023

Applications are invited for the Open Competitive Examination from qualified citizens of Sri Lanka recruit to the post of Archival Conservator Training Grade and Audio-Visual Records Conservator Training Grade of Supervisory Management Assistant Technical Services Category.

Number of Vacancies – Archival Conservator 14
 Audio-Visual Records Conservator 04

70% from the vacancies are recruited under the open stream.

If only there are no applicants with basic qualifications in the department for the percentage of 30% due to be recruited from the Limited Competitive Examination, the remaining amount will be completed from the external applicants who will be selected from the Open Competitive Examination.

01. The recruitment is done by this examination for the post of Archival Conservator Training Grade and Audio-visual Records Conservator Training Grade of Supervisory Management Assistant Technical Services Category of the Department of National Archives. The closing date of applications is **24/11/2023**. This examination will be held at examination centers that will be established in Colombo only.

02. Functions Assigned to the Post:

Position No.	Approved designation names	Functions
01	Archival Conservator	Conservation and restoration of archives, maps, pictures deposited in the Department of National Archives, compliance with scientific guidelines and standards for targets provided for conservation work, training on book binding, where required participating in records conservation activities for state/private institutions and individuals, performing practical training related to the conservation of state records, participating in records conservation activities in religious places, conducting practical training on the restoration of records that have been subject to disasters, performing other functions related to the post assigned by the Archival Conservation Supervising Officer, Chief Conservation Officer (Archives), National Archives Deputy Director/ Assistant Director (Technical), National Archives Director (Technical, Audio-Visual and Electronic Records) and Director General National Archives.
02	Audio-Visual Records Conservator	Maintaining and conserving audio-visual records deposited in the Department of National Archives and making them available to listeners, providing copies of those records in computer or audio-visual media to users, management, maintenance and restoration of audio-visual equipment, provide assistance by performing technical tasks for the use of audio-visual equipment at the functions held in the auditorium, performing other functions related to the post assigned by the Chief Conservation Officer (Audio Visual), National Archives Deputy Director / Assistant Director (Film and Audio-Visual), National Archives Director (Technical, Audio-Visual and Electronic Records) and Director General National Archives.

03. Terms of Service:

- (a) A selected candidate will be appointed to the post of Archival Conservator/ Audio-Visual Conservator after the successful completion of the training period under the general conditions of governing appointments in the Public Service and to the terms and conditions imposed in the Scheme of Recruitment approved by the Public Service Commission on 05.06.2018 and the Service Minute and the amendments made or will be made thereafter to the Service Minute of Sri Lanka Technological Service, the Provisions of the Establishment Code and the Financial Regulations.
- (b) This post is permanent. With pension. Although this position is stated to be pensionable, future recruits will be subjected to future policy decisions taken by the government regarding the pension scheme. Also, you have to contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme. You will have to pay contributions as required by the state from time to time.
- (c) Candidates who are admitted to this training grade will be recruited to Archival Conservator Training Grade III/ Audio-Visual Records Conservator Training Grade III after successfully completing the two-year training period and submitting the certificate of passing the examination conducted by the relevant institutions.

The appointment is subject to a three-year probation period. Supervisory Management Assistant Technical Services Category Archival Conservator Grade III, Audio-Visual Records Conservator Grade III shall pass the Departmental examination in addition to the first efficiency bar examination as specified in the recruitment scheme within 03 years of recruitment to grade III.

- (d) The Director General National Archives has the power to cancel the appointment of candidates who fail to accept the duties of the post offered to them on the due date.

04. Monthly salary scale :

In accordance with Public Administration Circular No. 03/2016 (Schedule V), the allowance of Archival Conservator Training Grade III/ Audio-Visual Records Conservator Training Grade III is as follows:

Monthly for the first year : Rs. 27,140/-
Monthly for the second year: Rs. 27,440/-

Apprentices who pass the examination conducted after satisfactory completion of the two-year training period will be appointed to the post of Supervisory Management Assistant Technical Services Archival Conservator Training Grade III/ Audio-Visual Records Conservator Training Grade III in the Department of National Archives. According to the aforesaid circular, the relevant salary scale (MN 3 – 2016) is Rs. 31,040 – 10 x 445 – 11x660 – 10 x 730 – 10x750 – Rs. 57,550/- - (Starting Salary Step – 31,040). In addition, you may receive other allowances paid by the state to public servants from time to time.

05. Recruitment Qualifications :

Position	(a) Education qualifications	(b) Professional Qualifications	(c) Experience
Archival Conservator (Training Grade)	G.C.E. (O/L) Examination Should have passed Sinhala/ Tamil, Mathematics, Science and one other subject with credits in six (06) subjects in one attempt and passed the English language in not more than two attempts, And Passing the G.C.E A/L Examination in one attempt in three subjects (excluding the General Examination) including two (02) subjects in Biology, Physics and Chemistry.	Not relevant	Not relevant
Audio-Visual Records Conservator (Training Grade)			

(a) Physical Fitness :

Every candidate should be mentally and physically fit enough to work in any part of Sri Lanka and perform the duties of the post.

(b) Other :

- I. Must be a citizen of Sri Lanka
- II. Must have a great character
- III. No clergyman of any denomination is eligible to appear for this examination
- IV. All the qualifications required to appear for the competitive examination for the post should have been completed in all respects by the date mentioned in the Notice of Calling Application/ *Gazette* Notification.

(c) Age :

Should be not less than eighteen (18) years and not more than thirty (30) years as on the last date for receipt of applications. Accordingly, only those whose birthday falls on 24/11/2005 or before and on or after 24/11/1993 are eligible to apply for this.

06. Method of Recruitment :

Recruitment will be made for the Grade of Archival Conservator Training Grade III/ Audio-Visual Records Conservator Training Grade III based on the results of the written competitive examination and the general interview. Candidates who have passed the written examination will be selected on the basis of the sequence of their merit marks in the similar number of open recruitment followed by a general interview. Candidates who are admitted to this training grade will be recruited to Archival Conservator Training Grade III/ Audio-Visual Records Conservator Training III after successfully completing the two-year training period and submitting the certificate of passing the examination conducted by the relevant institutions. Apprentices who fail to pass the examination held at the end of the training have the opportunity to extend their training period for a period not exceeding 6 months. At the end of such an extended period, the service of the apprentices who fail the re-sit examination will be terminated.

(a) Written exam :

The examination will be conducted in Sinhala, Tamil and English mediums and the medium applied for will not be changed later. A written examination of two (02) question papers consisting of the following subjects will be conducted. The minimum marks required to pass each subject are as follows:

Subject	Time	Total score	Minimum marks required to pass
01. Intelligence test	01 h	100	40
02. Technology (A subject-specific test relevant to each post)	02 h	100	40

Candidates should sit for all the question papers and answer all the question papers in one language only.

- i. Examination Results – Candidates will be notified of the results by the Commissioner General of Examinations by post or through the website www.results.exams.gov.lk

07. Syllabus for the examination:

Name of the question paper	Syllabus
01. Intelligence test	It is intended to measure the candidate's general intelligence, reasoning ability, expression, numerical ability and comprehension ability.
02. Technology (Technical and Subject specific test relevant to the post)	This is intended to measure the technical knowledge relevant to the positions.

08. Examination Fees:

Examination Fees is Rs. 1200/- further, the examination fee should be paid cash to any post office/ sub post office/ District/ Divisional Secretariat Office in the island to be credited to the state revenue head under the Commissioner General of Examinations 20-03-02-13 and the receipt obtained in the name of the applicant should be affixed at one place on the edge of the application so that it does not slip. Money orders or stamps will not 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 may also be helpful to retain a photocopy of the receipt.

09. Method of application :

- (a) The name of the examination mentioned in the title of the application should be in English in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil applications. The Application should be prepared according to the format attached to this notice and should be prepared on 8 1/2 " x 12" (A4) paper and the applicant should complete the application in his own handwriting. Computer-generated applications can also be used. The application should be completed in one language only. The application should be prepared in such a way that headings numbered 01 to 07 are included on the first page.
- (b) Application that do not comply with the specimen application and applications containing incomplete information will be rejected without notice. (It may be helpful to retain a photocopy of the application.) The applicants should inquire whether the completed application is in line with the application mentioned in the notice of examination. Otherwise, the application may be rejected.
- (c) Completed application should be sent by registered post to the address "Director General National Archives, Department of National Archives, Philip Gunawardena Mawatha, Colombo 07" On or before 24/11/2023. It should be clearly written at the top left corner of the envelope containing the application "Open Competitive Examination for Recruitment to the post of Supervisory Management Assistant Technical Service Category Training Grade of the Department of National Archives 2023." No applications will be accepted after the closing date of **24/11/2023**.
- (d) Applicant must be have attested the signature of the applicant by A state College Principle, a Justice of Peace, a Commissioner of Oaths, a lawyer, a Notary Public, an Officer authorized by the Armed Forces, a Gazetted Officer in the Police Service or a Staff Member holding a Permanent State Post.
- (e) Incomplete applications will be rejected. No complaints regarding loss or delay of application will be considered in the mail. The applicant shall bear the damages incurred by delaying the application till the last date.
- (f) You will not be notified that the application has been received. Examination Admission will be issued by the Commissioner General of Examination to the candidates who have paid the prescribed examination fees on or before the last date of receipt of the applications mentioned in the examination and submitted the completed applications along with the relevant receipt on the presumption that only those who have the qualifications mentioned in the examination notice have applied. The Department of Examinations of Sri Lanka will publish an announcement in the newspapers and on the official website of the Department stating the same as soon as the examination admission forms are issued. If there is a candidate who has not obtained the admission card even after 02 or 03 date from the date of publication of the notice, he should inquire about it from the International Examination Organizing Branch of the Department Examinations of Sri Lanka as mentioned in the advertisement. In doing so, the applicant should state the name of the examination to which he/she has applied, the full name of the applicant, the National Identity Card number and the address. If the applicant is resident outside Colombo, it would be more effective to send a request letter to the fax Number mentioned in the notice stating the applicant's fax number so that a copy of the admission can be obtained by fax with the details. In doing so, it will be useful to have a copy of the application, copy of the receipt of payment of examination fees and the registered post article at the time of mailing the application to confirm any information requested by the Department of Examinations.

10. Entering the exam :

- (a) Admission cards will be issued by the Commissioner General of Examinations to the candidates who have submitted the complete application in all respects. A candidate who does not present his/her admission card will not be allowed to sit for the examination.

- (b) Candidate should sit for the examination at the examination hall allotted to them. Each candidate should certify the signature of the relevant admission card for the examination hall and hand it over to the Head of the examination hall on the first day of his sitting in that hall.

Note : Issuance of an Examination Admission Card to a Candidate is not considered as recognition that he or she has qualified for the examination.

- (c) Candidates should confirm their identity to the satisfaction of the Head of the Hall for each subject they are sitting for the examination hall. Any of the following documents will be accepted for this purpose.

- I. National Identity Card
- II. Valid passport
- III. Valid Sri Lankan Driving License

Candidates should also enter the examination hall without covering their face and both ears so that they can verify their identity. Candidates who refuse to prove their identities will not be admitted to enter the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving, the candidates should not cover the face and both ears so that the candidate can be identified by examination authorities.

11. Penalties for providing false information :

If a candidate is found to be ineligible, his/her candidature may be cancelled at any time before, during or after the examination. A candidate is subject to dismissal if he/she is found to have deliberately made a false point, or if he/she deliberately suppressed an important point. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and issuance of results.

12. Other matters :

Matters not considered in these regulations will be decided by the Director General National Archives.

- 13.** If there is any inappropriateness or inconsistency between the language text of this announcement published in the Sinhala, Tamil and English mediums, in such a case the Sinhala medium announcement will be acted upon.

As per the order of the Public Service Commission,

Director General National Archives,
Department of National Archives,
No. 07,
Philip Gunewardena Mawatha,
Colombo 07,
At the Department of National Archives.

Specimen Application

For office use only

ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුවේ අධීක්ෂණ කළමනාකරණ සහකාර තාක්ෂණික සේවා ගණයේ
පුහුණු කිරීමේ ශ්‍රේණිය සඳහා බඳවා ගැනීමේ විවෘත තරග විභාගය -2023

Open Competitive Examination for Recruitment to the Post of Supervisory Management Assistant Technical Services Category Training Grade of the Department of National Archives – 2023

Medium at the examination :

Sinhala – 2
Tamil – 3
English – 4
(Mentioned in the box)

Selected post/ posts :

Selection	Position No.
1	
2	

(Select according to paragraph No. 02 of the *Gazette* notification)

1. Full Name (In English Block letters) :
(Ex: HERATH MUDIYANSELAGE SAMAN RATHNAYAKA)

2. Name with initials (In English Block letters):
(Ex: H. M. S. RATHNAYAKA)

3. Full Name (In Sinhala):

4. Permanent Address (In Sinhala):
.....

(a) Address for the dispatched of the admission card (In Sinhala) :

.....

(b) Address for the dispatched of the admission card (In English block letters) :

.....

.....

5. Sex : Female : ☐ Male : ☐

6. National Identity Card Number :

7. Telephone Number :

8. (a) Date of Birth :

Year :

Month :

Date :

(b) Age at the closing date of Application :

Years :

Month :

Date :

9. Training grade applied for :

10. Educational Qualifications :

(a) G. C. E. (O/L) – First Sitting

Year :

Index No :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

(b) G.C.E. (O/L) – Second sitting

Year :

Index No :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

(c) G.C.E.(A/L)

Year :

Index No :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

11. Examination Fees (Receipt must be attached):

I. Post office/ Sub post office at which payment was done:.....

II. Amount :

III. Date of the Payment :.....

IV. Number of the Receipt :.....

Firmly fix the receipt here with on border
(Keeping the copy would be useful)

12. Declaration/ Statement by Applicant:

I declare that the information given here is true to the best of my knowledge and belief. I am aware that I will be subject to disqualification if the information is found to be false prior to my selection and I will be subject to dismissal without any compensation if it is discovered after the appointment. I further declare that I am subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of examinations and the issuance of results.

.....
Signature

Date :.....

13. Attestation of the Signature of the Candidate : (Strike out irrelevant words.)

I certify that Mr./ Mrs./Miss submitting this application is personally known to me and he/she placed the signature before me on Day of and that the due examination fee has been paid and the receipt has been affixed.

Signature of Certifying Officer
Full name of the Certifying officer
Designation :
Address (Rubber stamp)
Date :

Note : The application should be certified as mentioned in paragraph 9 (d) of the *Gazette* Notification.

14. Attestation of the Head of the Department/ Institution

The person submitting this application Mr./Mrs./Miss is working in this Ministry/ Department/ Cooperation/ Board and if he/she will be selected for the above post, he/she can be released from the service of this institution.

.....

Rubber Stamp:

Signature of the Head of the Department.

Date :-
Name of the Head of the Department :-
Designation :-
Address of the Office :-

MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS

Recruitment to the post of Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Labour Tribunal Secretariat (Open Basis) – 2023

THE notice calling for applications for the recruitment to the Post of Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Labour Tribunal Secretariat was published in the *Gazette* Notification No. 2332 dated 12.05.2023 in three languages. This is to inform that the closing date of applications mentioned as 12.06.2023 in the said *Gazette* Notification is hereby extended as indicated below.

The closing date of applications – **27.11.2023**

08. Method of Recruitment:

Syllabus of the Practical Test :

	<i>Subject</i>	<i>Syllabus</i>
01	Shorthand (English)	Take down in shorthand at a speed of 120 words per minute a passage continuously reading for a period of 05 minutes and computer type-setting the passage taken down in shorthand at a speed of 20 words per minute.

The duly completed application prepared as per the specimen form appended at the end of the *Gazette* Notification No. 2332 dated 12.05.2023, affixing the receipt in the space provided in proof of the payment of fee should be sent by registered post to reach the "Secretary, Ministry of Justice, Prison Affairs and Constitutional Reforms, No. 19, Sri Sangaraja Mawatha, Colombo 10." before 27.11.2023.

Applicants who have already sent duly completed application by post are not required to send applications once again.

Please note that the specimen application along with the *Gazette* Notification No. 2332 dated 12.05.2023 is published in the website www.moj.gov.lk of Ministry of Justice, Prison Affairs and Constitutional Reforms.

Secretary,
Ministry of Justice, Prison Affairs and Constitutional Reforms,

10-473/1

Annexure 02

MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS

Recruitment to the post of Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Labour Tribunal Secretariat (Limited Basis) – 2023

THE notice calling for applications for the recruitment to the Post of Labour Tribunal Stenographer in the Multifunctional Segment I of the Management Assistant Non-Technical Service Category of the Labour Tribunal Secretariat was published in the *Gazette* Notification No. 2332 dated 12.05.2023 in three languages. This is to inform that the closing date of applications mentioned as 12.06.2023 in the said *Gazette* Notification is hereby extended as indicated below.

The closing date of applications – **27.11.2023**

04. Qualifications –

iii. Experience :

Applicant should have a dynamic and satisfactory service period of 05 years in the following post of skilled, semi-skilled and non-skilled of primary service category attached to a court coming within the purview of the Ministry of Justice, Prison Affairs, Constitutional Reforms and it should be confirmed by the Head of the Department.

- I. Process Server and Writ Executor
- II. Crier and Usher
- III. Fiscal Matron
- IV. Fiscal Peon
- V. Court Security
- VI. The KKS under the Combined Service and the Labour Tribunal Clerks attached to a court or a Labour Tribunal having completed a dynamic and satisfactory service period of 05 years as at the closing date of applications.
- VII. Typists (MN-01) attached to the Ministry of Justice, Prison Affairs Constitutional Reforms having completed a dynamic and Satisfactory service period of 05 years as at the closing date of applications.

The duly completed application prepared as per the specimen form appended at the end of the *Gazette* Notification No. 2332 dated 12.05.2023, affixing the receipt in the space provided in proof of the payment of fee should be sent by registered post to reach the "Secretary, Ministry of Justice, Prison Affairs and Constitutional Reforms, No. 19, Sri Sangaraja Mawatha, Colombo 10," before 27.11.2023.

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Please note that the specimen application along with the *Gazette* Notification No. 2332 dated 12.05.2023 is published in the website www.moj.gov.lk of Ministry of Justice, Prison Affairs and Constitutional Reforms.

Secretary,
Ministry of Justice, Prison Affairs and Constitutional Reforms,