

N. B.- (i) Part IV(A) of the Gazette No. 1,953 of 05.02.2016 was not published.

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අංක 1,954 – 2016 පෙබරවාරි මස 12 වැනි සිකුරාදා – 2016.02.12
No. 1,954 – FRIDAY, FEBRUARY 12, 2016

(Published by Authority)

PART I: SECTION (IIA) – GENERAL

(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 04th March, 2016 should reach Government Press on or before 12.00 noon on 19th February, 2016.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette.”

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

Department of Govt. Printing,
Colombo 08,
01st January, 2016.

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

Posts of Registrars Marriages, Births and Deaths

ANURADHAPURA 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 Birth, 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 14th March, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
21st January, 2016.

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>
Anuradhapura	Nuwaragam Palatha Central	Post of Registrar of Marriages (General/ Kandyan) of Nuwaragam Palatha Division and Births and Deaths of Nuwaragam Koralya North Division	District Secretary/Additional Registrar General, District Secretariat Anuradhapura.

02-268

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Muslim Marriages

KALUTARA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Muslim Marriages in the Divisions set out in the Schedule hereto.

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

02. Muslim males only can apply for these Posts.

03. Applicants should be not less than 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.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 14th March, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
22nd January, 2016.

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>
Kalutara	Panadura	Post of Registrar of Muslim Marriages in Eluwila Area of Kalutara & Panadura Thotamuna Division	District Secretary/Additional Registrar General, District Secretariat, Kalutara.

02-267

PUBLIC SERVICE COMMISSION

Recruitment to the Post of Senior Assistant Secretary (Legal), Grade I in the Executive Service Category of the Ministry of Justice - 2016

BY the order of the Public Service Commission, applications are invited from the citizens of Sri Lanka with under mentioned qualifications in order to recruit suitable persons to fill the two (02) vacancies in the post of Senior Assistant Secretary (Legal), Grade I in the Executive Service Category of the Ministry of Justice. Application forms prepared as per the specimen form appended at the end of this notice should be sent by registered post to reach the "Secretary, Ministry of Justice, Superior Courts Complex, Colombo 12" on or before the closing date of applications mentioned below. The words "Recruitment to the Post of Senior Assistant Secretary (Legal), Grade I in the Executive Service Category" should be written on the top left hand corner of the envelope containing the application form.

Closing date of application will be 18.04.2016.

Note.— No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will do so at their own risk.

01. *Method of Recruitment.*— Recruitments will be made on the order of merit at a structured interview to be conducted by an interview board to be appointed by the Public Service Commission. Number of recruitments and the date on which such recruitments will take effect will be decided in accordance with the order of the Public Service Commission.

02. *Terms of engagement :*

- This post is permanent. It is pensionable. The selected applicants are liable to contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme.
- This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, Departmental Orders and any other regulations and orders issued from time to time by the Government.

03. *Salary Scale.* – In terms of the Public Administration Circular No. 6/2006, this post which is under SL-1-2006, carries a salary of Rs. 22,935 -10x645 - 8x790 -17x1,050 - Rs. 53,555 per month and the salary will be paid upon placing at the salary step 20 (Rs. 36,755).

04. *Qualifications.* – Every applicant –

- (i) Should be an officer, in Grade I of the Executive Service Category of a Ministry or a Department in the Public Service,
- (ii) Should not, during the period of such service have been be subjected to any disciplinary punishment,
- (iii) Should possess a good command of English,
- (iv) Should have acquired satisfactory performance appraisal or a higher degree of satisfactory performance appraisal as per the approved work performance evaluation procedure during the 05 years immediately preceding the date on which the recruitment will be made to this post and 05 salary increments should have been earned during that period.

05. *Physical Fitness.* – Every applicant should be in good mental and physical order to serve in any part of the island and to discharge the duties and functions of the post.

06. *Other Qualifications.* – Every applicant must furnish satisfactory proof to the effect that he/she :

- (i) Is a citizen of Sri Lanka,
- (ii) Is of excellent moral character,
- (iii) Has fulfilled the necessary qualifications in every respect as at the closing date of applications referred to in this notice of calling for applications.

07. *Structured Interview.* – Marks will be given by an interview board to be appointed by the Public Service Commission.

Marking Scheme at the Structured Interview :

<i>Spheres in respect of which marks are given</i>	<i>Maximum marks that could be given</i>	<i>Maximum marks that could be earned</i>
01. <i>Additional Educational Qualifications :</i> (i) Doctor of Law Degree, (ii) LL M obtained from a university recognized by the University Grants Commission or from the Sri Lanka Law College, (iii) Post Graduate Diploma in Law (Course not less than one year), (iv) Post Graduate Diploma in Law (Course not less six months).	25 marks 20 marks 10 marks 05 marks	25 marks
02. <i>Experience :</i> Satisfactory and dynamic professional experience as a Legal Officer, Grade I in the Executive Category of a Ministry or a Department in the Public Service. (03 marks per year and the maximum marks should be 30)	03 marks per year	30 marks
03. <i>Proficiency in English Language :</i> (i) LL M, LL B, Post Graduate Degree, Post Graduate Diploma, Diploma Course in Law should have been followed in English Medium. (All question papers should have been answered in the English Language) (ii) A Diploma in English Language (Course should be less than six months) obtained from a university recognized by the University Grants Commission or from an institution approved by the Government, (iii) A Certificate Course in English Language (Course less than three months) obtained from a university recognized by the University Grants Commission or from an institution approved by the Government.	20 marks 15 marks 05 marks	20 marks
04. <i>Performance at the interview :</i> (i) Communication skills, (ii) Management skills, (iii) Leadership skills, (iv) Personality.	10 marks 05 marks 05 marks 05 marks	25 marks
Total	100	100

09. Applications should be prepared on a A4 paper of 22x29cm in size using both sides and item from 01 to 12 to appear on the first page and from 13 onwards on the second page and it should be filled by the candidate's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notice or are received after the closing date of acceptance of applications are liable to be rejected without notice. Incomplete applications and applications of applicants who do not possess the prescribed minimum requirements will also be rejected. Therefore, applicants should see that their applications are as per the specimen in every respect. Further, It is advisable that a copy of the application is retained with the applicant. Receipt of applications will not be acknowledged.

Note : (a) No documents or copies of documents should be attached to the application form,

(b) Applications of applicants who fail to produce documents when required to do so will not be considered,

(c) Applications from officers must be forwarded through the Secretaries to the Ministries/Heads of the Departments.

10. Procedural Rules of the Public Service Commission, Circulars that are now in force or may be issued from time to time in the future and the Scheme of Recruitment applicable to Grade I officers in the Executive Service Category of the Ministry of Justice and amendments made thereto from time to time shall be applicable to this post.

By the order of the Public Service Commission,

Secretary,
Ministry of Justice.

27th January, 2016.

SPECIMEN APPLICATION FORM

PUBLIC SERVICE COMMISSION

APPLICATION FOR THE POST OF SENIOR ASSISTANT SECRETARY
(LEGAL), GRADE I IN THE EXECUTIVE SERVICE CATEGORY OF THE
MINISTRY OF JUSTICE

No. :
(For office use only)

- (a) Name with initials (in Sinhala/Tamil) :
Name with initials (in English Block Capitals) :
(b) Full Name (in Sinhala/Tamil) :
Full Name (in English Block Capitals) :
- Permanent Address (in Sinhala/Tamil) :
- Permanent Address (in English Block Capitals) :
- Telephone No. :
- National Identity Card No. :

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06. Sex :

07. Date of Birth :

Year :, Month :, Date :

08. Civil status :

09. Present place of work :

10. Present employment :

11. Where the applicant is attached to a Ministry/Department :

(a) The date on which the appointment to a post in the Executive Service Category was made :

(b) The date on which the appointment to a post in Grade I in the Executive Service Category was made :

12. Qualifications as per paragraph 08 of this notice :

(i)

(ii)

(iii)

(iv)

(v)

13. Languages proficiency (Mark ✓ in the relevant box) :

	Very Good	Good	Ordinary	Weak
Sinhala				
Tamil				
English				

Applicant's Declaration

I, declare that the particulars furnished by me in this application are true and correct. I certify that I have not been subject to any form of disciplinary action including dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

Signature of the Applicant.

Date :

Certificate of the Secretary to the Ministry/the Head of the Department :

I, do hereby certify that Mr./Mrs./Miss
....., the applicant above named is serving as
this Ministry/Department and that the particulars furnished by him/her in paragraphs 9, 10 and 11 above are true and accurate and that the actions have been taken/have not been taken to commence any disciplinary actions or any disciplinary actions is being conducting/is not been conducting against him/her and that he/she has acquired/has not acquired a satisfactory proof or a higher degree of satisfactory proof of work performance as per the approved work performance evaluation Procedure during the

05 years immediately preceding the date on which the recruitment will be made to this post and that he/she has earned/has not earned 05 increments during that period and that he/she has obtained/has not obtained half-pay or no-pay leave and that his/her attendance, work performance and conduct are satisfactory/are not satisfactory. I also inform that he/she can be/cannot be released from the service with/without a successor, if selected for this post. (Please delete words whichever inapplicable.)

_____,
Signature of the Secretary to the Ministry/Head of the
Department and official seal.

Date : _____.

Name : _____.

Designation : _____.

Ministry/Department : _____.

02-396

Examinations, Results of Examinations & c.

MINISTRY OF FINANCE

Department of Sri Lanka Customs

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF ASSISTANT SUPERINTENDENT OF CUSTOMS, GRADE II OF SRI LANKA CUSTOMS DEPARTMENT - 2016

THE Open Competitive Examination for recruitment to the posts of Assistant Superintendent of Customs, Grade II of the Sri Lanka Customs Department will be held only in Colombo by the Commissioner General of Examinations in May 2016. The date of the examination will be notified in due course through the newspapers. The Director General of Customs reserves the right of postponing or canceling this examination.

Applications are invited for these posts from both males and females possessing the qualifications given below:

02. Eligibility:-

- (I) Every candidate must furnish satisfactory proof to the fact that he/she:
- (a) is a citizen of Sri Lanka
 - (b) is of excellent moral character,
 - (c) is not less than 22 years and not more than 28 years of age, as at the closing date of applications. (Accordingly candidates who have the date of birth on or after 14.03.1994 and on or before 14.03.1988 are eligible to apply for the examination)

Note :- No person ordained in any religious sect shall be permitted to sit this examination.

- (II) Physical requirements: In the case of males, their height should not be less than 5 feet 5 inches and chest not less than 33 inches (When expanded). In the case of females their height should not be less than 5 feet 3 inches.

- (III) Educational qualifications: The candidates must possess the following educational qualifications:-

- (a) A degree obtained from a recognized university;

and

- (b) At least a credit pass in English language as a subject at the General Certificate of Education (Ordinary Level) Examination (English language as an optional subject is not considered) ;

or

- (c) A Simple pass (Minimum) in English Language as a subject at the General Certificate of Education (Advanced Level) Examination.

Note: No person will be eligible to sit this examination, on pending results of a degree examination. However a person who has passed a degree of a recognized University may be permitted to sit this examination, when an official letter obtained from the Registrar of the University is produced to the effect, that he/she has passed the degree examination.

03. Conditions of Service :

- (i) **Salary:** The consolidated monthly salary scale attached to the post is as follows:-
Rs.16,720- 320x10-365x11-450x15 Rs. 30,685 (Public Administration circular No. 6/2006 (IV) MN 5 - 2006 A)
- (ii) The post is permanent and pensionable and should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Scheme.
- (iii) Successful candidates will be appointed subject to a probationary period of three years with effect from the date of appointment.
- (iv) The appointees must undergo a medical examination held by a Government Medical Officer to test whether he/she is physically fit to serve in any part of the island.
- (v) The appointees are bound to serve day and night in any part of the island.

- (vi) The attention is invited to the General Conditions applicable to the posts in public Service which have been published at the beginning of part I: Section (IIA) of the Government Gazette Notification.

04. *Scheme of Examination.* - The Scheme of examination for recruitment is as follows :

	Marks
(01) Aptitude Test (01 Hour)	100
(02) English Language (01 ½ hours)	100
Total	200

Aptitude paper – This paper will consist of questions to test the language skills, the ability in mathematical and logical reasoning. (This paper will consist of 50 multiple questions and questions for short answers). All questions should be answered.

English Language paper - This paper will test the reading, writing, comprehension and communication skills of the candidates. All questions should be answered.

Note:- This examination will be conducted in the Languages media of Sinhala, Tamil and English. Candidates should sit this examination in the same medium in which they passed the qualifying examination referred to in paragraph 02(iii) of this notification or in an Official Language. Candidates will not be permitted to change the language medium applied.

- Marks will be deducted for unclear handwriting and wrong spelling.
- Admission cards of the examination will be sent to the eligible candidates by the Commissioner General of Examinations. The receipt of an admission card must not be treated as a fulfillment of qualifications to sit the examination.
- Evaluation: Candidates who score 60% or more each paper will be listed in a priority list. No. of candidates Participate to the No. of vacancies will be called for the structured interview starting from the candidate who has obtained the highest marks. Maximum of 10 marks will be awarded for the sports talents at the structured interview. No marks will be awarded at the general interview and will consider only the marks obtained at the written examination and the structured interview. Information regarding the qualifications submitted will be verified at the interview.

Marks Awarding procedure at the structured interview :

Marks for individual sports at the zonal level : 3 marks for the first place, 2 marks for the second place, and 1 mark for the third place.

Marks for individual sports at the district level : 4 marks for the first place, 3 marks for the second place, and 2 marks for the third place.

Marks for individual sports at the national level : 5 marks for the first place, 4 marks for the second place and 3 marks for the third place

Marks for a member of a team game at the zonal level: 3 marks for the first place, 2 marks for the second place, and 1 mark for the third place.

Marks for member of a team game at the district level: 4 marks for the first place, 3 marks for the second place, and 2 marks for the third place.

Marks for a member of a team game at the national level:

5 marks for the first place 4 marks for the second place and 3 marks for the third place.

05. *Basis of Selection.* - Candidates who are successful at the written examination and the interview will be selected for recruitment to the vacant cadre approved by the Ministry of Finance. A maximum of 10% of the vacancies will be reserved for female candidates.

- Release of results.* - The Department of Examinations will be prepared and sent the result list to the Director General of Customs in order of merit from among those who have sat the written examination, presented themselves for the interview and scored the highest aggregate of marks. The Department of Examination will issue the result to all candidates whose sat the examination by post or will publish in official website www.resualts.examination.gov.lk

Note:- The nature of the work in customs department is such that even the female officers will have to attend to night duties.

06. It is compulsory for every candidate that, he/she should have fulfilled all the requirements prior to the date of closing applications for the examination.

07. *Method of application:-*

- A specimen form of the application has been given at the end of this notification. Candidates should prepare their application forms themselves in the medium on which they intend to sit the examination conforming to the specimen form referred to above and fill them in their own handwriting. Every cage of the application must be filled by the candidates as instructed and if there are cages not applicable, the words “not applicable” should be entered such cages. It must be noted strictly that leaving blank cages in the application will cause the applications liable to be rejected. (Heading numbers 01 to 06 of the specimen form should be on the first page, 07 to 11 in the second page , and the rest in the third page of the application that need to be prepared in A4 size papers). The title of the examination should be written in English too, in Sinhala and Tamil applications. Keeping a copy of the duly filled application may be concern advantages.
- The completed application form must be sent under registered post on or before 14.03.2016 to reach the Commissioner General of Examinations, Organization

and Foreign Examinations Branch, Department of Examinations, P.O. Box 1503, Colombo. Any applications received after the due date will be rejected. The name of the examination should be written clearly on the top left-hand corner of the envelope in which the application is enclosed. (It is advised to retain a photo copy of the filled application with the candidate).

(iii) The examination fee is Rs. 750. This fee should be paid at any Post Office/ Sub Post office to the credit of the revenue head number 2003-02-13 of the Commissioner General of Examinations. The receipt must be attached to the application and it is advised to retain a photocopy of the receipt with the candidate. This fee will not be refunded under any circumstances.

(iv) Candidates who are already employed in Government Departments/ Corporations/ Boards must forward their applications through the Heads of their Department or Institutions in which they are serving at present. Candidates are requested to forward their applications to heads of their Departments or Institution well on time with a request that they be transmitted to the Commissioner General of Examinations so as to reach him on or before 14.03.2016. The applications should not be sent addressed personally to the Director General of Customs or any other officer of the Department. Applications received after the due date; even if they are forwarded by the departments will be rejected. If the attestation of the signature of an applicant who is in Government Service does not bear the signature and the official seal of the head of Department/ Head of the institution, such applications will be rejected.

(v) *Attestation:-* The signature of an applicant who is in Government Service should be attested by his/her Head of Department or by an officer authorized to do so on his behalf. The signature of other applicants should be attested by a person authorized to do so, i.e a Justice of Peace, a Commissioner of Oaths, Attorney - at - Law, a Notary Public, a Principal of a Government or a Government Managed School, a Commissioned Officer of the Navy, Air Force or Army, a permanent Public Officer drawing an annual salary of Rs. 240,360 or over, a Chief Incumbent or a Head of a Buddhist temple or any other religion in charge of a place of worship or holding a position of importance.

08.(i) *Admission to the Examination:-* The Commissioner General of Examination will issue admission card to the candidates who have forwarded duly perfected applications within the age limit along with the receipt of payment of examination fee on or before the closing date of examination mentioned in the notification is applicable, medium of examination, signature of the applicant and the attestation of the signature, certification of the Head of Department if necessary, on the presumption that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. The Department of Examinations notifies in the news papers the issuance of admission card immediately after their issuance, if a candidate

does not receive his/her admission card even after two or three 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 Examination ; i.e. Applicant name, Address, Identity Card Number, Name of the examination applied and your letter of request stating the fax number which the admission card should be sent if the candidates is resident out of Colombo.

(ii) A Candidate must sit the examination hall assigned to him/her. Every candidate must get his signature attested in advance and hand over the admission card to the supervisor on the first day he/she presents himself/ herself for the examination. A candidate who fails to produce his/her admission card will not be permitted to sit the examination. The rules for candidates are given separately in part I: Section II (A) of this *Gazette* notification. Candidates will be bound to observe these rules.

Note :- The issue of an admission card to candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

09. *Identity of the candidates :-* Candidates will be required to prove their identity. Any of the following documents will be accepted for this purpose:

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

(b) A valid passport issued no more than five years before the date of examination.

The candidature of a candidate who fails to produce a document referred to above is liable to be cancelled at the discretion of the Commissioner General Examinations.

10. *Documents of Eligibility :-*

(i) No documents, certificates or photocopies of such certificates. Other than the receipt of examination fee and the document relating to the "Note" at heading 02 where application should be forwarded with the application. But the necessary particulars should be provided in the form, as prescribed. An application which is not completed conforming to these requirements will be judged on its own merits and may be rejected.

(ii) Candidates, who have qualified to be called for the interview, should prove their eligibility by producing document proof.

(iii) The originals of the following documents will be required:

(a) A certificate of moral character signed by a responsible person.

Note: The certificate of character may be obtained from a Justice of the Peace, Attorney – at - law, Divisional Secretary of the area of residence, or a permanent Government officer in receipt of an annual consolidated salary of Rs.240,360 or over

or some person who issue the certificate must be clearly indicated on the certificate. (Candidates holding permanent posts in Government service will not be required to furnish certificates of moral character).

- (a) A certified copy of the entry of the registration of the birth of candidate or a Special Certificate of age issued by the Register General (in the case of candidates whose birth has been not registered).

Note:

- (i) The Special Certificate of Birth issued for school or educational purposes, or a certified extract from the birth registration entry will not be accepted.
- (ii) Affidavits or Baptismal Certificates will not be accepted as substitutes for birth certificates.
- (iii) If the name/names appearing in the Birth Certificate differs/differ from the name/names which the candidate generally uses and under which the candidate sits the examination, action should be taken immediately in terms of Section 27 and 28 as the case may be, of the Births and Deaths Registration Act, (Chapter 110) to get the name in the entry of the registration of birth amended.
- (iv) Certificate of Registration as a citizen of Sri Lanka or original official letter of acceptance of claim to citizenship by descent (where applicable).
- (v) Original certificate of educational qualifications or where the certificate has not been issued, other official documents. e.g. an official letter issued by a Registrar of a University to the effect that the candidate has passed the degree of examination result sheet issued to the candidate by the Department of Examinations, stating that he/she has obtained a credit pass in English language at the General Certificate of Education (Ordinary Level) examination or simple pass in English language at the General Certificate of Education (Advanced Level) examination.
- (vi) Documentary proof of achievements of sports at Zonal/ District/National levels.
- (vii) Candidates are warned to have all the necessary documents in readiness at the time of forwarding the application. Any candidate who fails to produce the necessary documents or who delay in producing them when called for will be made disqualified for appointment to this post.

11. *Penalty for Furnishing False Particulars.*- If a candidate is found to be ineligible according to the regulations for this examination, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false to best

of his/her knowledge or if he/she has willfully suppressed any material fact, or if it is proved, at any time during the period of his/her service that he/she was ineligible to sit the examination, he/she will be liable to immediate dismissal from the service. The candidature of those who do not strictly conform to the requirements laid down in this notification will be cancelled.

12. Any matter not provided for in these regulations will be dealt with at the discretion of the Director General of Customs.

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

Director General of Customs.

Sri Lanka Customs,
"Customs House"
No.40, Main Street,
Colombo 11.

(for office use only)

SPECIMEN APPLICATION FORM

**OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE POSTS OF ASSISTANT
SUPERINTENDENT OF CUSTOMS, GRADE II OF
SRI LANKA CUSTOMS DEPARTMENT – 2016**

Medium in which you sit this examination:

Sinhala – 2
Tamil – 3
English – 4

(Write the relevant number inside the box)

01.

1.1 Name in Full : _____.

(English capital letters)(Ex. HERATH MUDIYANSELAGE
SAMAN KUMARA GUNAWARDHANA)

1.2 Name with initials at the end : _____.

(English capital letters):
Ex. GUNAWARDHANA. H.M.S.K

1.3 Name in Full : (Sinhala/Tamil) : _____.

02. Permanent residential address: (English capital letters) :

Address to which the admission card should be sent: (English capital letters) : _____.

03. Particulars of the National Identity Card :

3.1 Number of the Identity Card:

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3.2 Date of issue:

04. Sex :

Male – 0
Female – 1

(Write the relevant number inside the box)

05. State whether you are a citizen of Sri Lanka

By descent – 1
By registration – 2

(Write the relevant number inside the box)

06. Ethnicity:

Sinhalese – 1 Ceylon Tamil – 2
Indian Tamil – 3 Muslim – 4
Burgher – 5 Other – 6

(Write the relevant number inside the box)

07. (a) Date of Birth :

Year Month Date

(b) Age on the closing date of application:

Years Months Days

08. Physical requirements:

- (i) Height : feet : _____ inches : _____.
(ii) Chest (when expanded) : _____ inches
(only for male candidate)

09. Have you ever been convicted of any offence in the Court of Law? (Yes/No) : _____.

If yes, give details : _____.

10. Educational Qualifications:

Name of the University	Degree	Class of Degree	Year	Subjects

- (i) Highest qualification in English Language at the examination of General Certificate of Education (Ordinary Level)

Year : _____.

Index No. : _____.

- (ii) Highest qualification in English Language at the examination of General Certificate of Education (Advanced Level)

Year : _____.

Index No. : _____.

11. Examination Fee (Receipt to be attached) :

- (i) Name of the Post Office/ Sub Post Office : _____.
(ii) Amount Paid : Rs. : _____.
(iii) Date of payment : _____.
(iv) Receipt No. : _____.

Paste the receipt here securely
(It would be advisable to keep a photocopy
with the candidate)

12. Applicant's Declaration/Certification:

I, do hereby that the particulars given by me in the application are true and correct. I am aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification if detected before selection or discontinuance after selection. Furthermore, I would abide by rules and regulations of the Commissioner General of Examinations regarding the conducting of the examination.

_____,
Signature of Applicant.

Date : _____.

13. Attestation of Applicant's signature (Delete whichever inapplicable):

I, Certify that Mr./Mrs./Miss. _____ who is submitting this application is personally known to me and that he/she placed his/her signature in my presence on this _____ day of _____. I also certify that **he/she has paid the due examination fee and has attached the paid receipt.**

Signature of Attester : _____.

Full Name of Attester : _____.

Designation : _____.

Address : _____.

Date: _____.

Note: The attestation should be made by a person referred to in paragraph 7(V) of *Gazette* Notification.

14. I, Certify that Mr./Mrs./Miss. _____ who is submitting this application is an employee of this Ministry/ Department/ Board/ Corporation. In the event of his/her selection for the above post he/she can be released.

_____,
Signature of the Head of the Department.
(Official Stamp)

Date : _____.

Name of the Head of the Department : _____.

Designation : _____.

Address of the Department : _____.

MINISTRY OF FINANCE

Department of Sri Lanka Customs

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF INSPECTOR OF CUSTOMS, GRADE II OF SRI LANKA CUSTOMS DEPARTMENT – 2016

THE Open Competitive Examination for recruitment to the post of Inspector of Customs, Grade II of the Sri Lanka Customs Department will be held in May 2016 in main towns throughout the Island mentioned in the Schedule I hereto. The date of the examination will be notified in due course through the newspapers by the Department of Examinations. The Director General of Customs reserves the right of postponing or canceling this examination.

Centers where examination will be held there numbers.

SCHEDULE I

Province	City	City number
Western	Colombo	01
	Gampaha	02
	Kaluthara	03
Central	Kandy	04
	Mathale	05
	Nuwaraeli	06
Southern	Galle	07
	Mathara	08
	Hambanthota	09
Northern	Jaffna	10
	Mannar	11
	Vavnia	12
	Mulathev	13
	Kilinochchi	14
Eastern	Batticalow	15
	Ampara	16
	Trinkomalee	17
North West	Kurunegala	18
	Puttalam	19
North Central	Anuradhapura	20
	Polonnaru	21
Uva	Badulla	22
	Monaragala	23
Sabaragamu	Rathnapura	24
	Kegalle	25

The number and Town in which the applicant wishes to sit for the examination should be indicate clearly. In the event of a

certain examination Centre is not established in a certain district due to insufficient candidates, they are referred to a Centre as per their second choice and if the second choice too cannot be granted they are referred to Centre closest to that district. Changes will not be allowed later with regard to the requested town.

Applications are invited for these posts from both sexes possessing the qualifications given below:

02. Eligibility:-

- Every candidate must furnish satisfactory proof to the fact that he/she:
 - is a citizen of Sri Lanka
 - is of excellent moral character,
 - is not less than 18 years and not more than 24years of age on the date of closing of applications. (Accordingly candidates who have the date of birth on or after 14.03.1998 and on or before 14.03.1992 are eligible to apply for the examination)

Note :- No person ordained in any religious sect shall be permitted to sit this examination.

- Physical requirements: In the case of males, their height should not be less than 5 feet 5 inches and chest not less than 33 inches (When expanded).

In the case of females their height should not be less than 5 feet 3 inches.

- Educational qualifications:** The candidates must possess the following educational qualifications:-

- Pass three main subjects in one sitting at the General Certificate of Education (Advanced Level) ; and
- Pass within two sittings six subjects at the General Certificates of Education (Ordinary Level) with five credit passes including credit passes for Sinhala Language or Tamil Language, and Mathematics as main subjects and least a simple pass for English Language.

03. Conditions of Service :-

- Salary:** The Consolidated monthly salary scale attached to the post is as follows:-

Rs.14,280-145x7-180x10-240x17 - Rs. 21,175.
(Public Administration circular No. 6/2006(IV) -R-S-I-2006)

- The post is permanent and pensionable and should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Scheme.
- Successful candidates will be appointed subject to a probationary period of three years with effect from the date of appointment.
- The appointees must undergo a medical examination held by a Government Medical Officer to test whether they are physically fit to serve in any part of the Island.

- (v) The appointees are bound to serve day and night on any part of the island.
- (vi) The attention is invited to the General Conditions applicable to the post in Public Service which have been published at the beginning of Part I: Section (IIA) of the Government *Gazette* notification.

04. *Scheme of Examination* – There are following three (03) question papers for the scheme of examination for recruitment:-

	Marks
(01) Aptitude test	100
(02) Mathematics	100
(03) English Language	<u>100</u>
Total	<u>300</u>

Aptitude paper – This paper will consist of questions to test the language skills, the ability in logical reasoning (This paper will consist of 50 multiple questions and questions for short answers). All questions should be answered.

Mathematics Paper – This paper will consist of questions to test the ability in mathematics. All questions should be answered.

English Language paper - This paper will test the reading, writing, comprehension and communication skills of the candidates. . All questions should be answered.

Note.– (This examination will be conducted in the Languages media of Sinhala, Tamil and English. Candidates should sit this examination in the same medium in which they passed the qualifying examination referred to in paragraph 02(iii) of this notification or in an Official Language. Candidates will not be permitted to change the language medium applied.

- (ii) Marks will be deducted for unclear handwriting and wrong spelling.
- (iii) Admission cards of the examination will be sent to the eligible candidates by the Commissioner General of Examination. The receipt of an admission card must not be treated as a fulfillment of qualifications to sit the examination.
- (iv) Evaluation: Marks of 60% or above for each question paper will be totaled and will be arranged in the descending order. No of candidates participate to the no of vacancies will be called for the structured interview starting from the candidate who has obtained the highest marks. Maximum of 10 marks will be awarded for the sports talents at the structured interview. No marks will be awarded at the general interview and will consider only the marks obtained at the written examination and the structured interview. Information regarding the qualifications submitted will be verified at the interview.

Marks awarding procedure at the structured interview:

Marks for individual sports at the zonal level:

3 marks for the first place, 2 marks for the second place, and 1 mark for the third place.

Marks for individual sports at the district level:

4 marks for the first place, 3 marks for the second place, and 2 marks for the third place.

Marks for individual sports at the national level:

5 marks for the first place, 4 marks for the second place, and 3 marks for the third place.

05. *Basic of selection.*– Candidates who are successful at the written examination and the interview will be selected for recruitment to the vacant cadre approved by the Ministry of Finance. A maximum of 10% of the vacancies will be reserved for female candidates.

- (i) *Release of results:* - The Department of Examinations will be prepared and sent the result list to the Director General of Customs in order of merit from among those who have sat the written examination, presented themselves for the interview and scored the highest aggregate of marks. The Department of Examination will issue the result to all candidates whose sat the examination by post or will publish in official website www.results.examination.gov.lk

Note: The nature of the work in customs department is such that even the female staff has to work the night duties.

06. It is compulsory for every candidate that, he/she should have fulfilled all the requirements prior to the date of closing applications for the examination.

07. *Method of application* :–

- (i) A specimen form of the application has been given at the end of this notification. Candidates should prepare their application forms themselves in the medium on which they intend interview to sit the examination conforming to the specimen form referred to above and fill them in their own handwriting. Every cage of the application must be filled by the candidates as instructed and if there are cages not applicable, the word “not applicable” should be entered in such cages. It must be noted strictly that leaving blank cages in the application liable to be rejected. (Heading numbers 01 to 05 of the specimen form should be on the first page, 06 to 11 in the second page, and the rest in the third page of the application that need to be prepared in A4 size papers.) The title of the examination should be written in English too in Sinhala and Tamil applications.
- (ii) The completed application form must be sent under registered post on or before 14.03.2016 to

reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, P.O. Box -1503, Colombo. Any applications received after the due date will be rejected. The name of the examination should be written clearly on the top left-hand corner of the envelope in which the application is enclosed. (It is advised to retain a photo copy of the filled application with the candidate)

- (iii) Examination fee of Rs.500/= may be paid at any Post office/Sub Post office to the credit of revenue head number 2003-02-13 of the Commissioner General of Examinations. The receipt must be attached to the application and it is advised to retain a photocopy of the receipt with the candidate this fee will not be refunded under any circumstances

- (iv) Candidates who are already employed in Government Department /Boards/ Corporations must forward their applications through the Head of their Departments or Institutions in which they are serving at present. Candidates are requested to forward their applications to heads of their Departments or Institutions well on time with a request that they be transmitted to the Commissioner General of Examinations so as to reach him on or before 14.03.2016

The application should not be sent addressed personally to the Director General of Customs or any other officer of the Department. Applications received after the due date; even if they are forwarded by the departments will be rejected. If the attestation of the signature of an applicant who is in Government Service does not bear the signature and the official seal of the head of Department/ Head of the institution, such applications will be rejected.

- (v) Attestation – The signature of an applicant who is in Government Service should be attested by his/her Head of Department or by an officer authorized to do so on his behalf.

The signature of other applicants should be attested by a person authorized to do so, i.e., a Justice of the Peace, a Commissioner of Oaths, Attorney-at-law, a Notary Public, a Principal of a Government or a Director Managed School, a Commissioned officer of the Navy, Air Force or Army, a permanent public officer drawing an annual salary of Rs. 240,360/= or over, a Chief Incumbent or a Head of a Buddhist temple or any other religion in charge of a place of worship or holding a position of importance.

08. (i) *Admission to the Examination*- The Commissioner General of Examination will issue admission card to

the candidates who have forwarded duly perfected applications within the age limit along with the receipt of payment of examination fee on or before the closing date of examination mentioned in the notification is applicable, medium of examination, signature of the applicant and the attestation of the signature, certification of the Head of Department if necessary, on the presumption that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. The Department of Examinations notifies in the news papers the issuance of admission card immediately after their issuance, if a candidate does not receive his/her admission card even after two or three 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 Examination ; i.e. Applicant name, Address, Identity Card Number, Name of the examination applied and your letter of request stating the fax number which the admission card should be sent if the candidates is resident out of Colombo.

- (ii) A Candidate must sit the examination hall assigned to him/her. Every candidate must get his signature attested in advance and hand over the admission card to the supervisor on the first day he/she presents himself/herself for the examination. A candidate who fails to produce his/her admission card will not be permitted to sit the examination. The rules for candidates are given separately in part I: Section II (A) of this *Gazette* notification. Candidates will be bound to observe these rules.

Note.– The issue of an admission card to candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

09. *Identity of the candidates* :- Candidates will be required to prove their identity. Any of the following documents will be accepted for this purpose:

- (a) An Identity Card issued by the Department of Registration of Person.
(b) A valid passport issued no more than five years before the date of examination.

The candidature of a candidate who fails to produce a document referred to above is liable to be cancelled at the discretion of the Commissioner General Examinations.

10. *Documents of Eligibility* :-

- (i) No documents, certificates or photocopies of such certificates. Other than the receipt of examination

fee should be forwarded with the application. But the necessary particulars should be provided in the form, as prescribed.

(ii) The originals of the following documents will be required:

(a) A certificate of moral character signed by a responsible person.

Note – The certificate of character may be obtained from a Justice of the Peace, Attorney - at - law, Divisional Secretary of the area of residence, or a permanent Government officer in receipt of an annual consolidated salary of Rs. 240,360 or over or some person who issue the certificate must be clearly indicated on the certificate.

(Candidates holding permanent posts in Government service will not be required to furnish certificates of moral character.)

(b) A certified copy of the entry of the registration of the birth of candidate or a Special Certificate of age issued by the Register General (in the case of candidates whose birth has been not registered),

(i) The Special Certificate of Birth issued for school or educational purposes, or a certified extract from the birth registration entry will not accepted.

(ii) Affidavits or Baptismal Certificates will not be accepted as substitutes for birth certificates.

If the name/names appearing in the Birth Certificate differs/differ from the name/names which the candidate generally uses and under which the candidate sits the examination, action should be taken immediately in terms of Section 27 or 28 as the case may be, of the Births and Deaths Registration Act, (Chapter 110) to get the name in the entry of the registration of birth amended.

(iii) Certificate of Registration as a citizen of Sri Lanka or original official letter of acceptance of claim to citizenship by descent (where applicable).

(iv) Original certificate of educational qualifications or where the certificate has not been issued, other official documents.

(v) Documentary proof of achievements of sports at zonal/ district/national levels.

(vi) Candidates are warned to have all the necessary documents in readiness at the time of forwarding the application. Any candidate who fails to produce the necessary documents or who delay in producing them when called for will be made disqualified for appointment to this post.

11. *Penalty for Furnishing False Particulars* – If a candidate is found to be ineligible according to the regulations for this examination, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination.

If any of the particulars furnished by a candidate is found to be false to best of his/her knowledge or if he/she has willfully suppressed any material fact, or if it is proved, at any time during the period of his/her service that he/she was ineligible to sit the examination, he/she will be liable to immediate dismissal from the service. The candidature of those who do not strictly conform to the requirements laid down in this notification will be cancelled.

12. Any matter not provided for in these regulations will be dealt with at the discretion of the Director General of Customs.

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

Director General of Customs.

Sri Lanka Customs,
"Customs House"
No.40, Main Street,
Colombo 11.

(for office use only)

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF INSPECTOR OF CUSTOMS, GRADE II OF SRI LANKA CUSTOMS DEPARTMENT – 2016

Medium in which you sit this examination:

Sinhala – 2
Tamil – 3
English – 4

(Write the relevant number inside the box)

Town selected and the Town Number
(See the Schedule I)

	<i>Town</i>	<i>Town Number</i>
1st choice		
2nd choice		

01.

1.1 Name in Full :_____.

(English capital letters)(Ex. HERATH MUDIYANSELAGE
SAMAN KUMARA GUNAWARDHANA)

1.2 Name with initials at the end :_____.

(English capital letters):
Ex. GUNAWARDHANA. H.M.S.K

14. I, Certify that Mr./Mrs./Miss. who is submitting this application is an employee of this Ministry/ Department/ Board/ Corporation. In the event of his/her selection for the above post he/she can be released.

Signature of the Head of the Department.
(Official Stamp)

Date : _____.

Name of the Head of the Department : _____.

Designation : _____.

Address of the Department : _____.

02-307

MINISTRY OF HOME AFFAIRS

Competitive Examination for recruitment to Grade III of Grama Niladhari Service - 2016

APPLICATIONS are hereby called from male and female candidates who have possessed following qualifications to sit for a written examination held for selecting qualified candidates for appointment to the post of Grama Niladhari in Grama Niladhari Divisions in Divisional Secretary's Divisions all over the Island, where vacancies are existing.

02. A Candidate can apply for vacancies existing in the Divisional Secretary's Division for which the candidate become qualified for applying as per provisions mentioned in section 06.

03. Particulars of the Divisional Secretary's Divisions and the District to which such Divisional Secretariats belong are given in Schedule 1. Candidates should indicate the Divisional Secretary's Division for which he/she wish to apply and the number of the Division and the name and the number of the district in the correct place in the application as indicated in the Schedule. Candidates are not allowed to change such particulars at later occasions. No request made regarding any disadvantage caused to the candidate due to such incorrect entry will be considered. Further the applications in which the name and the number of the Divisional Secretary's Division are not mentioned, will be rejected.

04. Particulars of the competitive Examination :

4.1 Medium of the examination :

This examination will be held in Sinhala, Tamil and English medium within the districts given in the schedule. However with regard to districts where sufficient number of candidates have not applied, they will be assigned to an examination Centre of another district located closely. Candidates should sit for the examination only in one language medium. Candidates will not be allowed to change the medium of language applied by them later.

4.2 Examination for recruitment of Grama Niladharies will consist of 02 question papers in the following manner.

Subject No.	Subject	Duration	Marks
01.	Language Ability	1 1/2 hour	100
02.	General Knowledge and Aptitude	1 1/2 hour	100

4.3 Syllabus :

4.3.1 *Language Ability*.– This paper consists of subject related questions to test the expression of ideas, comprehension, spelling, language and writing, drafting a given letter, summarizing given texts, expressing the idea of several sentences in a single sentence and knowledge on using simple grammar. All questions should be answered.

4.3.2 *General Knowledge and Aptitude*.– This question paper consists of questions in the pattern of multi-selection and short-replying to test the general knowledge of the candidate including knowledge of historical, geographical, social, economic matters with local and foreign interest, general intelligent on current local and international news and numerical abilities, power of reasoning, problem solving and decision making. All questions should be answered.

4.4 When the priority list of successful candidates is prepared based on the marks obtained at the written examination, only those who secure a minimum of 40% or more marks for each subject will be considered.

05. Method of Recruitment :

(i) A number of candidates equivalent to twice the number of vacancies existing in each Divisional Secretary's Division out of those who have secured highest marks at the written examination at the level of Divisional Secretary's Division will be called for a structured interview. Candidates who become qualified securing highest marks based on the aggregate marks of both written examination and structured interview will be selected for a training course in order to fill the number of vacancies in the respective Divisional Secretary's Division.

(ii) Marks will be allocated at the structured interview mentioned in Para 5.(i) of above in the following manner.

(a)

<i>Titles Under which marks are allocated</i>	<i>Maximum marks</i>
Leadership	20
Sports skills	10
Language Proficiency (proficiency in other language except mother languages)	10
Computer literacy	05
Skills proved at the interview	05
Total	50

(b) For the purpose of allocating marks only the certificates issued properly by a public institution, department and letters of confirmation issued by officers at staff level in departments and institutions who are responsible to prove the field for which such certificates are issued. Eg: Divisional Secretary should confirm the facts such as engagement as a teacher of Daham School, holding a post in a rural development committee or a sports club etc.

(c) Grama Niladharies are not entitled to exercise political rights. Therefore, no marks will be allocated for holding posts in organizations dealing with politics.

Eg: holding posts such as member of a Predishiya Sabha/ Urban council, member of a Board of Directors of Cooperative Societies for which candidates are selected through political party system.

(iii) The training course of which the duration is three months will be conducted under the supervision of District Secretary. Those who are recommended by the District Secretary as having completed the training course successfully will be appointed by me to grade III of Grama Niladhari. Only an allowance of Rs 3000/= will be paid during the training period and further, the candidates shall prove at least 80% of attendance during the training period and they are required to secure 50% of the marks to pass in the written test conducted under training program. The period of training shall not be counted for the period of service but it can be made relevant for the calculation of pension subject to the provisions of the Pension Minute.

(iv) In case where there are several candidates who have secured the same marks for one or several vacancies, the final decision to fill such vacancy or vacancies will be taken by me.

06. *Qualifications to be satisfied by candidates.*– Candidates should have satisfied at least following qualifications on or before the closing date of applications.

6.1. The candidate should have resided at least for three (03) years within the Divisional Secretary's Division to which he seeks to be appointed during the six years immediately preceding the closing date of

applications. Further, it should be confirmed by one of the followings :

- An extract from Voters Registers,
- A certificate issued by Grama Niladhari and countersigned by Divisional Secretary.

6.2. *Age Limit.* -Should be not less than 21 years of age and not more than 35 years of age as at the closing date of applications.

6.3. *Educational qualifications.*– Candidates should possess the following educational qualifications:

(a) Should have passed the GCE O/L in Six (06) Subjects with at least four credit passes in four (4) subjects at one sitting including credit passes for one language subject among Sinhala/Tamil language as the first language and Mathematics.

and

(b) Should have passed all the subjects at the GCE A/L Examination (Except Common Paper and English Language Test) at one sitting. It is sufficient to pass in three (03) subjects under old syllabus at one sitting.

6.4. *Candidates :*

- Should be either a citizen of Sri Lanka either by descent or registration.
- Should not have been convicted of a criminal offence at a court and further should be of sound moral character.
- Should not be a person who has been dismissed from public service, from the service of state corporation of statutory institutions, vacated the post or a person who has been sent on retirement due to inefficiency.
- Should not be a person declared as bankrupt.
- Should not have been ordained in any religion or religious sect.

07. Monthly salary scale applicable for the post.– Salary Scale : Rs. 13,990 -10x145 - 11x170 - 6x240 - 14x320 - Rs. 23,230.

08. *Service conditions :*

- Recruitments are made to grade III of Grama Niladharies' service.
- The post is permanent and pensionable. Officers are required to make contributions to Widows/widowers and orphans' fund.
- Officers are required to serve in the Divisional Secretary's Division to which he/she is appointed for three years from the date of first appointment.

8.4. Officers are entitled to a day- off per week and they are bound to perform duties within Grama Niladhari division, to which they are appointed, during 24 hours on all other days except the day -off.

8.5. An officer appointed to this post is subjected to the provisions and regulations stipulated in approved procedure of recruitment, procedural rules of the public services commission, establishments code and financial regulations and further to regulations as well as provisions which have already been stipulated and which are to be stipulated in future by the government.

09. *Method for sending applications :*

9.1. Applications prepared in accordance with the specimen should be sent in registered post to reach "Commissioner General, Organization and Foreign Examinations Branch, Sri Lanka Department of Examinations, P.O.Box 1503, Colombo on or before 14.03.2016. The words "Competitive Examination for Recruitment to Grade III of Grama Niladharies Service - 2016" should be written on the top left-hand corner of the envelope in which the application is enclosed. When preparing applications the name of the examination indicated at Heading should be written in English in Sinhala applications in addition to Sinhala and in English in Tamil applications in addition to Tamil.

9.2. Applications should be prepared using both side of a paper of size A4 in accordance with the specimen and cages up to 08 should appear on the first side of the page. Remaining cages should appear on the other page. The application may be prepared either by printable writing or it can be type written but it should strictly be perfected in the hand writing of the candidate. When preparing applications the name of the examination indicated at Heading should be written in English in Sinhala applications in addition to Sinhala and in English in Tamil applications in addition to Tamil.

9.3. Candidates' signature in the application form and the Admission Card for the examination should have been attested. An applicant applying the examination from an Institution should have got his application attested by Head of the Institution or an officer authorized by him while other applicant should have got their applications attested by a Principal of a Government School, Grama Niladhari, a Justice of the Peace, Commissioner for Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the armed forces, an officer holding a staff Grade post in Public Service or Provincial Public Service receiving an annual consolidated salary of Rs.240,360/- or more.

9.4. Officers who are already in public service or provincial public service should send their applications through the respective Head of Department.

9.5. Examination fee is Rs. 500. This fee can be paid in the name of the candidate strictly with relevance to

this examination to any post office/ sub post office to be credited to revenue head 2003-02-13 of the Commissioner General of Examination and the receipt obtained should be affixed to the application. (number of the receipt, date and the post office should clearly be indicated) Under no circumstances the examination fee will be refunded and requests for transferring this examination fee to any other examination will not be considered. It is advisable to keep a photo copy of the receipt with the candidate.

9.6. Applications which are incomplete and which are not prepared properly will be rejected without any notice. Facts such as, preparation of application inconsistent to the para 9.2, filling of the application with illegible letters, failure to indicate the Divisional Secretaries Division and its number to which appointment is sought, submission of application without the signature of the candidate, neglecting to paste the receipt obtained for the payment of examination fee can be shown as examples.

10. *Appearing for the examination and release of result :*

10.1 Candidate will be required to prove his/ her identity at the examination hall. For this purpose, National Identity Card issued by the Department of Registration of Persons or valid passport will only be accepted.

10.2 A candidate should appear the examination in the examination hall under Index Number assigned to him. Every applicant sitting the examination should handed over the attested Admission Card to the Chief Supervisor on the day of examination. Applicants not producing the Admission will not be allowed to sit the examination.

10.3 *Release of Results :*

The list of names of applicants who qualified at the written examination as per 4.4 of the *Gazette* Notification will be made available to the Secretary, Ministry of Home Affairs separately depending on the vacancies available in each Divisional Secretary's Division for conducting structural interview. Following the receipt of marks of the Structural Interview, the lists of results prepared at Divisional Secretary's Divisions based on priority of aggregates of marks secured by candidates at the written examination and the interview will be made available to the Secretary, Ministry of Home Affairs. Informing result personally to all applicants appeared the examination or publishing the same in the website www.results.exams.gov.lk will be made according to intimation by the Secretary, Ministry of Home Affairs.

11. All candidates should have a sound understanding on the rules and regulations of this examination which are published in the *Gazette* of the Government and they are bound to follow them. Candidates are subjected to the rules and regulations stipulated by

the Commissioner General of Examinations. In violation of them, Candidate will be subjected to any punishment imposed by the Commissioner General of Examinations.

12. Issue of an admission card to a candidate to sit the competitive examination does not mean to have accepted that he possesses all the qualifications for sitting examination. Any disadvantage caused to the candidate due to incompleteness or mistakes observed in the application should be born by the candidate. No requests made in this regard will be considered.

13. The decision on the date on which recruitments are made based on the number of vacancies existing as at such certain date will be taken by me. Further, attention of the candidate is drawn to the fact that the vacancies in certain Divisional Secretariat mentioned in schedule 1 would have been filled due to annual transfers by such date determining the above manner. Further it is hereby emphasize that the candidates who make their applications from such Divisional Secretary's Divisions will not be entitled to become eligible for appointment to the vacancies existing at another Divisional Secretary's Division.

14. Based on the assumption that only the applicants having qualifications referred to in the *Gazette* Notification have applied, admission cards will be issued by the Commissioner General of the Department of Examination to the applicants who are within the age limit at the closing date of applications as stipulated in the advertisement and who have submitted applications with the receipt for having paid the prescribed examination fee before that date indicating the medium of language sitting the examination, name and number of Divisional Secretary's Division, name and number of the relevant district, signature of applicant and attestation of signature and , if applicable, certification of the Head of the Department. If it is found at the interview or at any later occasion that the applicant does not possess the basic qualifications, results of such candidates will not be treated as a qualification for granting a post. A press notification will be published by the Department of Examinations as soon as the Admission Cards are issued to the candidates. If the Admission Card is not received at least 05 days before the date of examination, enquires should be made from the Organization and Foreign Examination Branch, Department of Examination in the manner specified in the advertisement. When such an enquiry is made, the candidate should correctly indicate the name of examination he has applied for, full name of the applicant, NIC Number and the address. If the applicant is a resident outside Colombo, it would be advisable to fax a letter of request with the above details also furnishing candidate's fax number to enable for obtaining a copy of Admission Card through fax. At making such an enquiry, it would be useful to keep ready the copy of the application, copy of the receipt of paying examination fee and receipt of registration to confirm any information wanted by the Dept. of Examination.

15. In the event of any inconsistency between the Sinhala/ Tamil and English texts of this *Gazette* Notification the Sinhala text prevails.

16. The right of deciding any of the matters not covered by this notification is reserved with the Secretary, Ministry of Home Affairs.

J. J. RATNASIRI,
Secretary,
Ministry of Home Affairs.

Ministry of Home Affairs,
Independent Squire,
Colombo,
28th January, 2016.

SPECIMEN APPLICATION

(For office use only)

COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF GRAMA NILADHARI SERVICE 2016

01. Name and the Number of the Divisional Secretary's Division, which the candidate applies for the appointment :

Name Number

(Name and the number of the Divisional Secretary's Division should correctly be indicated as mentioned in Schedule 1. This will not be allowed to change subsequently)

02. Name and the number of district to which the Divisional Secretary's Division in which, the applicant seeks appointment belongs :

Name :..... Number :

(Name and the number of the District should correctly be indicated as mentioned in Schedule 1.)

03. Medium of Examination :

Sinhala - 2
Tamil - 3
English - 4

Language Medium Number

(Write the medium and number in the relevant cage. This will not be allowed to change subsequently)

04. 4.1 Name in full :_____.

(In English block capitals) (Ex. : HERATH
MUDIYANSELAGE SAMAN KUMARA
GUNAWARDHANA)

4.2 Name with last name first and initials of other names last (in English Block Capitals) :_____.
(Eg. : GUNAWARDHANA, H. M. S. K.)

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

05. 5.1 Permanent Address :_____.
(In English Block Capitals)

5.2 Permanent Address : _____.
(In Sinhala/Tamil)

06. Sex : Male 0
Female 1 (Write the relevant number in the cage)

07. You are a Sri Lankan citizen by :

Decent 1
Registration 2 (Write the relevant number in the cage)

08. 8.1 National Identity Card Number :

8.2 Date of Birth :

Year : Month : Date :

8.3 Age as at 14.03.2016 :

Years : Months : Days :

09. Name and the number of Grama Niladhari Division of permanent residence :

10. Educational Qualifications :

10.1 Particulars of G. C. E. (O/L)/N. C. G. Examination or the examination from which the officer become qualified :

Name of the examination : _____.

Year : _____.

Index Number : _____.

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		5.	
2.		6.	
3.		7.	
4.		8.	

10.2 Particulars of G. C. E. (A/L) or the examination from which the officer become qualified :

Year : _____.

Index Number : _____.

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	

11. Other Qualifications :

12. Whether a case has been filed against you at a court or you have been punished by a Court : Yes/No

If yes :

(i) Court and the File No. : _____.

(ii) Charge : _____.

(iii) Verdict/Punishment : _____.

13. Whether you are an officer who served at a government/ Provincial Council/Co-operation/authority or any other institution affiliated to government and were dismissed from the service on disciplinary grounds/sent on retirement on inefficiency/or vacated the post : Yes/No (If yes please specify) :_____.

..... in the post ofand his/her work is satisfactory and the afore mentioned particulars are true and correct. Furthermore, I hereby state that he/she, can/cannot be released from service if selected.

_____,
Signature of Head of Department.
(with official stamp)

14. Certification of the Applicant :

(a) I solemnly declare that the information provided by me in the application are true and correct to the best of my knowledge.

Date :_____.

(b) I honestly declare that I have not submitted any other application for this examination as per the *Gazette* notification.

(c) Paid Rs. as the examination fee.

Receipt No.

Post office Date

(Affix the receipt here so as not to be detached)

(d) I, declare that I agree to be bound by the rules and regulations imposed by the Commissioner-General of Examinations regarding this examination.

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

SCHEDULE I

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Colombo	1103	Colombo <table border="1"><tr><td>0</td><td>1</td></tr></table>	0	1
0	1			
Kolonnawa	1106			
Kaduwela	1109			
Homagama	1112			
Hanwella	1115			
Padukka	1118			
Maharagama	1121			
Sri Jayawardanapura Kotte	1124			
Thimbirigasyaya	1127			
Dehiwala	1130			
Rathmalana	1131			
Moratuwa	1133			
Kesbewa	1136			

_____,
Signature of the Applicant.

Date :_____.

15. Attestation of the Signature :

I, certify that Mr./Mrs./Miss is known to me personally and he/she placed his/her signature in my presence on/...../2016.

_____,
Signature of the person attesting.

Name :_____.

Designation :_____.

Date :_____.

(Place the official stamp)

16. Applications submitted through Head of the Department :

I, certify Mr./Mrs./Miss, who submit this application, has been serving in this office since

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>	
Negombo	1203	Gampaha	
Katana	1206		
Divulapitiya	1209		
Meerigama	1212		
Minuwangoda	1215		
Wattala	1218		
Ja-Ela	1221		
Gampaha	1224		
Attanagalla	1227		
Dompe	1230		
Mahara	1233		
Kelaniya	1236		
Biyagama	1239		

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Panadura	1303	<div>Kalutara</div> <div><div>0</div><div>3</div></div>
Bandaragama	1306	
Horana	1309	
Ingiriya	1310	
Bulathsinghela	1312	
Madurawala	1315	
Millaniya	1318	
Kalutara	1321	
Beruwala	1324	
Dodangoda	1327	
Mathugama	1330	
Agalawatta	1333	
Palindanuwara	1336	
Walallawita	1339	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Thumpane	2103	<div>Kandy</div> <div><div>0</div><div>4</div></div>
Poojapitiya	2106	
Akurana	2109	
Pathadumbara	2112	
Panwila	2115	
Ududumbara	2118	
Minipe	2121	
Medadumbara	2124	
Kundasale	2127	
Gangawata Korale	2130	
Harispattuwa	2133	
Hataraliyadda	2134	
Yatinuwara	2136	
Udunuwara	2139	
Doluwa	2142	
Pathahewaheta	2145	
Delthota	2148	
Udawalatha	2151	
Gangaiyala Korale	2154	
Pasbage Korale	2157	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Galewela	2203	Matale <table border="1"><tr><td>0</td><td>5</td></tr></table>	0	5
0	5			
Dambulla	2206			
Naula	2209			
Pallepola	2212			
Yatawatta	2215			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Matale	2218	<div>Matale</div> <table><tr><td>0</td><td>5</td></tr></table>	0	5
0	5			
Ambangaga Korale	2221			
Laggala Pallegama	2224			
Wilgamuwa	2227			
Raththota	2230			
Ukuwela	2233			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Kothmale	2303	Nuwara Eliya <table><tr><td>0</td><td>6</td></tr></table>	0	6
0	6			
Haguranketha	2306			
Walapane	2309			
Nuwara Eliya	2312			
Ambagamuwa	2315			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>			
Benthota	3103	Galle	<table><tr><td>0</td><td>7</td></tr></table>	0	7
0	7				
Balapitiya	3106				
Karandeniya	3109				
Elpitiya	3112				
Niyagama	3115				
Thawalama	3118				
Neluwa	3121				
Nagoda	3124				
Baddegama	3127				
Welivitiya Divithura	3130				
Ambalangoda	3133				
Hikkaduwa	3136				
Gravets	3139				
Bope Poddala	3142				
Akmeemana	3145				
Yakkalamulla	3148				
Imaduwa	3151				
Gonapeenuwala	3154				
Habaraduwa	3157				

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>	
Pitabeddara	3203	Matara	
Kotapola	3206		
Pasgoda	3209		
		0	8

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Mulatiyana	3212	Matara <table border="1"><tr><td>0</td><td>8</td></tr></table>	0	8
0	8			
Athuruliya	3215			
Akuressa	3218			
Welipitiya	3221			
Malimbada	3224			
Kamburupitiya	3227			
Hakmana	3230			
Kirinda Puhulwella	3233			
Thihagoda	3236			
Weligama	3239			
Matara	3242			
Devinuwara	3245			
Dikwella	3248			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Sooriyawewa	3303	<div>Hambantota</div> <table><tr><td>0</td><td>9</td></tr></table>	0	9
0	9			
Lunugamwehera	3306			
Thissamaharama	3309			
Hambanthota	3312			
Ambalanthota	3315			
Angunakolapelessa	3318			
Weeraketiya	3321			
Katuwana	3324			
Okewela	3327			
Beliatta	3330			
Tangalle	3333			
Walasmulla	3336			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>			
Kayts (Island North)	4103	Jaffna	<table><tr><td>1</td><td>0</td></tr></table>	1	0
1	0				
Chankanei (Walikamum West)	4106				
Sandilipay (Walikamum South West)	4109				
Thelippalei (Walikamum North)	4112				
Uduvil (Walikamum South)	4115				
Kopai (Walikamum East)	4118				
Karaweddi (Wadamarachchi South West)	4121				
Maruthankerny (Wadamarachchi East)	4124				

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>			
Point Pedro (Wadamarachchi North)	4127	Jaffna <table border="1"><tr><td>1</td><td>0</td></tr></table>		1	0
1	0				
Chawakachcheri (Thenmarachchi)	4130				
Nallur	4133				
Jaffna	4136				
Velanai (Island South)	4139				
Delft	4142				
Kareinagar	4145				

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Mannar	4203	Mannar <table><tr><td>1</td><td>1</td></tr></table>	1	1
1	1			
Manthai West	4206			
Madu	4209			
Nanaddan	4212			
Musali	4215			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Vavuniya North	4303	Vavuniya <table><tr><td>1</td><td>2</td></tr></table>	1	2
1	2			
Vavuniya South	4306			
Vavuniya	4309			
Vengalacheddikulam	4312			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>			
Thunukkai	4403	Mullativu <table><tr><td>1</td><td>3</td></tr></table>		1	3
1	3				
Manthai East	4406				
Pudukuduirippu	4409				
Oddusudan	4412				
Maritimepattu	4415				
Welioya	4418				

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>	
Pachchilaipalli	4503	Kilinochchi	
Kandawalai	4506		
Karachchi	4509	1	4
Punakari	4512		

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Koralepattu North	5103	<div>Batticaloa</div> <table><tr><td>1</td><td>5</td></tr></table>	1	5
1	5			
Koralepattu West (Oddamawadi)	5106			
Koralepattu (Valaichchenai)	5109			
Eravurpattu	5112			
Eravurpattu Town	5115			
Manmunei North	5118			
Manmunei West	5121			
Kaththankudi	5124			
Manmuneipattu	5127			
Manmunei South West	5130			
Porativupattu	5133			
Manmunei South	5136			
Koralepattu South	5139			
Koralepattu Central	5142			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Dehiaththakandiya	5203	Ampara <table><tr><td>1</td><td>6</td></tr></table>	1	6
1	6			
Padiyathalawa	5206			
Maha Oya	5209			
Uhana	5212			
Ampara	5215			
Nawindaweli	5216			
Samanthurei	5218			
Kalmuna-Tamil	5224			
Saindamarudu	5225			
Karativu	5227			
Nindavur	5230			
Addalachchena	5233			
Eragama	5234			
Akkaraipattu	5236			
Alayadivembu	5239			
Damana	5242			
Thirukkivil	5245			
Pothuvil	5248			
Lahugala	5251			
Kalmuna - Muslim	5254			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Padavi Sri pura	5303	Trincomalee
Kuchchaveli	5306	
Gomarankadawala	5309	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Morawewa	5312	Trincomalee <table><tr><td>1</td><td>7</td></tr></table>	1	7
1	7			
Town and Gravets	5315			
Thambalagamuwa	5318			
Kanthale	5321			
Kinniya	5324			
Muthur	5327			
Seruvila	5330			
Verugal/ Echchalampattuwa	5333			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Giribawa	6103	<div>Kurunegala</div> <table><tr><td>1</td><td>8</td></tr></table>	1	8
1	8			
Galgamuwa	6106			
Ehetuwewa	6109			
Ambanpola	6112			
Kotawehera	6115			
Rasnayakapura	6118			
Nikaweratiya	6121			
Mahawa	6124			
Polpithigama	6127			
Ibbagamuwa	6130			
Ganewatta	6133			
Wariyapola	6136			
Kobeigane	6139			
Bingiriya	6142			
Bamunakotuwa	6149			
Maspotha	6151			
Kurunegala	6154			
Mallavapitiya	6157			
Mawathagama	6160			
Rideegama	6163			
Weerambagedara	6166			
Kuliyapitiya East	6169			
Kuliyapitiya West	6172			
Udubaddawa	6175			
Pannala	6178			
Narammala	6181			
Alawwa	6184			
Polgahawela	6187			
Paduwasnuwara East	6190			
Paduwasnuwara West	6193			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Kalpitiya	6203	Puttlam <table><tr><td>1</td><td>9</td></tr></table>	1	9
1	9			
Wanathavilluwa	6206			
Karuwalagaswewa	6209			
Nawagaththegama	6212			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Puttlam	6215	<div>Puttlam</div> <table><tr><td>1</td><td>9</td></tr></table>	1	9
1	9			
Mundalama	6218			
Mahakumbukkadawala	6221			
Anamaduwa	6224			
Pallama	6227			
Arachchikattuwa	6230			
Chilaw	6233			
Madampe	6236			
Mahawewa	6239			
Naththandiya	6242			
Wennappuwa	6245			
Dankotuwa	6248			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Padaviya	7103	<div>Anuradhapura</div> <table><tr><td>2</td><td>0</td></tr></table>	2	0
2	0			
Kebithigollewa	7106			
Medawachchiya	7109			
Mahawilachchiya	7112			
Nuwaragampalatha Central	7115			
Rambewa	7118			
Kahatagasdigiliya	7121			
Horoupothana	7124			
Galenbindunuwewa	7127			
Mihinthale	7130			
Nuwaragampalatha East	7133			
Nachchaduwa	7136			
Nochchiyagama	7139			
Rajanganaya	7142			
Thambuttegama	7145			
Thalawa	7148			
Thirappane	7151			
Kekirawa	7154			
Palugaswewa	7157			
Ipalogama	7160			
Galnewa	7163			
Palagala	7166			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>			
Higurakgoda	7203	Polonnaruwa <table><tr><td>2</td><td>1</td></tr></table>		2	1
2	1				
Medirigiriya	7206				
Lankapura	7209				

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Welikanda	7210	Polonnaruwa <table border="1"><tr><td>2</td><td>1</td></tr></table>	2	1
2	1			
Dimbulagala	7212			
Thamankaduwa	7215			
Elahera	7218			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>			
Mahiyanganaya	8103	Badulla	<table><tr><td>2</td><td>2</td></tr></table>	2	2
2	2				
Rideemaliyadda	8106				
Meegahakiula	8109				
Kandaketiya	8112				
Soranathota	8115				
Passara	8118				
Lunugala	8119				
Badulla	8121				
Hali Ela	8124				
Uwa Paranagama	8127				
Welimada	8130				
Bandarawela	8133				
Ella	8136				
Haputhale	8139				
Haldummulla	8142				

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Bibila	8203	Monaragala <table border="1"><tr><td>2</td><td>3</td></tr></table>	2	3
2	3			
Madulla	8206			
Medagama	8209			
Siyambalanduwa	8212			
Monaragala	8215			
Badalkumbura	8218			
Buttala	8221			
Wellawaya	8224			
Kataragama	8227			
Thanamalwila	8230			
Sewanagala	8233			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Eheliyagoda	9103	Rathnapura <table border="1"><tr><td>2</td><td>4</td></tr></table>	2	4
2	4			
Kuruwita	9106			
Kiriella	9109			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>			
Rathnapura	9112	Rathnapura <table border="1"><tr><td>2</td><td>4</td></tr></table>		2	4
2	4				
Imbulpe	9115				
Balangoda	9118				
Opanayake	9121				
Pelmadulla	9124				
Elapatha	9127				
Ayagama	9130				
Kalawana	9133				
Niwithigala	9136				
Kahawatta	9139				
Godakawela	9142				
Weligepola	9145				
Embilipitiya	9148				
Kolonna	9151				

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Rambukkana	9203	Kegalle <table><tr><td>2</td><td>5</td></tr></table>	2	5
2	5			
Mawanella	9206			
Aranayake	9209			
Kegalle	9212			
Galigamuwa	9215			
Warakapola	9218			
Ruwanwella	9221			
Bulathkohupitiya	9224			
Yatinyanthota	9227			
Dehiovita	9230			
Deraniyagala	9233			

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