

N.B.— Part I-III of the *Gazette* No. 1,762 of 08.06.2012 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

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No. 1,763 – FRIDAY, JUNE 15, 2012

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* Notices for publication in the weekly *Gazette* of 22nd June, 2012 should reach Government Press on or before 12.00 noon on 08th June, 2012.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2012.

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

Posts of Registrars Marriages, Births and Deaths

MONARAGALA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 16th of July, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
22nd May, 2012.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Moneragala	Bibila	Post of Registrar of Marriages (General/ Kandyan) of Bibila and Births and Deaths of Nilgala Division	District Secretary/Additional Registrar General, District Secretariat, Monaragala.

06-499

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

KURUNEGALA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 16th of July, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
22nd May, 2012.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kurunegala	Rideegama	Post of Registrar of Marriages (General/ Kandyan) of Weudawilli Hathpattuwa and Births and Deaths of Hewawissa Korale Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.

06-498

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

GALLE DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 16th of July, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
22nd May, 2012.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Galle	Galle Four Gravets	Post of Births and Deaths Medical Registrar of Karapitiya Government General Hospital Division in Galle Town	District Secretary/Additional Registrar General, District Secretariat, Galle.

06-497

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

KANDY DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 16th of July, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
29th May, 2012.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kandy	Poojapitiya	Post of Registrar of Marriages (General/ Kandyan) of Harispattuwa and Births and Deaths of Galasiyapattuwa No. 02 Division	District Secretary/Additional Registrar General, District Secretariat, Kandy.

06-568

Examinations, Results of Examinations &c.

MINISTRY OF EXTERNAL AFFAIRS

Limited Competitive Examination for Filling of Vacancies in the Home Based Personal Assistant's Posts in Sri Lanka Missions Abroad – 2012

APPLICATIONS are hereby invited for selection of Home Based Personal Assistants who are competent in English Stenography and Computer Applications, for appointment to Sri Lanka Missions Abroad, from Public Management Assistant's Service, Provincial Public Service and Local Government Service and Semi Government Organizations such as Corporations/State Banks and other Statutory Bodies.

02. Eligibility :-

- (a) Should be a Sri Lanka citizen and if the applicant is married spouse should also be a Sri Lanka citizen ;
- (b) Permanent Officers from the Public Management Assistant's Service, Provincial Public Service and the Local Government Service who are not more than 56 years of age on the closing date of applications and have completed a minimum of 05 years service in English Stenography and Computer Applications ;
- (c) Permanent Officers in Semi-Government Organizations such as Corporations, State Banks and other Statutory Bodies who are not more than 55 years of age on the closing date of applications and having a minimum of 05 years of experience in English Stenography and Computer Applications.

Note.-(i) Those who are currently serving in Sri Lanka Missions abroad are not eligible to apply.

(ii) Those who have served in Sri Lanka Missions earlier and returned to Sri Lanka may sit the exam. However, appointment will be given on priority basis to those who have spent at least 12 months after returning to Sri Lanka on completion of their last posting.

(iii) Those who are serving on contract basis, casual basis or temporary basis in the Services mentioned under 02(b) and (c) are not eligible to apply.

03. Method of Selection :-

- 3.1 Applicants will be required to sit for a test in English Stenography. The test will be held in Colombo in the English medium only. The speed in Stenography required for the test will be 80 w. p. m. 100 marks will be allocated for this English Stenography test. Those who have secured 40% or more at this test will be called upon to an interview. However, in case if there are an insufficient number of qualified applicants with the above mark levels at the

written examination, Secretary to the Ministry of External Affairs will reserve the right to call candidates with lesser marks for the interview.

- 3.2 Persons selected on merit from the written examination will be called for an interview. During the interview, the eligibility of candidates and their supportive documents will be verified. The interview will be conducted by a board appointed by the Secretary, Ministry of External Affairs. The placement will be finalized at the discretion of the Secretary, Ministry of External Affairs.

- 3.3 The decision of the Commissioner General of Examinations will be final with regard to conducting the examination and issuing results.

04. Terms of Engagement :-

- 4.1 (a) An officer selected will be required to serve initially in Colombo at the Ministry of External Affairs for a specified period prior to being posted to a Sri Lanka Mission Abroad. If his/her work and conduct during this initial period of service at the Ministry of External Affairs are found to be unsatisfactory, his/her selection is liable to be cancelled. The period of service in the Ministry can be changed according to the requirements of the Ministry.

- (b) Posting will be decided on the basis of requirements of respective Missions and the officer's suitability and competence (in foreign language etc.). In deciding on such postings, there is no obligation, on the part of the Ministry to consider the officer's personal needs and grievances (children's education etc.). Further, the Ministry is not bound to fill the vacancies purely in accordance with the order of merit of the selection tests.

- 4.2 (a) An officer selected on being posted to a Sri Lanka Mission abroad is normally required to serve abroad for a period of three years in terms and conditions as stipulated by the Secretary, Ministry of External Affairs and to enter into an agreement to the effect.

- (b) Candidates selected from Corporations, State Banks and other Statutory Bodies have to serve for a contractual period of 05 years in the Ministry of External Affairs as well as in the Sri Lanka Mission Abroad (02 years initially in the Ministry and 03 years in a Mission). However, the period of service in the Ministry of External Affairs and Sri Lanka Missions abroad can vary depending on the exigencies of service. They will be reverted to their previous posts after the expiry of the contract period of 05 years.

4.3 Officers in Government Service (Public Management Assistants' Service/Provincial Public Service/Local Government Service) if selected, will continue to be paid on the present salary scales. Others will be paid a fixed salary of Rs. 14,980 per month. In addition, they will be paid an Overseas Allowance that is applicable, in accordance with existing rules and regulations while they are serving in Sri Lanka Missions Abroad.

4.4 When a selected officer is posted to a Sri Lanka Mission abroad, the Government will meet the cost of air passage to the country of posting and back, accommodation there and other allowances as determined by the Secretary, Ministry of External Affairs during his/her service abroad, only in respect of the officer, his/her spouse and two "eligible children". (For the purpose of this clause "eligible children" mean unmarried children under 21 years of age.).

05. *Method of Application :-*

5.1 Printed application forms will not be issued. Application forms should be prepared in an A4 size paper as per the specimen appended to this notification, containing items from 01-09 on the first page, 10-19 on the second page and the rest on the third page and should be filled in applicant's own hand writing.

When the application forms are prepared in Sinhala or Tamil languages, the name of the examination should be mentioned in the English language as well, in addition to the names in Sinhala or Tamil.

Note.—Applicants from Public Service/Provincial Public Service/Local Government Service should be use specimen form No. 1 and the other services please use the specimen form No. 2.

Application which are not in conformity with the specimen and those are not providing the required details will be rejected without any notice. Applicants are advised to keep a photocopy of the application.

Applications should be forwarded through the respective Heads of Departments. Every application should carry an endorsement from the Head of Department as to the suitability of the applicant for service overseas, that the applicant, if selected, can be released from his/her present post immediately and that the particulars given in the application are correct.

5.2 The application should be forwarded by registered post to reach the Commissioner General of Examinations, Organization and Foreign Examination Branch, Department of Examinations, Pelawatta, Battaramulla, on or before 16.07.2012 and should be marked "Examination for Selection of Home Based Personal Assistants to fill vacancies in Sri Lanka Missions Abroad" on the top left-hand corner of the envelope. English letter

"P" should be clearly indicated within a cage (2cm x 2cm) on the top of the left side of the envelope. No application received after the closing date will be accepted.

This examination will be conducted during the Month of September, 2012 in Colombo.

06. *Examination Fees.*— Examination fee is Rs. 400. The fee should be paid before the closing date of applications at a Divisional Secretariat in the name of Commissioner-General of Examinations, Organization and Foreign Examination Branch, Department of Examinations, Pelawatte, Battaramulla, under the Revenue Head 2003-02-13. The receipt obtained, should be pasted in the relevant cage of the application. Receipt number, Divisional Secretariat, date and amount paid should also be indicated in the relevant space in the application. Money Orders or stamps will not be accepted for payment of examination fees. Under no circumstances, will the examination fees be refunded. Applicants are advised to keep a photocopy of the payment receipt.

07. Applications, which are not completed in every respect are liable to be rejected. No complaints that an application has been lost or delayed in the post will be considered.

08. Applications will not be acknowledged. Eligible applicants whose applications have been accepted will be summoned for the written examination, which will be conducted by the Commissioner-General of Examinations. As soon as the Admission Cards are issued, a notification to that effect will be published in the newspapers by the Department of Examinations. As instructed in the notification, the Department of Examinations should be informed in case the admission cards of any candidate is not received within 2 or 3 days after the appearance of the paper notification. Such applicants should inform the Department of Examinations about the non receipt of the admission card with certified photocopies of the application form, the receipt issued on payment of examination fees and the receipt issued on sending the application by registered post. (In case of an appeal from out station, a fax number should be indicated in order to send the admission card).

09. Either a National Identity Card issued by the Department of Registration of Persons or a valid passport will only be accepted to prove identity of a candidate to a supervisor at examinations conducted by the Sri Lanka Examination Department.

10. Issuance of admission card to a candidate shall not be in any way treated as that candidate had satisfied all the qualifications for the examination.

11. The designation and the work place of the applicant at the time of the application is made shall be relevant to all matters with regard to the examination and any request for change thereto after forwarding the application will not be considered.

12. Candidates will be subject to rules and regulations related to examination procedures imposed by the Commissioner General of Examinations. Further, a candidate who violates such rules shall be

subjected to any penalty imposed on him/her by the Commissioner General of Examinations.

KARUNATHILAKE AMUNUGAMA,
Secretary,
Ministry of External Affairs.

Ministry of External Affairs,
P. O. Box 583, Republic Building,
Colombo 01,
15th June, 2012.

SPECIMEN FORM No. 01

APPLICATION FOR POST OF HOME BASED PERSONAL ASSISTANTS IN SRI
LANKA MISSIONS ABROAD - 2012

(Only for Applicants from Public/Provincial Public/Local
Government Services)

PART A

(For office use only)

01. (i) Full name of Applicant (in block letters) : Mr./Mrs./Ms : _____.

(ii) Last name with initials (in block letters) : Mr./Mrs./Ms.
(Eg.- SILVA A. B.) : _____.

02. Address :

(i) Official : _____.

(ii) Private (in block letters) : _____.

(Admission card will be posted to this address)

03. (i) Sex : Male - 0 ☐
Female - 1 ☐

(Give the relevant No. in the box)

(ii) N. I. C. No. :

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(iii) Date of birth :

Year : Month : Date :

(iv) Age as at closing date of applications :

Years : Months : Days :

04. Civil Status : Married - 2 ☐
Unmarried - 1 ☐
(Give the relevant No. in the box)

05. If married, name of spouse and his/her nationality : _____.

06. Number of children, their names, dates of birth and their ages :
_____.

07. If spouse is employed, particulars of employment (If a State Officer, give full particulars) : _____.

08. Educational qualifications (including medium) : _____.

09. Date of First Appointment under Public/Provincial Public/Local Government Sector : _____.

10. Date of confirmation : _____.

11. Present Grade and Date of Entry to it : _____.

12. Present Annual Salary : _____.

13. Nature of Present Duties : _____.

14. Speed in :

(a) English Stenography : _____.

(b) English Typing : _____.

15. proficiency in :

(a) English Language : _____.

(b) Sinhala/Tamil Language : _____.

(c) Computer Literacy : _____.

(d) Other Foreign Languages : _____.

16. Sri Lanka Missions (if any) in which the applicant had served earlier and the period : _____.

17. Any other qualifications : _____.

18. Remarks : _____.

Paste the receipt obtained from the Divisional Secretariat for the payment of correct amount of examination fees, in the below cage.

(i) Receipt No. : _____.

(ii) Divisional Secretariat : _____.

(iii) Date : _____.

(iv) Amount : _____.

19. Certificate by Applicant :-

I declare that during the five years preceding I have earned all increments and that I have not been subjected to any form of disciplinary punishment (excluding warning) and that to the best of my knowledge and belief the information given in this form is correct and accurate.

I further declare that I will be subject to all the rules and regulations stipulated by the Commissioner General of Examinations with regard to conducting the examination and issuance of results.

_____,
Signature of Applicant.

Date : _____.

PART B

Certificate of the Head of Department
(To be filled in by the Head of the Department)

I have ascertained that during the five years preceding
2012, Mr./Mrs./Miss..... has

- (a) Earned all his/her increments,
(b) Not been subjected to any form of disciplinary punishment
(excluding warning).

I certify that the particulars given in the application are correct. I hereby certified that the examination fees have been paid and the receipt is attached herewith.

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

Signature of Head of Department.

Name : _____
Designation : _____
Date : _____

SPECIMEN FORM No. 02

APPLICATION FOR POST OF HOME BASED PERSONAL ASSISTANTS IN
SRI LANKA MISSIONS ABROAD - 2012

(For Applicants from Semi-Government Organizations)

PART A

(For office use only)

01. (i) Full name of Applicant (in block letters) : Mr./Mrs./Ms : _____
(ii) Last name with initials (in block letters) : Mr./Mrs./Ms.
(Eg.- SILVA A. B.) : _____

02. Address :
(i) Official : _____
(ii) Private (in block letters) : _____
(Admission card will be posted to this address)

03. (i) Sex : Male - 0 ☐
Female - 1 ☐
(Give the relevant No. in the box)

- (ii) N. I. C. No. :

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

- (iii) Date of birth :

Year : Month : Date :

- (iv) Age as at closing date of applications :

Years : Months : Days :

04. Civil Status : Married - 2
Unmarried - 1
(Give the relevant No. in the box)

05. If married, name of spouse and his/her nationality : _____.

06. Number of children, their names, dates of birth and their ages : _____.

07. If spouse is employed, particulars of employment (If a State Officer, give full particulars) : _____.

08. Educational qualifications (including medium) : _____.

09. Name of the Institution and the period where the applicant has served during the five years preceding the closing date (Please annex service certificate) :

Name of Institution	Designation	Period	
		From	To

10. Date of confirmation : _____.

11. Present Grade and Date of Entry to it : _____.

12. Present Annual Salary : _____.

13. Nature of Present Duties : _____.

14. Speed in :

(c) English Stenography : _____.

(d) English Typing : _____.

15. proficiency in :

(e) English Language : _____.

(f) Sinhala/Tamil Language : _____.

(g) Computer Literacy : _____.

(h) Other Foreign Languages : _____.

16. Sri Lanka Mission (if any) in which the applicant had served earlier and the period : _____.

17. Any other qualifications : _____.

18. Remarks : _____.

Paste the receipt obtained from the Divisional Secretariat for the payment of correct amount of examination fees, in the below cage.

(i) Receipt No. : _____.

(ii) Divisional Secretariat : _____.

(iii) Date : _____.

(iv) Amount : _____.

19. Certificate by Applicant :-

I hereby certify that the information given in this application is true and correct. I am aware that, should any of the information given by me above are found to be false or incorrect, I am liable for disqualification before selection and to dismissal without compensation, if the inaccuracy is detected after the appointment.

_____,
Signature of Applicant.

Date :_____.

P PART B

*Certificate of the Head of Institution
(To be filled in by the Head of the Institution)*

I certify that the applicant Mr./Mrs./Miss is serving in this Institution from his/her work and conduct are satisfactory, the details furnished above are correct according to the records available in this office and placed his/her signature before me on 2012.

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

_____,
Signature of the Head of Institution.

Name of the Attester :_____.
Designation :_____.
Address :_____.
Date :_____.

06-515

**EFFICIENCY BAR EXAMINATION PRESCRIBED FOR
OFFICERS IN SEGMENT "B" AND SEGMENT "A"
OF CLASS II OF THE SRI LANKA
TECHNOLOGICAL SERVICE-2011(2012)**

IT is hereby notified that, in accordance with the approved service minute of Sri Lanka Technological Service, the above mentioned examinations will be held by the Commissioner General of Examinations, in Colombo, in October, 2012.

02. (i) These examinations will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of the examinations.

(ii) The candidates will be subjected to a punishment imposed by the Commissioner General of Examinations, if such rules are violated by them. Rules prescribed for candidates are printed separately at the beginning of this gazette notification.

03. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their applications 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 PSC in the Provincial Council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, Pellaawatta, Battaramulla on or before 16th July, 2012. 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 application will be rejected.

04. *Identity Cards*.— Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any of the following documents will be accepted :—

- (a) an identity card issued by the Department of Registration of Persons,
- (b) a valid passport.

The candidature of any applicant who is unable to furnish any of the above documents is liable to cancellation on the discretion of Commissioner General of Examinations.

05. *Application* :

- (i) Applications should be prepared in a paper A4 in size. No. 01 to 02 should appear on the first page whilst the rest should appear on other pages. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting and in the language medium in which the candidate sits this examination.
- (ii) When the application form is prepared, the title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms. Applications which are incomplete and not prepared in accordance with specimen form will be rejected without any notice. It is the responsibility of the candidate to make sure that the application form perfected by him/her self complies with the specimen given in the examination notice and it would be advisable to keep a photocopy of the completed application form.

- (iii) The candidates appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, a fee of Rs. 200 should be paid for the whole examination and if only one subject is offered, a fee of Rs. 100 should be paid. The fee can be paid to any post office in the island to be credited to revenue head 2003-02-13 of the Commissioner General of Examination and the receipt obtained thus should be affixed firmly in the relevant cage. It would be advisable to keep a photocopy of the receipt with the candidate. Under no circumstance, will the fee be refunded not transferred in respect of other examinations.

- (iv) Candidates are not allowed to change the language medium selected by them in their applications. If applications are received in Sinhala, Tamil and English languages, this examination will be held in those three languages. However, candidates should answer the question papers in one and the same language selected by them.
- (v) An officer is not allowed to sit for both Efficiency Bar Examinations at one and the same occasion.
- (vi) The officers who have been appointed to Segment IIB of Sri Lanka Technological Service as at the closing date of the application can sit for the Efficiency Bar Examination in Segment IIB.
- (vii) However, the officers in segment IIA as well as the officers in Class II segment 'B' who have completed a service period of five years and passed the 1st Efficiency Bar Examination can sit for the Efficiency Bar Examination in class II segment 'A'.

06. The Commissioner General of Examinations will issue admission cards along with a copy of the time table to all candidates whose applications have been received. A candidate sitting himself for the examination must produce his admission card with bear the candidate's signature which duly attested to the supervisor of the examination center. A candidate who fails to produce his admission card will not be permitted to sit the examination.

A notification will be published in newspapers as soon as the admission cards are issued to the 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 : *i. e.* certified photocopies of the application form and the receipt kept at your possession, receipt of registration and in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent. Further, issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit the examination.

07. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in para (06) above will not be considered.

08. Officers may, if they so wish, present themselves for different subjects separately at different examinations. However, in order to secure a pass at least 40% of the marks should be obtained in respect of each question paper.

09. *Issue of the results of the examination.* - In accordance with the particulars indicated in para 3 above, the results of the candidates belonging to Provincial Public Service will be issued to the Secretary of the respective Provincial Public Service Commission and the results of the candidates belonging to public service will be issued to the secretary of the Ministry of Public Administration.

10. Scheme of Examinations :

- (1) The Efficiency Bar Examination for officers in Class II Segment "B" will consist of 02 question papers :-

1. Office Administration and Establishments Code - (Two hours) 100 marks - (Subject No. 01).
2. Financial Regulations - (Two hours) 100 marks - (Subject No. 02).

Office Administration and Establishments Code (Subject No. 01)

- Syllabus :

This paper will be based on the following Chapters of Establishments Code.

- | | |
|---------------|--|
| Chapter II | Recruitment Procedure and Appointment. |
| Chapter III | Transfers. |
| Chapter IV | Grant of Monthly Pay, Temporary Status, Permanent status and Pensionability. |
| Chapter V | Release, Reversion and Termination of Employment. |
| Chapter VIII | Overtime, Holidays, Holiday Pay and Allowances. |
| Chapter XII | Leave. |
| Chapter XIII | Railway Warrants. |
| Chapter XIV | Travel on duty within the Island. |
| Chapter XIX | Government Quarters. |
| Chapter XLVII | General Conduct and discipline. |

Financial Regulations (Subject No. 02) - Syllabus :

This paper will be based on the following Chapters of Financial Regulations :

- (1) *Chapter I.*
Estimates of Expenditure and Revenue.
The Consolidated Fund and Planning and Programming of Expenditure, Form of Presentation of Annual Estimates, New Proposals, Preparation submission and Passing of Estimates of Expenditure, Variations of Estimates of Expenditure (FR 1 to 68).
- (2) *Chapter III.*
Financial Management and Accountability.
Chief Accounting Officers, Accounting Officers, Revenue Officers Authorization, Approval, Certification, Delegation of Authority. (FR 124 to 147)

- (2) The Efficiency Bar Examination for officers in Class II Segment "A" will consist of 02 question papers :-

1. Office Administration and Establishments Code - (Two hours) 100 marks - (Subject No. 03).
2. Financial Regulations - (Two hours) 100 marks - (Subject No. 04).

Syllabus for the first question paper.

Office Administration and Establishments Code (Subject No. 03)

- Syllabus :

This paper will be based on the following Chapters of Establishments Code.

- Chapter XV Travel abroad for study, training or on duty.
Chapter XVI Holiday Travel.
Chapter XXIII Special concessions and conditions regarding officers suffering from certain types of illnesses.
Chapter XXIV Salary Loans and Advances.
Chapter XXV Concessions to members of Trade Unions.
Chapter XXVII Channels of communication.
Chapter XXVIII Administrative procedures.
Chapter XXX Right of Government over its officers.
Chapter XXXIII Legal advice and legal actions.
Chapter XLVII General conduct and discipline.
Chapter XLVIII Rules of disciplinary procedure.

Circulars issued on performance appraisal.

Financial Regulations (Subject No. 04) - Syllabus :

This paper will be based on the following Chapters of Financial Regulations.

- (1) Chapter VI.
Custody of Public Money etc., Imprests and Bank Accounts. Security and custody of Public etc., Counterfoil Books, Boards of survey on Cash Stamps etc., Imprests, Bank Accounts (FR. 315 to 396).
(2) Chapter XIII.
Supplies, Works and Services.
Procurement and contracts, supplies, Custody and Verification of Stores, Surplus and unserviceable Articles. (FR. 685 to 775)

11. The decision of the Secretary, Ministry of Public Administration and Home Affairs will be the final in respect of any matter not provided for in this notification.

12. Issue of an admission card to a candidate does not necessarily mean that his/her eligibility to sit for the examination has been accepted.

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

P. B. ABEYKOON,
Secretary,
Ministry of Public Administration and
Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
30th May, 2012.

Specimen Form of Application

(For office use only)

EFFICIENCY BAR EXAMINATION PRESCRIBED
FOR OFFICERS IN SEGMENT "B" AND SEGMENT
"A" OF CLASS II OF THE SRI LANKA TECHNOLOGICAL
SERVICE - 2011(2012)

(Applications for "B" and "A" segments cannot be submitted at one and the same time).

Medium in which you sit for the examination
(Sinhala - 2/Tamil - 3/English - 4)
(Indicate the relevant number in the cage)

Examination which you apply
(II'B' - 0/II 'A' - 1)
(Indicate the relevant number in the cage)

01. (a) Name with initials : (Indicate the initials at the end of the name) : _____
(in English block capital letters) (eg.- SILVA, A. B.)

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

(c) Name with initials : _____
(in Sinhala/Tamil)

(d) Official address (Admissions will be posted to this address) : _____
(in English block capital letters)
.....
(in Sinhala/Tamil) :-

(e) Sex : _____
(Male - 0 / Female - 1)
(Indicate the relevant number in the cage)

(f) Telephone Number :

(g) National Identity Card Number :

(h) Subject/Subjects offered : _____
Subject offered for the Class II Segment B/Class II Segment A Efficiency Bar Examination (delete inapplicable words)

Subject Subject No.

.....
.....

02. Whether you belong to the Provincial Public Service or Public Service (Indicate the relevant number in the cage)
(Public Service - 1/Western - 2/Southern - 3/
Central - 4/North Western - 5/Sabragamuwa - 6/
Uva - 7/North Central - 8/North - 9/East - 10)

03. (i) Date of birth :

Year : Month : Date :

(ii) Age as at 31.12.2011 :

Years : Months : Days :

05. (i) Designation : _____.

(ii) Class and Grade of Sri Lanka Technological Service : _____.
(should be included as IIA/IIB)

(iii) Service period in the above class and Grade as at 31.12.2011 : _____.

06. Department which you belong to : _____.

affix the receipt here (It would be advisable to keep a copy of the receipt)

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Further, I agree to abide by the rules imposed by the Commissioner General of Examination on conducting the examinations.

_____,
Signature of the candidate.

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.

Attestation of candidate's signature

I hereby certify that Mr./Mrs./Miss is presently employed in my office and is well known to me and he/she placed his/her signature in my presence on 20.

_____,
Signature of the attester.

Certification of the Head of the Department

I hereby certify that the particulars given in paragraphs 1-6 above are correct and this candidate is eligible to sit for the examination and also eligible to sit for the examination in the language medium mentioned above.

_____,
Signature and designation of
Head of Department.

Date : _____.

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS III OF GRAMA NILADHARI SERVICE - 2012

IT is hereby notified that an Efficiency Bar Examination and a written test in computer skills for the officers in Class III of Grama Niladhari Service will be held by the Commissioner - General of Examinations in the month of September, 2012 as per the approved service minute of Grama Niladhari Service, and the applications are called for the examination.

2.0 This examination for officers in Class III of the of Grama Niladhari Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Kilinochchi. Examination will be held only in the towns determined for the purpose. The list of relevant towns and town numbers are given below. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated. Any centre mentioned above can be cancelled due to insufficiency of candidates and the candidates can be directed to a nearby centre.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Kilinochchi	14

3.0 (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

(ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner - General of Examinations for violation of these rules and regulations.

4.0 *Eligibility.*— Officers who have been absorbed to Grade III of Grama Niladhari Service as per the Procedure of Recruitment effective from 29.09.2010 are eligible to appear for this examination.

5.0 *Examination Procedure.* - Candidates should sit for a written examination, which will consist of the following subjects :

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>
1. Office systems and Accounts	01	100	2 hours
2. Subject Related Professional Knowledge	02	100	2 hours
3. Computer Test	03	100	1 1/2 hours

5.1 Office systems and Accounts (Subject No. 01)

Office Systems :

It is intended to test the candidate's ability to apply the basic knowledge on office systems used in Grama Niladhari office and other government offices, ability to understand official letters and documents properly and to present his/her opinions/observations through brief notes and the ability to draft a report on subject related matters.

Accounts :

It is intended to test the candidates of their knowledge on basic accounts and accounts systems used in the duties related to Grama Niladhari Service and other Government offices, functions of cash control accounts and procurement procedures.

Part I - Consists of a short answer test. Questions should be answered in the paper itself. Should answer all questions (25 marks).

Part II - A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)

5.2 Subject Related Professional Knowledge (Subject No. 02)

This paper is designed to test the knowledge of Grama Niladhari on the duties entrusted to him by various Acts and Regulations, Ministries, Departments Provincial Councils and other Statutory Institutions of the Government.

Part I - Consists of a short answer test. Questions should be answered in the paper itself. Should answer all questions. (25 marks)

Part II - A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)

5.3 *Computer Test :*

The objective of this is to test whether the candidates is having following skills.

Basic concepts of Information Technology Windows Operating System Folder Management

Word Processing

File Management
Basic skills, screen familiarization, editing texts, Aligning text, fonts and attributes, indenting paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, thesaurus, working with columns, page setup, printing documents, creating tables, Sorting texts, file management, mail merging, working with macros.

Spreadsheets

Basic skills, formatting, editing, columns and ranges, insertion and deletion, sorting data, creating charts, printing, @ function, working with macros, file management.

Data Base

Introduction, Basic Skills
Designing data base and use Formats
Queries, pop up Forms Dialog and message boxes
Sorting obtaining reports use of macro

Presentation/Illustrations

Basic Skills, editing, formatting
Applying Designs, Inserting images Clip Art and Graphs Slide Transition and effects, Animations using presentation tools preparing masters, printing slides and notes.

Internet

Introduction to internet, world wide web, how to navigate, practical internet.

E-mail

Introduction, basic skills, receiving mail, sending mail, responding to mails, working with attachments, creating and using nicknames, composing messages.

This paper consists of two parts.

Part I - 40 Multiple Choice Questions/short answer questions. Time 45 Minutes (40 Marks)

Part II - 05 Semi Structured questions. Time 45 Minutes (60 Marks)

Note.— Officers those who have obtained computer operating license awarded by National Apprentice and Industrial Training Authority and those who have obtained certificates (of which the recognition is equivalent or higher to computer operating license) on theory and practical knowledge of computer technology issued by the institutions recognized by Tertiary Education and Vocational Education Commission as per para 08 of annex 2 of Recruitment Procedure for Grama Niladharies dated 29.09.2010 and mentioned here in Schedule - I shall be exempted from the requirement of passing this computer test. Further, officers who have obtained the certificate of Computer Application Assistant (NVQ - Level 3) offered by National Apprentice and Industrial Training Authority shall also be exempted from the written test.

6.0 The examination will be held in Sinhala, Tamil and English medium and candidates should answer question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.

7.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. The date after the date on which the examination held for the candidate to complete all the subjects shall be treated as the date of passing the Efficiency Bar Examination.

8.0 The results of the examination will be issued by the Commissioner General of Examination to me and action will be taken to notify the applicants the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.

9.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the Registered post through Divisional Secretariat of their Divisional Secretariat Division to reach the Commissioner - General of Examinations, Department of Examinations of Sri Lanka Organization & Foreign Examinations Branch, Pelawatta, Battaramulla, on or before 13th July, 2012. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

10.0 *Identity of the Candidates.* - Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents, along with the admission card issued by the Department of Examinations on which the signature has been certified should be submitted to the supervisor.

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

(ii) A valid Passport

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Commissioner - General of Examinations.

11.0 *Applications.* - Applications should be prepared in a paper of A4 size in such a manner that Para. Nos. 1.0 to 5.0 appear on the first page and 6.0 and 7.0 on the second page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

12.0 Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 400 for the whole examination and Rs. 200 for only one subject should be paid at any district secretariat or divisional secretariat office island-wide to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained in favour of the applicant should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. It will not be allowed to transfer the fee paid for this examination in favour of another.

13.0 The Commissioner General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. A notification will be published in newspapers as soon as the admission cards are issued to the 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: *i.e.* certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants

outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.

Examinations and my decision shall be the final, in respect of any matter not provided for in this notification.

14.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No travelling expenses will be paid.

P. B. ABEYKOON,
Secretary,
Ministry of Public Administration &
Home Affairs.

15.0 The candidates are subjected to the rules and regulations on the conduct of the examination imposed by the Commissioner General of Examination. The candidates are liable to be subjected to any punishments imposed by the Commissioner General of

Ministry of Public Administration & Home Affairs
Independence Square,
Colombo 07.
29th of May, 2012.

Schedule – I

The Schedule of the computer certificates issued by the institutions recognized by Tertiary Education and Vocational Education Commission.

Serial No.	Name of Institute	Address of Institute	Course
1	Computer Training Center	No. 09, Dharmarama Mawatha, Colombo 06	Computer Application Assistant
2	Computer Training Center – NAITA	Negombo Road, Malkaduwwa, Kurunegala	Computer Application Assistant
3	Computer Training Center – NAITA	No. 525/2, Maithiripala Senanayaka Mawatha, Rathnayakepura, Anuradhapura	Computer Application Assistant
4	Apprenticeship Training Institute	No. 581, Galle Road, Katubedda, Moratuwa	Computer Application Assistant
5	Computer Training Center – NAITA	Ratalankawatta, Mapalana, Kamburupitiya	Computer Application Assistant
6	Sri Saranankara Apprentice Training Center – NAITA	Udawatta, Baddegama	Computer Application Assistant
7	Computer Training Center – NAITA	Mahaweli Economic Agency Building, Embilipitiya	Computer Application Assistant
8	Computer Education Center	Divisional Secretariat Office, Anguruwattha, Madurawela	Computer Application Assistant
9	Technical College	Werallawatta, Yakkala, Gampaha	Computer Application Assistant
10	Yovun Nikethanaya		Computer Application Assistant
11	Vocational Training Centre	National Youth Services Council, Pallidura Road, Kawdana, Dehiwala	Computer Application Assistant
12	National Youth Services Council	No. 65, High Level Road, Maharagama	Computer Application Assistant
13	Don Bosco Vocational Training Centre	Puttalam Road, Nochchiyagama	Computer Application Assistant
14	Institute of Professional Computer Systems	No. 178A, Colombo Road, Ratnapura	Computer Application Assistant
15	Technology and Computer Training Institute	No. 15, 1/1, Piyadasa Sirisena Mawatha, Maradana, Colombo 10	Computer Application Assistant
16	Cholankanda Youth Training Centre	Udahenthanna, S. P. O. 20506, Via Gampola	Computer Application Assistant
17	Bishop Leo Technical Institute	USCOD Centre, St. Bedes Home, Badulla	Computer Application Assistant
18	SOS Children's Village of Sri Lanka	Vocational Training Centre, Maduruketiya, Monaragala	Computer Application Assistant
19	Beeta Com Multimedia and Computer Studies	No. 20, Danovita Road, Meerigama	Computer Application Assistant
20	Don Bosco Technical Centre	No. 22, Don Bosco Mawatha, Ettukala, Negombo	Computer Application Assistant
21	Rathanasela Nenasala Computer Centre	Rathanasela Pirivena, Weegama, Rathmale, Ku/Itanawatta	Computer Application Assistant
22	Navoda Computer Education Institute	No. 72, Devananda Road, Navinna, Maharagama	Computer Application Assistant
23	N. K. I. Computer Training Institute	Manahara Building Pituwala Road, Elpitiya	Computer Application Assistant
24	Lanka Tech Computer	No. 2/52, Horana Road, Piliyandala	Computer Application Assistant
25	M. D. P. Computer Training Institute	No. 64/A/1, Station Road, Kandana	Computer Application Assistant

Serial No.	Name of Institute	Address of Institute	Course
26	Infornet Computer Systems	No. 143/1A, Ananda Senanayaka Complex, Katuwana Road, Homagama	Computer Application Assistant
27	Informax Computer Technology	No. 52, Matale Road, Galewela	Computer Application Assistant
28	Advance Training Centre (ATC)	No. 2, Inginiyagala Road, Ampara	Computer Application Assistant
29	Thondaman Vocational Training Centre	Saumymoorthi Thondaman Memorial Foundation Pool Bank, Hatton	Computer Application Assistant
30	Sri Lanka Nippon Education and Cultural Center	Mahindarama Road, Ethulkotte, Kotte	Computer Application Assistant
31	Rural Vocational Training Centre	Mudukatuwa, Marawila	Computer Application Assistant
32	District Vocational Training Centre	Galigamuwa Town, Ballapana, Kegalle	Computer Application Assistant
33	National Vocational Training Centre	No. 354, Elvitigala Mawatha, Narahenpita, Colombo 05	Computer Application Assistant
34	District Vocational Training Centre	Saragama, Kurunagala	Computer Application Assistant
35	National Vocational Training Institute	No. 100, Kandawala Road, Ratmalana	Computer Application Assistant
36	Rural Vocational Training Centre, Weherahena	Meeta Social Service Foundation, Weherahena, Matara	Computer Application Assistant
37	District Vocational Training Centre	Wattha, Tissa Road, Wellawaya	Computer Application Assistant
38	Agonsu Training Centre	Saranawattha, Nayamulla, Morawaka	Computer Application Assistant
39	Special Vocational Training Centre	Higher Computer Training Institute, Fort, Matara	Computer Application Assistant
40	Kubalgama Sunami Vocational Training Centre	Sri Jinendramaya, Kubalgama, Weligama	Computer Application Assistant
41	Lakviru Sevana Rural Vocational Training Centre	No. 48, Bodhirukkarama Mawatha, Wellawaththa, Colombo 06	Computer Application Assistant
42	National Vocational Training Institute	Niyagama, Thalgaswala	Computer Application Assistant
43	District Vocational Training Centre	Mirijjawila, Hambanthota	Computer Application Assistant
44	Rural Vocational Training Centre	Erukalampidy, Nagavillu, Palavi	Computer Application Assistant.

Specimen Form of Application

(For office use only)

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS III OF GRAMA NILADHARI SERVICE - (2012)

Town	Town No.
1.	
2.	

(Indicate the name and the number of the town in which you wish to sit for the examination as per the Para. No.2.0 in the *Gazette Notification*)(This cannot be changed subsequently).

Medium of examination:

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the cage).
(This cannot be changed subsequently).

1.0 1.1 Name with initials : _____
(In English Block Capitals) Eg: SILVA, A.B.

1.2 Name in full : _____
(In English Block Capitals)

1.3 Name in full : _____
(In Sinhala / Tamil)

2.0 2.1 Address to which the admission card should be sent : _____
(In English Block Capitals).

2.2 District and Divisional Secretary's Division where the candidate works : _____
(In English Block Capitals)

2.3 District and Divisional Secretary's Division where the candidate works : _____
(In Sinhala / Tamil)

3.0 3.1 National Identity Card :

3.2 Sex :

Female - 1

Male - 0

(Indicate the relevant number in the cage.).

3.3 Date of Birth :

Year : Month : Date :

4.0 Subject/s you offer on this sitting (Refer Para. 5.0 of the Gazette Notification) :

Certification of the Divisional Secretary

Index No.	Subject	Subject No.
01		
02		
03		

I certify that Mr./Mrs./Miss Grama Niladhari, who works at Grama Niladhari Division of in Divisional Secretary's Division of and

(i) has placed his / her signature in my presence ;

(ii) have checked the details provided above ;

(iii) the officer is eligible to sit for this examination ;

(iv) the receipt of the prescribed examination fee is affixed here.

(Delete inapplicable words)

5.0 5.1 Grade :
5.2 Post :
5.3 Date of appointment to the relevant Grade :

6.0 N.B :- The receipt of the examination fee obtained from the Divisional Secretariat in favour of the applicant should be affixed here firmly :

Receipt No. :
District / Divisional Secretariat :
Date :
Amount Rs. :

_____,
Signature and official stamp of
the Divisional Secretary.

7.0 I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. Further, I agree to be bound by the rules and regulations issued by the Commissioner-General of Examinations regarding this examination.

Name :
Designation :
Address :
Date :

_____,
Signature of candidate.

Date :

06-643