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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,230 – 2021 මැයි මස 28 වැනි සිකුරාදා – 2021.05.28

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PART I: SECTION (IIA) – ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 18th June, 2021 should reach Government Press on or before 12.00 noon on 04th June, 2021.

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

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

GANGANI LIYANAGE,
Government Printer.

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

This Gazette can be downloaded from www.documents.gov.lk



1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A Sri Lankan, is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the New Entrants, Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such

Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the 'Widows and Orphans' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare

everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

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

Posts – Vacant

NATIONAL INSTITUTE OF SOCIAL DEVELOPMENT

State Ministry of Samurdhi, Household Economy, Microfinance, Self-Employment and Business Development

01. Post : Lecturer II - 08 Vacancies

01. *Age Limit*.- Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications. (Maximum age limit does not apply to internal applicants).

02. *Educational Qualifications*.- For External Applicants (below 1 or 2)

1. Should have a 04 year Bachelor of Social Work degree/Special degree in Social Sciences recognized by the University Grants Commission.
2. Should have obtained a Bachelor's Degree in Social Work/Social Sciences recognized by the University Grants Commission and a Post Graduate Diploma in a relevant field.

For Internal Applicants

1. Should have fulfilled the qualifications for the above external applicants.

03. *Method of allocating marks for the Interview :*

	Criteria	Marks
1	Educational Qualifications (In addition to basic qualifications)	30
2	Teaching experience	10
3	Research and publications	20
4	Extracurricular activities	10
5	Personality	15
6	General knowledge on related field	15
	Total	100

04. *Salary Scale*.- AR-1 (Rs. 53,150 - 10 x 1,375 - 15 x 1,910 - Rs. 95,550)

02. Post : 02 Training Officer II - 02 Vacancies

01. *Age Limit*.- Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications. (Maximum age limit does not apply to internal applicants).

02. *Educational Qualifications*.- For External Applicants (below 1 or 2)

1. Should have a Special Degree in Social Sciences recognized by the University Grants Commission.
2. Bachelor's Degree in Social Sciences recognized by the University Grants Commission and a post graduate diploma in the relevant field.

For Internal Applicants (below 1 or 2)

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least 10 years of satisfactory service in a category of associated officers (MA3) in the posts of Research Assistant/ Program Assistant (Centre in-charge).

03. *Method of allocating marks for the Interview :*

	Selection Criteria	Marks
1	Educational Qualifications (In addition to basic qualifications)	30
2	Experience	10
3	Research, Patent Certificate and Awards	20
4	Extracurricular activities	10
5	Personality	15
6	General knowledge on related field	15
	Total	100

04. *Salary Scale*.- AR-1 (Rs. 53,150 - 10 x 1,375 - 15 x 1,910 - Rs. 95,550)

03. Post : 04 Research Officer II - 04 Vacancies

01. *Age Limit*.- Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications. (Maximum age limit does not apply to internal applicants).

02. Education Qualifications.- For External Applicants
(below 1 or 2)

1. Should have a Special Degree in Social Sciences recognized by the University Grants Commission.
2. Should have obtained a Bachelor's Degree in Social Sciences recognized by the University Grants Commission and a Post Graduate Diploma in the relevant field.

For Internal Applicants (below 1 or 2)

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least 10 years of satisfactory service in a category of associated officer (MA3) in the posts of Research Assistant at the National Institute of Social Development.

03. Method of allocating marks for the Interview :

	Criteria	Marks
1	Educational Qualifications (In addition to basic qualifications)	30
2	Teaching experience	10
3	Research and publications	20
4	Extracurricular activities	10
5	Personality	15
6	General knowledge on related field	15
	Total	100

04. *Salary Scale*.- AR-1 (Rs. 53,150 - 10 x 1,375 - 15 x 1,910 - Rs. 95,550)

04. Post : 01 Accountant - 01 vacancy

01. *Age Limit*.- Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications. (Maximum age limit does not apply to internal applicants).

02. Education Qualifications.- For External Applicants
(below 1 or 2)

1. Should have a Degree in Accountancy/Commerce/ Business Management/Management recognized

by the University Grants Commission and 01 year experience in the related field after obtaining the degree.

2. Passing the Intermediate Examination from a Chartered Professional Institute and 01 year experience in the field of Accountancy/Auditing after obtaining the above qualification.

For Internal Applicants (below 1 or 2)

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least 05 years of satisfactory service in a category of 'Junior Manager' (JM) Service Category.

03. Method of allocating marks for the Interview :

Related Experience	30	Marks
Related additional qualifications	30	Marks
Other Skills/Performance	15	Marks
Performance at the Interview	25	Marks

Total Marks **100**

04. *Salary Scale*.- MM 1-1 (Rs. 53,175 - 10x 1,375 -15 x1,910 - Rs. 95,575)

05. Post: Translator (Sinhala/English) - 01 Vacancy

01. *Age Limit*: Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications.(Maximum age limit does not apply to internal applicants.)

02. Educational Qualifications: For External Applicants
(below 1 or 2)

1. Bachelor's Degree in Translation Studies in English recognized by the University Grants Commission
2. Bachelor of Arts Degree in English recognized by the University Grants Commission

For Internal Applicants

1. Should have fulfilled the qualifications for the above external applicants..

03. *Method of allocating marks for the Interview :*

Related Experience	30 Marks
Related additional qualifications	30 Marks
Other Skills/Performance	15 Marks
Performance at the Interview	25 Marks
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Total Marks	100
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04. *Salary Scale:* MA 4 –Rs.(37,970 – 10 x 755 – 15 x 930 – 5 x 1,135 – 65,145)

06. Post: Instructor of English - 02 Vacancies

01. *Age Limit:* Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications.(Maximum age limit does not apply to internal applicants.)

02. Educational Qualifications: For External Applicants (below 1 or 2 or 3)

1. Bachelor's Degree in Teaching of English / English Language recognized by the University Grants Commission

or

2. A Vocational Certificate issued by a Vocational Training Institute recognized by the Tertiary and Vocational Education Commission with not less than National Vocational Qualification Level (NVQ) Level 06

and

05 years of experience in the related field in a Government Institute, Corporation, Board or Statutory Institute after obtaining the Degree

3. A Vocational Certificate issued by a Vocational Training Institute recognized by the Tertiary and Vocational Education Commission with not less than National Vocational Qualification Level (NVQ) Level 05

and

10 years of experience in the related field in a Government Institute, Corporation, Board or Statutory Institute after obtaining the Degree

For Internal Applicants

1. Should have fulfilled the qualifications for the above external applicants.

03. *Method of allocating marks for the Interview :*

Related Experience	30 Marks
Related additional qualifications	30 Marks
Other Skills/Performance	15 Marks
Performance at the Interview	25 Marks
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Total Marks	100
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04. *Salary Scale:* MA 4 –Rs. (37,970 – 10 x 755 – 15 x 930 – 5 x 1,135 – 65,145)

07. Post: Research Assistant -03 Vacancies

01. *Age Limit:* Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications.(Maximum age limit does not apply to internal applicants.)

02. Educational Qualifications: For External Applicants

1. Degree in Social Sciences/Statistical Sciences recognized by the University Grants Commission

For Internal Applicants

1. Should have fulfilled the qualifications for the above external applicants.

03. *Method of allocating marks for the Interview :*

Related Experience	30 Marks
Related additional qualifications	30 Marks
Other Skills/Performance	15 Marks
Performance at the Interview	25 Marks
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Total Marks	100
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04. **Salary Scale:** MA 3: Rs.(32,200 - 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - 54,960)

08. Post: Programme Assistant (Centre in Charge) - 01 vacancy (For Hmbanthota Ranna Regional Centre)

01. *Age Limit*: Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications.(Maximum age limit does not apply to internal applicants.)

02. Educational Qualifications: For External Applicants

1. A Degree in Social Work/Human Resource Management/Public Management/Public Administration/ Social Sciences recognized by the University Grants Commission

For Internal Applicants

1. Should have fulfilled the qualifications for the above external applicants.

03. Method of allocating marks for the Interview

Related Experience	30 Marks
Related additional qualifications	30 Marks
Other Skills/Performance	15 Marks
Performance at the Interview	25 Marks

Total Marks **100**

04. *Salary Scale*: MA 3: Rs(32,200 - 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - 54,960)

09. Post : Assistant Librarian - 01 Vacancy

01. *Age Limit* : Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications.(Maximum age limit does not apply to internal applicants.)

02. Educational Qualifications: For External Applicants

1. Should have a Bachelor's Degree in Library Sciences recognized by the University Grants Commission.

For Internal Applicants

1. Should have fulfilled the qualifications for the above external applicants.

03. Method of allocating marks for the Interview

Related Experience	30 Marks
Related additional qualifications	30 Marks
Other Performances/Skills	15 Marks
Performance at the Interview	25 Marks

Total Marks **100**

04. *Salary Scale* : **MA 3: Rs. : (32,200 - 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - 54,960)**

10. Post : Administrative Officer - 01 Vacancy

01. *Age Limit* : Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications.(Maximum age limit does not apply to internal applicants.)

02. Educational Qualifications: For External Applicants

1. Should have a Degree in Human Resource Management/Commerce/Public Administration/ Public Management/ Management recognized by the University Grants Commission

For Internal Applicants (below 1 or 2)

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least five (05) years of satisfactory service in a related field in the category of "Management Assistant Non-Technical" (MA1) Grade II

03. Method of allocating marks for the Interview :

Related Experience	30 Marks
Related additional qualifications	30 Marks
Other Performances/Skills	15 Marks
Performance at the Interview	25 Marks

Total Marks **100**

04. *Salary Scale* : **JM 1-1: Rs: (42,600 - 10 x 755 - 18 x 1,135 - 70,580)**

11. Post : Assistant Registrar - 01 Vacancy

01. *Age Limit* : Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications. (Maximum age limit does not apply to internal applicants.)

02. *Educational Qualifications*: For External Applicants

1. Should have a Degree in Human Resource Management/Commerce/Public Administration/ Public Management/ Management recognized by the University Grants Commission

For Internal Applicants (below 1 or 2)

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least five (05) years of satisfactory service in a related field in the category of “Management Assistant Non-Technical” (MA1) Grade II

03. *Method of allocating marks for the Interview* :

Related Experience	30 Marks
Related additional qualifications	30 Marks
Other Performances/Skills	15 Marks
Performance at the Interview	25 Marks
Total Marks	100

04. *Salary Scale* : JM 1-1: Rs: (42,600 - 10 x 755 - 18 x 1,135 – 70,580)

12. Post : Accounting Officer - 01 Vacancy

01. *Age Limit* : Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications. (Maximum age limit does not apply to internal applicants.)

02. *Educational Qualifications*: For External Applicants (Below 1 or 2)

1. Should have a Degree in Accountancy/ Commerce/Business Management/ Management recognized by the University Grants Commission

2. Passing the Intermediate Examination from a recognized Chartered Institute in a field related to the post

For Internal Applicants (below 1 or 2)

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least five (05) years of satisfactory service in a related field in the category of “Management Assistant Non-Technical” (MA1) Grade II

03. *Method of allocating marks for the Interview* :

Related Experience	30 Marks
Related additional qualifications	30 Marks
Other Performances/Skills	15 Marks
Performance at the Interview	25 Marks
Total Marks	100

04. *Salary Scale* : JM 1-1 :Rs: (42,600 - 10 x 755 - 18 x 1,135 – 70,580)

Service conditions applicable to all positions

1. Posts are permanent
2. Have to contribute for EPF in government approved percentages
3. The selected employees have to undergo 03 year probation period
4. Persons who applied for the vacancies published in the Government Gazette dated 12.09.2019 should forward their applications again.

Note.— As these vacancies exist at the Main Office at Seeduwa, the selected applicants must serve in the Main Office.

Service Conditions : Subject to the provisions of the National Institute of Social Development Act No. 41 of 1992 and the rules and regulations imposed by the Government from time to time.

Method of Recruitment: A structured interview will be conducted by an interview board recommended by the Appointing Authority. The applicants with highest marks will be selected on the basis of merit.

Applicants should send their applications with a complete CV to the following address by registered post on or before 30.06.2021. The post applied for should be mentioned in the upper left corner of the envelope. Incomplete, unclear or late applications will be rejected. Officers working in the Government sector should submit their applications through the Head of Department / Head of Institution.

M.T.R. SHAMINI ATTANAYAKE,
Director General (*Acting*),
National Institute of Social Development.

Director General (*Acting*),
National Institute of Social Development,
Liyanagemulla,
Seeduwa,
13th May, 2021.

05-465

Examinations, Results of Examinations & c.

MINISTRY OF HEALTH

Recruitment of Trainees For Training in the Post of Dental Technician of Para Medical Service – 2021

1. APPLICATIONS are invited from eligible Sri Lankan citizens for the recruitment as trainees to the course which is conducted by the Faculty of Dental Sciences, University of Peradeniya/ Institute of Oral Health, Maharagama of Ministry of Health in relation to the post of Dental Technician of the Paramedical services of the Ministry of Health.

In terms of the *Gazette* notification No. 2200 dated 29.10.2020 and amended *Gazette* notification No. 2201 dated 06.11.2020 applications were called upto 21.02.2021 via electronic media for the year 2019 for recruitment to the training in 12 posts of Paramedical Service and Service of Professions Supplementary to Medicine and from the applications received all applications submitted for Dental Technician Training under Course No. 12 have been cancelled. Therefore the candidates who applied for Dental Technician Course as per the above *Gazette* notification are also compulsorily required to submit applications in terms of the this *Gazette* notification.

Code No.	Name of the training course	Training Period	The medium in which the training should be followed
1	Dental Technician	02 years	English

2. Number of Trainees to be recruited is 20-25.

3. The number of trainees to be recruited to the training course from provinces will be based on the vacancies available in the hospitals and institutions situated in the said province which belong to the Line Ministry and Provincial Council, and eligible applicants are selected on provincial basis.

4. This will be a full-time course. Therefore, the students who are following full-time courses in any University, or under Ministry of Health or in any other government institute during the five days of the week including Saturday morning should not apply for this. If anybody applies as so and it will be revealed later, he or she will be dismissed from the course / post and all the expenses which were incurred by the government on behalf of he / she will be recovered. If a full time student in a University or in another government institute intends to apply, the following instructions should be followed :

- 4.1. If you had registered or have registered in a University or in any government institute for a full time course by the date 09.07.2021, and if you are selected for this training course, your registration for the relevant training or course should be canceled before the date of the registration for this course. Even though, you had not participated or you do not participate in the lectures while you have registered in a University, since you are concerned as a University student, the registration of such applicants should also be cancelled as mentioned above. You should have sufficient written facts to prove it, Whenever it is required.
- 4.2. Even though, you had not registered in any university or for any other course conducted by the Ministry of Health by the date 09.07.2021, if you had registered by the date of registration for the training due to any reason, his / her registration for the course should be cancelled before the date of registration at the training.
- 4.3. If you had completed a degree in any University, effective date of the said degree should be a date before the date of recruitment for the course.
- 4.4. If there are applicants who have registered for full time courses under the Ministry of Health and if they are selected for the training, they will be registered for the training, only if they leave from the course after paying the relevant amount according to the bond refunding all allowances received by him/her.

N.B:-

- It should be strictly noted that any section in this *Gazette* notification does not imply that you will be counpulsorily admitted to the course applied even thought you have filled all the conditions mentioned above.
- It should be strictly noted that you will not be qualified in any respect for these courses, if you have not obtained sufficient Z -score or not fulfilled any other condition mentioned here in even though you have fulfilled the said conditions mentioned from 4.1 to 4.4
- It should be further noted that you will not be qualified in any respect for these courses, if you have not fulfilled the conditions mentioned from 4.1 to 4.4 even though you have obtained sufficient Z-scoreand have fulfilled all other conditions mentioned herein

5. Educational and other Specific Qualifications relevant to the post.

Code No.	Training Course	GCE O/L qualifications	GCE A/L qualifications	Other specific qualifications relevant to the training course
1	Dental Technician	Should have passed the G.C.E (O/L) examination in six subjects including English Language with a Credit pass for Sinhala Language/ Tamil Language, Mathematics, Science including one other subject in not more than two sittings.	Should have passed in 2 subjects out of Physics, Biology and Agriculture in one sitting with a Credit Pass for Chemistry in the Science Stream at the G.C.E. (A/L) Examination eitherin 2017 or 2018.	No

6. Other Common Qualifications :

- (a) Should be a Sri Lankan citizen.
- (b) Age of the applicants should not be less than 18 years and not over 30 years as at the closing date of applications.
- (c) Should also agree to serve at least 10 years in the Central Government Service or Provincial Council Service
- (d) Should be physically and mentally fit.

- (e) Should have resided continuously in the district from where you apply for a period of 03 years immediately prior to the closing date of applications. (DS 4 certificate counter signed by Divisional Secretary or signed by Grama Niladhari Should be Submitted)

7. *Method of Application :*

- (a) Application should be prepared in accordance with the specimen form appended to this. For that, papers in the size A4 should be used. Cages from 01 to 9(a) should appear on the first page and cages from 9(b) to 12 should appear on the second page.
- (b) Receipt obtained by paying Rs.300/- to the account, the Director General of Health Services - Collection of Examination Fees No 7041318 of the Bank of Ceylon, Thaprobane Branch should be affixed on the place mentioned as "Receipt" of the application in away it won't get detached. Keep a copy of the receipt before you affix it.
- (c) Signature of the applicant should be attested by an officer in the Sri Lanka Administrative Service /an officer in the Educational Administrative Service / an officer in the Sri Lanka Accountant's Service / a Principal of a Government School / a Justice of the Peace / an Attorney - at- Law or an officer who holds a permanent and pensionable post in the public service and draws a salary not less than Rs.512,148/= per annum.
- (d) The words "Recruitment of Trainee Dental Technicians for the Training in Para Medical service 2021" and below that, the province and district should be written on the top left hand corner of the envelope in which the application is enclosed. Duly completed applications should be sent to reach Director (Administration - Establishment), No.26, Medi House Building, 4th Floor, Sri Sangaraja Mawatha, Colombo 10 under registered cover on or before 09.07.2021.

8. Receipt of applications will not be acknowledged.

9. Applications which are incomplete, not complying with the specimen form of application, not completed basic qualifications, not contain the bank receipt, and not registered on or before 09.07.2021 will be rejected without any notice.

10. From the applicants who have satisfied the above qualifications, only those who are selected based on a priority list prepared considering the Z-Score will be called for the interview conducted by an interview board which is comprised of staff officers of Ministry of Health, Nutrition and Indigenous Medicine and a staff officer of any other Ministry. Applicants should produce originals of the following documents at the interview.

- (a) Birth Certificate
- (b) Original of the G.C.E. (A/L) examination result sheet with the Z-Score (a certified copy should be sent attaching to the application)
- (c) Original of the G.C.E. (O/L) examination result sheet. (a certified copy should be sent attaching to the application)
- (d) National Identity card issued by the Department for Registration of Persons or valid passport or driving license.
- (e) Certificate of residence Signed by Grama Niladhari or counter signed by Divisional Secretary, in proof of Residence as required by above 06 (e)

11. Particulars of the eligible applicants will be published on the website www.health.gov.lk after the interview.

12. *Training procedure :*

- I. Applicants selected from the interview will be admitted to Training School of Dental Technicians of University of Peradeniya & Institute of oral health, Maharagama to follow the training course of Dental Technicians. The course should be followed in the english medium.
- II. Trainees admitted to the training school shall be subject to rules and regulations of the training school and any other orders imposed by the Ministry of Health from time to time.
- III. Training of those who fail the prescribed examinations, whose work and conduct are not satisfactory or who fail to adhere to relevant conditions of examination and conditions of leave of the training school may be terminated at any time without any compensation.
- IV. A monthly allowance will be paid to the trainees during the period of training in terms of the schedule V of Public Administration Circular 03/2016

V. At the time he/she is admitted to the training school, he/she should enter in to an agreement and surety bond with the Director General of Health Services that he/she will complete the training successfully, not abandon the training, and serve in the relevant post in the public service/provincial public service for a minimum period of 10 years if an appointment is granted after completing the said training. If he/she resigns from the training, abandon the training, or his/her training is terminated as per above section III or fails to serve in the relevant post for a period of 10 years after appointment, he/she should refund the Ministry of Health the allowance paid to him/her during the training period, expenses incurred by the Government and the amount of Surety Bond. If not, legal action will be taken to recover the said amount as per agreement.

13. *Terms of Engagement.*— Government is not bound to grant permanent appointments at the end of the training. However, candidates will be considered for appointing to a post in Class III of the post concerned taking in to account the conditions of the scheme of recruitment relevant to the training course they are recruited to and the Vacancies remaining after making transfers of senior officers and according to the priority list of vacancies, prepared based on the vacancies exist as at the date of completion of training and the merit obtained at the final examination of the training course.

If permanent appointments are granted at the end of the training, salaries will be paid in terms of the provisions of the Public Administration Circular No. 03/2016. Salary scale applicable is Rs. 32,080-445x10-660x11-730x10-750x10= Rs. 58,590/=

14. In filling in the application, particulars regarding educational qualifications and other qualifications should be mentioned carefully and accurately. If the said certificates are proved to be false, action will be taken to refer the case to the Criminal Investigation Department to take legal action. The appointment of such applicant will be cancelled and he/she will be dismissed from the training / post and disciplinary action will be taken against him / her and his / her name will be entered in to the black list of those who are not recruited to the public service again. And, action will be

taken to recover the allowance paid to him / her during the period of training, expenses incurred by the Government and the amount relevant to the Security Bond.

15. Selected applicants should submit themselves to a medical examination within the first month of the training in order to prove that they are physically and mentally fit to follow the course concerned and to serve in any part of the Island and applicants found to be not fit at the medical examination will not be eligible to continue the course.

16. All recruited as above, shall be subject to all rules and regulations applicable to Public Servants, Provisions of the Establishments Code of the Democratic Socialist Republic of Sri Lanka, policies prescribed by the Ministry of Health, Financial Regulations and other regulations, rules regulations and orders imposed by the Government from time to time.

17. This Ministry is not bound to provide residential facilities at the training school for the applicants recruited for the training. If provided, assessed rent for the room, water and electricity bills will be charged.

18. You have no right to engage in trade union activities or private practice during the period of training. And, if you are appointed to the post concerned after the training, you will also have no right to engage in the private practice. If it is found to have done so, legal action will be taken.

19. If any problem arise with regard to any fact covered or not covered by this *Gazette* notification, the decision of the Secretary of Ministry of Health, Nutrition and Indigenous Medicine will be final. In case of any inconsistency between the Sinhala, Tamil and English Texts of this *Gazette* notification, Sinhala text will prevail.

Dr. S. H. MUNASINGHE,
Secretary,
Ministry of Health.

385, Rev Baddegama Wimalawansa Thero Mawatha,
“Suwasiripaya”,
Colombo-10,
22nd May, 2021.

SPECIMEN APPLICATION FORM

RECRUITMENT OF TRAINEE DENTAL TECHNICIANS FOR THE TRAINING OF THE
PARA MEDICAL SERVICES – 2021

– READ THE GAZETTE NOTIFICATION PROPERLY BEFORE COMPLETE THE APPLICATION –

1. (a) Name with Initials:
(In English Block Capitals):- Ex: A.B.C SILVA
(b) Name in Full (in English Block Letters):
(c) Name in Full (In Sinhala /Tamil):.....

2. National Identity card No: (a copy should be attached) :

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3. Postal Address: Sinhala /Tamil English
.....
.....
.....

4. (a) Permanent Address: Sinhala /Tamil English
.....
.....
.....

- (b) Telephone No. : . Mobile : Land line :
(c) District of Residence: Sinhala /Tamil: English :
(d) Are you Permanent resident in this District: Yes/No :
(e) If “Yes”, since when have you been residing in this district :

5. Date of Birth: Date : Month : Year :
Age as at 09.07.2021 Years: Months : Days :

6. Gender : Female ☐ Male ☐ (Mark √ in the relevant cage)

7. Whether You are a citizen of Sri Lanka: Yes ☐ No ☐ (Mark √ in the relevant cage)

8. Civil Status: Married ☐ Unmarried ☐

9. Educational Qualifications :

- (a) G. C. E Advanced Level Examination (Attach a certified copy of the A/L result sheet in which the Z– Score is indicated)

District, appeared for the examination:.....

Year of examination:..... Index No. :.....

Z-Score:..... Subject Stream :

S./No.	Subject	Grade
1		
2		
3		
4		

(b) G.C.E ordinary Level Examination :

S. /No.	Subject	First attempt		Second attempt	
		Year		Year	
		Index No.		Index No.	
		Grade		Grade	
1	Sinhala/Tamil Language				
2	Mathematics				
3	Science				
4	English				
5					
6					
7					
8					
9					
10					
11					
12					

❖ All subjects you appeared for at the G.C.E.(O/L) examination should be mentioned in the table

10. Have you ever been convicted by a court. Yes ☐ No ☐ (put a '√' in the relevant box)
if it is yes, describe :

11. Certification of the Applicant :

- (a) I solemnly declare that I read carefully and understood the *Gazette* notification, completed this application subject to all conditions therein, and the particulars furnished by me in this application are true and correct to my knowledge.
- (b) I am aware that if this declaration or any particulars contained in this application are found to be false, I am liable to be disqualified and if so found after appointment, I am liable to be dismissed from the service .

Affix the receipt obtained by paying the examination fee to the credit of the Account of "Director General of Health Services Collection of Examination Fees" No. 7041318 of the Bank of Ceylon, Thaprobane branch, so as not to be detached

Date:.....

.....
Signature of the Applicant.

12. Attestation of the Signature of the Candidate :

I certify that Mr./Mrs./Misswho submits this application is personally known to me and that she placed her signature in my presence.

Date

.....
Signature of the Attestor.

Full Name of the attestor :

Post :

Official frank of the attestor :

Address :

.....

MINISTRY OF LABOUR

The Open Competitive Examination for Recruitment to the Post of Stenographers (Grade III) of the Department of Labour – 2021

APPLICATIONS are invited from qualified Sri Lankan citizens in order to fill five (05) Sinhala medium vacancies and four (04) English medium vacancies existing as at 31.03.2021 in the post of Stenographers (Grade III) in the Department of Labour which comes under the purview of the Ministry of Labour.

01. *Appointment.*— Appointment to the vacancies will be made in accordance with the merit order of the results of the written and professional tests conducted by the National Institute of Labour Studies which comes under the purview of the Ministry of Labour.

02. *Qualifications:*

2.1 *Educational Qualifications :*

- (i) Should have passed six (06) subjects at the GCE (O/L) examination with Credit passes for Sinhala/ Tamil/ English, Mathematics and two (02) other subjects at one sitting ;

and

- (ii) Should have passed at least one (01) subject at the GCE (A/L) examination (except General Common Test and General English under the new syllabus)

2.2 *Professional Qualifications :*

2.2.1 The applicants applying for the Sinhala Stenographer Post should have followed a course on stenography in Sinhala medium with a duration of not less than six (06) months in an institution recognized by the Tertiary and Vocational Education Commission or should have obtained a Credit pass for type writing and shorthand (Sinhala medium) at the GCE (O/L) examination.

2.2.2 The applicants applying for the English Stenographer Post should have followed a course on stenography in English medium with a duration of not less

than six (06) months in an institution recognized by the Tertiary and Vocational Education Commission or should have obtained a Credit pass for type writing and shorthand (English medium) at the GCE (O/L) examination.

Note: Institutions approved by the Tertiary and Vocational Education Commission for shorthand and computer typesetting are as follows.

- Colleges of Technology and Technical Colleges belonging to the Department of Technical Education and Training.
- The Training Centres belonging to the National Apprentice and Industrial Training Authority (NAITA)
- The Training Centres belonging to the National Youth Service Council.
- The Training Centres belonging to the Vocational Training Authority of Sri Lanka.

2.3 *Experience:*

Having obtained a six (06) months practical training at a government approved institution after following the above course.

2.4 *Other Qualifications :*

- (i) The applicant should be a Sri Lankan citizen.
- (ii) The applicant should possess an excellent character.
- (iii) All the necessary qualifications required for the post should have been fulfilled in every respect, as at the date mentioned in the notification calling applications.

03. *Age Limit.*— Age should be not less than 18 and not more than 30 years as at the closing date of applications.

04. *Terms of Employment and Service Conditions :*

- 4.1 This post is permanent. The officers shall abide by the policy decisions taken by the government

in future with regard to the pension scheme relevant for the post.

- 4.2 This appointment is subject to a probation period of 03 years.
- 4.3 First Efficiency bar should be passed before the lapse of 03 years from being recruited to Grade III.
- 4.4 The Provisions of Public Administration Circular No: 18/2020 dated 16.10.2020 and the circulars incidental thereto, shall apply in respect of the official language proficiency.
- 4.5 Selected candidates will be appointed to the post of Stenographer – Grade III subject to the general conditions governing the appointments to the public service, procedural rules of the Public Services Commission, Financial Regulations, Provisions of the Establishment Code and any amendments made to them, other orders of the Department, terms and conditions set out in the Scheme of Recruitment approved by the Public Services Commission on 11.04.2013 and any other amendments made or to be made hereafter to the Scheme of Recruitment.
- 4.6 The selected candidates will serve only at the Head Office of the Department of Labour located at Narahenpita, Colombo 05.

05. The Salary scale relevant for the post is Rs. 27,140 - 10x300 - 11x350 - 10x495 - 10x660 – Rs. 45,540 as per MN-1-2016 in accordance with Public Administration Circular No. 03/2016.

06. *Recruitment Procedure.*— This open competitive examination consists of a written test and a professional test. The written test will be held first. The candidates who obtain more than 40% marks for the written test will be called for the professional test. The candidates should secure at least 40% for each subject to be qualified for appointment as this is a competitive examination. The vacancies will be filled based on the number of vacancies to be filled in accordance with the order of the total marks obtained. (It is compulsory to have completed all the qualifications prescribed in this notification.)

The examination will be held in Sinhala, Tamil and English mediums. The candidates may sit for the written

examination in any medium they wish. Change of medium will not be allowed later. Appointment to the Sinhala medium posts will be made in accordance with the merit order of the results of the Sinhala medium candidates and appointment to the English medium posts will be in accordance with the merit order of the results of the English medium candidates.

6.1

<i>Question Paper</i>	<i>Marks</i>	<i>Pass Marks</i>	<i>Duration</i>
General Knowledge and Composition (Sinhala / English)	100	40	02 Hours

(a) Syllabus for the written test:

General Knowledge and Composition

Testing of the candidates' general knowledge on current affairs in national and international fields, writing a composition on a topic selected from the given topics of timely importance (presentation of distinctive ideas, language proficiency, correct grammar and spelling will be considered)

6.2 Professional Test :

<i>Subject</i>	<i>Marks</i>	<i>Pass Marks</i>
Shorthand and Computer typesetting (Sinhala / English)	100	40

(a) Syllabus for the professional test :

(i) Sinhala shorthand and type setting (for the Sinhala medium applicants)

Taking down in shorthand a passage dictated at 70 words per minute for 5 minutes and computer typesetting the same note at a speed of 7 words per minute ;

or

(ii) English shorthand and type setting (for the English medium applicants)

Taking down in shorthand a passage dictated at 80 words per minute for 5 minutes and computer typesetting the same note at a speed of 7 words per minute.

07. *Examination Fee.*— The Applicant should forward the General 118 mentioning the name of the examination and receiving head as 2003.02.99 with a copy of the notice to the Shroff of the Head Office or to the cashier of any other office of the Department of Labour convenient to the applicant with a sum of Rs.500/- on or before the closing date of applications and the receipt (General 172) so received should be affixed firmly in the space provided in the application. (It may be useful to keep a photocopy of the receipt.)

Note: The examination fee, once paid will not be refunded for any reason whatsoever unless the examination is cancelled. Further, the fees paid for this examination cannot be transferred for any other examination.

08. *Method of application :*

8.1. According to the specimen application appended at the end of this notification and using both sides of A4 size paper;

- (a) The application should be prepared in such a manner, so that item No. 1-2.4 appear on the first page, No. 3-5 on the second page, No. 6-9 (d) on the third page and the remaining numbers appear on the last page. The relevant information should be clearly filled by the applicant in his/ her own hand writing.
- (b) When preparing the application, the name of the examination on the top of the application should be given in English in addition to Sinhala/Tamil in the Sinhala/Tamil medium applications. Applications which are not in conformity with the specimen form, for which the examination fees have not been paid as at the due date and those which are incomplete applications as they have not been filled properly, will be rejected without further notice. The loss caused by not completing the application properly should be borne by the applicant. Further it will be useful to keep a photocopy of the application. It is the responsibility of the candidate to make sure that the application prepared complies with the specimen form given in the examination notification and if not the application may be rejected.

8.2. This examination will be held on 15th August 2021 in Colombo only.

8.3 The applicants who have prepared the application in accordance with the notification stating that they possess the qualifications required for the post and have forwarded the applications on or before the due date after having paid the prescribed examination fee will be allowed to sit for the competitive examination by the Director General of the National Institute of Labour Studies on the pre-assumption that the applicants have fulfilled the qualifications prescribed. Issue of an admission card will not be considered as acceptance of the fulfillment of the qualifications of the applicant for the post. The candidacy of the applicant will be cancelled if it is discovered at the interview while scrutinizing the qualifications of the applicant as prescribed in the *Gazette* notification that, the applicant has furnished false information or has not completed the required qualifications.

8.4 *Method of forwarding applications.*— Duly filled applications should be sent to reach the Director General of the National Institute of Labour Studies, Second Floor, Labour Secretariat, Narahenpita, Colombo – 05 on or before 30th June 2021 under registered post. “Open Competitive Examination for recruitment to the post of Stenographers of the Department of Labour” should be written on the top left corner of the envelope in which the application is enclosed. We shall not be held responsible for the applications misplaced or delayed in the Post.

8.5 In the application, the signature of the applicant should be attested by a Principal of government school, Justice of the Peace, a Commissioner of Oaths, an Attorney-at-Law, Notary-Public, an authorized officer of the Armed Forces, a permanent staff officer of a government or local government establishment drawing a monthly salary of Rs.28,650/- or more or the Chief Incumbent of a Buddhist Vihara or Nayaka Thero, or any dignitary clergyman of any religion.

Penalty for false information.— Accurate information should be furnished with utmost consideration in filling the application. In accordance with the rules of this examination if an applicant is discovered to be unsuitable before the examination, during the examination or after the

examination, his/her candidacy shall be cancelled. If it is revealed that the applicant had furnished false information or suppressed accurate information, after being appointed he/she will be dismissed from public service.

09. *Sitting for the examination.*– Admissions will be issued by the Director General of the National Institute of Labour Studies one week prior to the date of the examination which is 15.08.2021. Sitting for the examination without such an admission card will not be allowed. The candidates sitting for the examination should produce the attested admission card to the Chief Examiner.

If the admission is not received one week prior to 15th August 2021, the date of the examination, it should be informed to the Director General of the National Institute of Labour Studies through telephone numbers 0112786541 / 0112786542. It will be more useful to inform the same to the National Institute of Labour Studies with certified copies of the application, cash receipt and the registered post receipt.

10. One of the following documents should be produced to the Chief Examiner in order to prove the identify of the candidate

- (a) National Identify Card issued by the Department of Registration of Persons
- (b) A valid passport
- (c) A valid driving license

11. The candidates shall abide by the rules imposed by the Director General of the National Institute of Labour Studies in respect of the conduct of the examination. If such rules are violated he / she shall be liable to any punishment imposed by the Director General of the National Institute of Labour Studies.

12. The final decision in respect of the conduct of this examination, appointments and all other matters shall be taken by the Commissioner General of Labour.

Note – In the event of ambiguity between the Sinhala, Tamil and English versions of this *Gazette* Notification the Sinhala version will prevail.

Commissioner General of Labour.

Department of Labour,
Narahenpita,
Colombo 05,
2021.

SPECIMEN APPLICATION FORM

(For official use only)

THE OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER (GRADE III) OF THE DEPARTMENT OF LABOUR-2021

Medium for appearing for the examination

Sinhala - 1

Tamil - 2

English - 3

(Please write the relevant number in the box)

Post applied for:

Stenographer - (Sinhala)

Stenographer - (English)

01. 1.1. Applicant's name with initials :

(In English capital letters) (ex: Silva A.B.D.P.A)

1.2. Name in Full :

(In English capital letters)

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

1.4. NIC No. :

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1.5. Gender : Female 1

--

(write the relevant number in the box) Male 0

--

02. 2.1. Permanent Address :
(In English capital letters)

2.2. Permanent Address :
(In Sinhala/Tamil)

2.3. Address to which the admission card should be posted :
(i) In Sinhala/Tamil :
(ii) In English capital letters :

2.4. Telephone Number:

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

03. 3.1. Civil Status (Married-1 Unmarried-2)

--

(write the relevant number in the box)

3.2. Date of Birth : Year

--	--	--	--

 Month :

--	--

 Date :

--	--

3.3. Age as at the closing date of applications : Years :

--	--	--	--

 Months :

--	--

 Days :

--	--

04. Educational Qualifications :

4.1. GCE(O/L) Examination

- (i) Year and month of the examination:
Year : Month :
(ii) Index Number :
(iii) Results :

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

4.2. GCE(A/L) Examination:

- (i) Year and month of the examination:
Year : Month :
(ii) Index Number :
(iii) Results :

Subject	Grade

05. Professional Qualifications:

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

examination, if my ineligibility is discovered in accordance with these conditions.

- (c) I know that if the declaration made by me is proven to be false, I shall be unsuitable for the post and be subject to dismissal from service even after being appointed.

06. Experience:

<i>Name of the institution trained or worked</i>	<i>Duration</i>

- (d) I shall not change any information given herein later.

Date:.....

Signature of Applicant.

10. Attestation of the signature of the applicant:

07. Have you ever been convicted by a court of law for any offence?
(put ✓ in the relevant box)

Yes		No	
-----	--	----	--

I hereby certify that Mr/Mrs/Miss..... forwarding this application is personally known by me and that he/she placed his /her signature before me on

If you have been convicted, furnish the information on the offence, Court and the punishment.

Signature and Official Seal of the Attesting Officer.

08. Details of the receipt of examination fee :

- (i) Name of the Labour Office to which the examination fee was paid :.....
(ii) Receipt number and the date:
Number:..... Date :.....

Date:.....

Name of the Attester :.....

Designation:.....

Address:.....

05-475

Affix the receipt here firmly

09. Certification of the applicant:

- (a) I solemnly declare that the particulars furnished by me in this application are true and correct to the best of my knowledge and agree to bear any loss caused by not completing any information and /or by completing any information herein erroneously. Furthermore, I declare that all the information herein have been completed accurately.
- (b) I shall abide by the rules and regulations of the Director General of the National Institute of Labour Studies in respect of the conduct of examination and agree to accept the decision taken to cancel my candidacy before or after the

STATE MINISTRY OF HOME AFFAIRS

**Competitive Examination for Recruitment to
Grama Niladhari Grade III**

APPLICATIONS are invited from the individuals of both male/female parties with the following qualifications to sit for the written examination for selecting qualified individuals to be appointed as Grama Niladharies in vacant Grama Niladhari Divisions of the Divisional Secretariats across the island and it is hereby notified that the said examination will be held by the Commissioner-General of Examination in the month of September 2021.

02. As per the provisions given in Section 06 below, a candidate may apply for the vacancies available in the Divisional Secretariat for which he/she is qualified to apply.

03. Details on the divisional secretariat and the district and the relevant province are given in Schedule I. The candidates shall correctly indicate the respective Divisional Secretariat of applying and its number, District name and number, and the province and its number in the relevant cage, as mentioned in the said Schedule. Candidates are not allowed to change it at a later stage. Any request with regard to a loss or disadvantage that may occur to a candidate due to not indicating the said details correctly, shall not be considered and applications that do not carry the Divisional Secretariat and its number, shall be rejected.

04. *Details on the competitive examination :*

4.1 *Examination center:-* This examination will be held in Sinhala, Tamil, and English mediums within the districts specified in Schedule I. However, the candidates in those districts where a sufficient number of candidates have not applied, will be directed to an examination center of some other adjoining district. Candidates shall sit the examination only in one language medium. Candidates shall not be allowed to change the language medium subsequently.

4.2 The examination for recruitment of Grama Niladharies, will consist of the following 02 question papers.

<i>Subject</i>	<i>Marks</i>	<i>Minimum marks to be secured to pass the examination</i>	<i>Duration</i>
1. Language Proficiency	100	40	1 ½ hours
2. General Knowledge and Aptitude	100	40	1 ½ hours

4.3 *Syllabus of the written examination :*

4.3.1 *Language Proficiency :*

This Paper will consist of the subject related questions to test the knowledge of the candidates on the expression of ideas, comprehension, spelling, language, and writing, making a draft of a given letter, summarizing of given texts, expressing the idea of several sentences in a single sentence and the using of simple grammar. All questions should be answered.

4.3.2 *General Knowledge and Aptitude :*

This question paper will consist of multiple-choice and short answer type questions to test the candidate's awareness of historical, geographical, social, and economic information and general knowledge on local and international current affairs and the ability in number, problem-solving, decision making in a way that it will measure the general intellect of the candidate. All questions should be answered.

4.4 When the candidates are arranged in the order of priority based on the highest marks secured for the written exam, only the candidates who have secured 40% or more for each subject shall be considered.

05. *Method of recruitment :*

- (i) Out of the candidates who have secured the highest marks at the written examination at the Divisional Secretariat level, the number of candidates equivalent to two times the number of vacancies available at the Divisional Secretariat level shall be called for a structured interview. The candidates, who qualify with the highest aggregate marks at the written examination and the structured interview, will be selected for a training programme to fill the number of vacancies existing in the said Divisional Secretariat.

Under the said procedure, the following exceptions shall include.

- (a) On an occasion where a sufficient number of candidates do not qualify to fill the number of vacancies available within one Divisional Secretariat Division, the balance number of vacancies will be filled on the order of merit of the candidate within the district in which the relevant Divisional Secretariat is situated. (To make recruitments under this, the phrase “within the Divisional Secretariat” given in the qualification specified under 6.1 of the *Gazette* notification shall be considered as “within the district”).
- (b) As per (a) above, on an occasion where a sufficient number of candidates do not qualify to fill the number of vacancies available within a district, the balance number of vacancies will be filled on the order of merit of the candidates within the province in which the relevant district is situated. (To make recruitments under this, the phrase “within the Divisional Secretariat” given in the qualification specified under 6.1 of the *Gazette* notification shall be considered as “within the province”).
- (ii) Marks will be allocated in the following manner for the structured interview mentioned in Paragraph 5(i) above.

(a)

Heads/topics to which marks are allocated	Maximum marks
Leadership	15
Sports skills	05
Language proficiency (Other language proficiencies except for mother language)	10
Computer knowledge /skills	15
Proven Merit at the interview	05
Total	50

- (b) Only the certificates formally issued by a public institution/department and the confirmation letters issued by the staff grade level officers of state departments, institutions that have been assigned responsibility to substantiate the relevant matter, shall be considered.

For example, the matters such as being a Dhamma School Teacher, holding posts in a Rural Development Society, holding posts in a sports society etc. shall be confirmed by the Divisional Secretary.

- (c) Since Grama Niladharies are not entitled to political rights, no marks will be allocated for holding posts in political organizations. For example, the posts such as Members of Pradeshiya Sabha/Urban Councils, Cooperative Societies, etc. obtained through the representation of political parties can be cited.
- (iii) Three months training course will be conducted under the supervision of the District Secretary and those who are recommended by the District Secretary to the effect that they have successfully completed the said training programme shall be appointed to Grade III of Grama Niladhari by me. An allowance of only Rs.3, 000.00 will be paid for the training period and there shall be no entitlement of leave during that period. A minimum of 80% attendance during the training course should be maintained. In order to pass the written test 50% marks should be secured. The training period will not be counted under the service period and the said period will only be considered for the calculation of pension payments subject to the provisions available under the Minutes on Pension.
- (iv) In case, where several candidates have secured similar marks for one or several vacancies, the decision on filling the said vacancy or vacancies will be taken by me.

06. *The qualifications required by the candidates.*– The candidates shall have completed, at least, the following qualifications on or before the closing date of applications.

- 6.1. The candidate shall be a permanent resident for a period of three (03) consecutive years within the Divisional Secretariat Division in which the candidate seeks to be appointed to the post during the six (06) years immediately preceding the closing date of application. It should be confirmed by one of the following certificates.

1. Electoral registrar
2. The certificate of residence issued by the Grama Niladhari

6.2 *Age limit:* The candidate shall be not less than 21 years and not more than 35 years of age as of the closing date of application. (Accordingly, the candidates whose birthday falling on or before 28.06.2000 and on or after 28.06.1986 shall be eligible to apply)

6.3 *Educational qualifications.* - The candidates shall have fulfilled the educational qualifications in the following manner.

(a) Shall have passed six (06) subjects with credit passes for at least four (04) subjects including one of the first languages of Sinhala or Tamil and Mathematics at the General Certificate of Education (Ordinary Level) Examination **at one sitting**; and

(b) Shall have passed all the subjects in General Certificate of Education (Advanced Level) Examination **at one sitting** (except General Paper and General English). Passing three (03) subjects in one sitting under the old syllabus shall suffice.

6.4 *The candidates :-*

1. Shall be a citizen of Sri Lanka by birth or by registration;
2. Shall not have been convicted of a criminal offense in the court and shall be of excellent moral character;
3. Shall not be a person dismissed from public service, from the service of state corporation or a statutory body, a person who has vacated the post or sent on retirement upon inefficiency;
4. Shall not be a person who has been declared bankrupt;
5. Shall not be a person ordained in any religion or religious sect;

07. *Monthly salary applicable to the post.* – Salary scale- Rs. 28,940-10x300-11x350-10x560-10x660-Rs.47,990.

(Payments shall be made subject to the provisions mentioned in Schedule (ii) of the Public Administration Circular No.03/2016 dated 25.02.2016.)

08. *Service conditions :*

08.1 Recruitments shall be made to Grade III of Grama Niladhari Service.

08.2 This post is permanent and pensionable. The pension scheme entitled for the officers shall be subject to a policy decision taken by the government in the future. Candidates shall contribute to the Widows'/Widowers' & Orphans' Pension Scheme. The three (03) months training period will not be counted for Grama Niladhari Service period.

08.3 It shall be compulsory for the candidates to serve for a period of three (03) years from the date of the first appointment, in the Divisional Secretariat Division they are attached to.

08.4 The candidates are entitled to one off-day per week, and except that day, they shall be bound to perform their duties during 24 hours of the remaining days of the week, within the Grama Niladhari Division they are appointed to.

08.5 A person appointed to this post shall be subject to the provisions and regulations stipulated in the approved Recruitment Scheme, Public Service Commission Procedural Rules, Establishment Code, and the Financial Regulations and the provisions and regulations already imposed and to be imposed in the future by the government.

09. *Method of application :*

09.1 The applications perfected as per the specimen application should be sent under registered cover to reach the Commissioner General of Examination, Establishment and Examinations Organization Branch, Department of Examination, Sri Lanka, P.O. Box 1503, Colombo, on or before 28.06.2021. The top left-hand corner of the envelope should be marked "*Competitive Examination for Recruitment to Grade III of Grama Niladhari 2020 (2021)*"

09.2 Applications should be prepared as per the specimen application using both sides of an A-4 size paper printed or typeset in a way that up to paragraph No. 10 appearing on the first page and the balance on the other side of the paper and should be perfected by the candidate

- using his/her own handwriting. When preparing the application, the name of the examination in the heading should be written in the English language as well, on both Sinhala and Tamil applications.
- 09.3 The signature of the applicant in both the application as well as in the admission card should have been certified. An applicant who applies for this examination from any institution shall get his/her signature attested by the Head of the Department or any other officer delegated by the said Department Head, while other applicants from the Head of a government school, a Grama Niladhari of the division, Justice of the Peace, a Commissioner for Oaths, a Lawyer, Notary Public, a commissioned officer in the three armed forces, or a permanent staff grade officer from government or provincial public service.
- 09.4 The applicants already in the public or Provincial public service shall send their applications through the respective Head of the Department.
- 09.5 An amount of Rs.600/= will be charged as the examination fee. This amount should be paid at any Post Office/Sub Post Office to be credited to the Revenue Head 20-03-02-13 of the Commissioner-General of Examinations in the name of the applicant to be only applicable to this examination, and the receipt obtained should be affixed to the application. (Receipt number, date, and the post office should be clearly mentioned. Under no circumstances will the paid examination fee be refunded and no will it be considered to transfer this examination fee to some other examination. It is advisable to keep a photocopy of this receipt with the candidate.
- 09.6 Incomplete and improper applications shall be rejected without any notice. For example, the instances the preparation of applications in an irregular manner as specified in Paragraph 9.2, perfecting of illegible applications in an unclear manner, not including the appointing Divisional Secretariat and the number correctly, application not signed by the applicant, not affixing the receipt on payment of examination fee, etc. can be cited.

10. Sitting the examination and issuing of results :

- 10.1 The candidates shall be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they appear for. For that purpose, any of the following documents will be accepted.

- (i) National Identity Card ;
- (ii) A valid Passport ;
- (iii) A valid Driving License of Sri Lanka.

Further, the candidates shall expose their identity without covering their face and ears when they enter the examination hall. Applicants who refuse to do so will not be allowed inside the examination hall. Further, the applicants shall remain with their face and ears uncovered from the moment they entered the examination hall until they leave the examination hall, enabling the examination authorities to identify the applicant.

- 10.2 A candidate shall appear for the examination at the stipulated examination hall under the assigned index number. Every candidate who sits the examination shall present his/her admission card in which the signature is attested, to the head of the examination hall on the day of the examination. A candidate who does not submit the admission card shall not be permitted to sit the examination.

10.3 Issuing of results :

According to Paragraph 4.4 of the *Gazette* notification, the lists of qualified candidates from the written examination will be provided to the Secretary, State Ministry Home Affairs separately based on the number of vacancies available in each Divisional Secretariat, for the structured interview. Following the allocation of marks at the interview, the result sheets of the qualified candidates from the interview, prepared at the Divisional Secretariat level, based on the order of merit of the aggregate marks secured at both the written test and the interview, will be sent to the State Ministry of Home Affairs.

After, According to Paragraph 05(i) (a) and 4.4 of the *gazette* notification, the lists of qualified candidates from

the written examination will be provided to the Secretary, State Ministry Home Affairs separately based on the number of vacancies available in each district level, for the structured interview. Following the allocation of marks at the interview, the result sheets of the qualified candidates from the interview, prepared at the district level, based on the order of merit of the aggregate marks secured at both the written test and the interview, will be sent to the State Ministry of Home Affairs.

Hereafter, According to Paragraph 05(i) (b) and 4.4 of the *Gazette* notification, the lists of qualified candidates from the written examination will be provided to the Secretary, State Ministry Home Affairs separately based on the number of vacancies available in each Provincial level, for the structured interview. Following the allocation of marks at the interview, the result sheets of the qualified candidates from the interview, prepared at the Provincial level, based on the order of merit of the aggregate marks secured at both the written test and the interview, will be sent to the State Ministry of Home Affairs.

As ordered by the Secretary, State Ministry of Home Affairs, results of the examination will be either sent personally to all applicants who sat the examination or will be posted on the website www.results.exams.gov.lk.

11. All candidates shall have an understanding of the examination rules and regulations published in the *Gazette* notification and shall be bound to abide by them. The candidates shall be bound by the rules and regulations imposed by the Commissioner-General of Examination for the purpose of conducting the examination. Candidates shall be liable to be subject to any punishment imposed by the Commissioner-General of Examination if they are found to have violated these rules and regulations.

12. The issuing of an admission card to a candidate does not necessarily mean that he/she has fulfilled the requirements to sit the examination and the candidate shall be responsible for any disadvantage caused due to the submission of incorrect or incomplete applications. Any request on such matters shall not be considered.

13. The fact that the recruitments may be done based on the number of available vacancies applicable to what date will be decided by me and it is drawn to your attention that vacancies in some divisional secretariats divisions mentioned in Schedule 1 may have been filled due to annual transfers by the date so decided by me. And it is also emphasized that the candidates who represent such divisional secretariat divisions shall not be entitled to qualify for the vacancies in

some other divisional secretariat division when recruitments are done at the divisional secretariat level.

14. Based on the presumption that only those who have fulfilled the qualifications specified in the *Gazette* notification have applied, admission cards will be issued by the Commissioner-General of Examinations to those applicants who are within the age limit specified in the notification and have submitted the applications together with the receipt for the payment of relevant examination fee on or before the closing date of application, language medium for sitting the examination, name, and the number of the divisional secretariat division, name, and the number of the district, signature with the attestation of the Head of Department with only the relevant names, and if it is found/revealed at the interview or a later occasion that the applicant does not possess the basic qualifications, results of this examination shall not be considered a qualification for securing this post. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If there is any candidate who has not received the admission card at least 05 days before the date of examination mentioned in the notification, it should be inquired from the Establishment Examination Organization Branch of the Department of Examination in the manner specified in the advertisement. In making such inquiries, the applicant shall correctly mention the name of the examination applied, the full name of the applicant, the National Identity Card number, and the address. It would be advisable for the candidates outside Colombo to fax a letter of request to the Department of Examinations along with the fax number of the candidate to swiftly receive a copy of the admission via fax. In making such inquiries, to substantiate any information inquired by the Department of Examinations, it would also be useful to keep in hand the copy of the application kept with you, a copy of the receipt issued for the payment of examination fee, and the receipt issued when posting the application through registered post.

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

16. Secretary, State Ministry of Home Affairs will decide on any matter which is not provided for in this notification.

N.H.M. CHITHRANANDA.
Secretary,
State Ministry of Home Affairs.

On 13th May, 2021,
State Ministry of Home Affairs
“Nila Medura” Elvitigala Mawatha,
Colombo 05.

(For office use only)

01. Name and number of the divisional secretariat applied for the appointment.

Name:.....

Number:

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02. Name and number of the district within which the divisional secretariat applied for appointment is situated.

Name:

Number:

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03. Name and number of the province within which the divisional secretariat applied for appointment is situated.

Name:

Number:

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04. Language medium for the examination.

Sinhala - 2

Tamil - 3

English - 4

Language medium:

Number:

7

(Indicate the language medium and number in the cage. This information is not allowed to change subsequently)

05. 5.1 Name in full (In English Block Capitals) :

(E.g. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

- 5.2 Name with initials (In English Block Capitals):

(With last name at the beginning and initials at the end, E.g.: GUNAWARDHANA, H.M.S.K)

- 5.3 Name in full (In Sinhala/Tamil):

06. 6.1 Permanent Address:

(In English Block Capitals)

- 6.2 Permanent Address:

(In Sinhala/Tamil)

07. Sex: - ☐ Male - 0

7

Male - 0

Female - 1

(Indicate the relevant number in the cage.)

08. You are a permanent resident –

By lineage - 1

By registration - 2

7

(indicate the relevant number in the cage)

09. 9.1 National Identity Card No. :

[illegible]

9.2 Date of Birth: - Year :....., Month :....., Date :.....

9.3 Age as at 28.06.2021 expected to have fulfilled the qualification:

Years..... Months..... Days.....

10. Mobile Telephone No. :

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11. Name and number of the Grama Niladhari division of permanent residence:

12. Educational Qualifications :

12.1 G.C.E. (O.L)/Particulars of the examination qualified:

Name of the examination:

Year:

Index No:

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

12.2 G.C.E. (A.L)/Particulars of the examination qualified:

Year:

Index No:

Subject	Grade
1	
2	
3	
4	

13. Other qualifications:
.....
.....

14. Whether there is any case filed against you or have you ever been convicted of any offence in a court of law- Yes/No

If yes (i) Court & Case No. :

(ii) Charge:

(iii) Court order/punishment:

15. Whether you have been dismissed from service on disciplinary grounds or forced on retirement or have vacated post on inefficiency while serving in public or provincial council or corporation or authority or any institution affiliated to the government- Yes/No (If the answer is yes, give details) :
.....
.....

16. Certificate of the candidate:

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

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

(c) An amount of Rs..... was paid as the examination fee. Receipt No. :
Post office paid:

Affix the receipt firmly so as not to be detached.

(d) I hereby agree to abide by all conditions imposed by the Commissioner General of Examinations for the purpose of holding this examination.

(e) I am aware that if any particulars contained herein and the statement made are found to be false, I am liable to be disqualified before appointment or subject to termination of service or to be dismissed if the inaccuracy is directed following the appointment.

Date:

.....,
Signature of the Applicant.

17. Attestation of the Applicant's Signature :

I hereby certify that Mr./Mrs./Miss.....who submits this application is known to me personally and that he/she has placed his/her signature in my presence on/...../2021 and further, has paid the prescribed examination fee and pasted the receipt on the application.

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

Name:

Designation:

Date:

(To be confirmed by the official stamp)

18. For the applications submitted through the Head of Department:

I hereby certify that Mr./Mrs./Miss.....who submits this application serves in this ministry/department in the post offrom.....; his/her service is satisfactory and the particulars furnished above are accurate. I, further, declare that if he/she is selected for this post he/she can be/cannot be released from the services of the present post.

.....,
Signature of the Head of Department.
(Official stamp)

Date:

The Extraordinary *Gazette* Notification No. 2147/28 dated 29.10.2019 of the Democratic Socialist Republic of Sri Lanka has established 10 new Divisional Secretariats in the Nuwara Eliya Administrative District, 05 new Divisional Secretariats in the Galle Administrative District and 02 new Divisional Secretariats in the Ratnapura Administrative District. However, as the administrative activities of the new Divisional Secretariats are still being established, applications for this examination should be made under the Divisional Secretariats included in Schedule I before the issuance of the above *Gazette* Notification. (This only applies to the administrative districts of Nuwara Eliya, Galle and Ratnapura.)

Schedule I

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Colombo	1103	<div>01</div> Colombo	01 Western Province
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		
Negambo	1203	<div>02</div> 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		
Panadura	1303	<div>03</div> Kalutara	
Bandaragama	1306		
Horana	1309		
Ingiriya	1310		
Bulathsinghela	1312		

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Madurawala	1315	<div>03</div> Kalutara	01 Western Province
Millaniya	1318		
Kalutara	1321		
Beruwala	1324		
Dodangoda	1327		
Mathugama	1330		
Agalawatta	1333		
Palindanuwara	1336		
Walallawita	1339		
Thumpane	2103	<div>04</div> Kandy	02 Central Province
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		
Udapalatha	2151		
Gangaihalala Korale	2154		
Pasbage Korale	2157		
Galewela	2203	<div>05</div> Matale	
Dambulla	2206		
Naula	2209		
Pallepola	2212		

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Yatawatta	2215	<div>05</div> <div>Matale</div>	02 Central Province
Matale	2218		
Ambangaga Korale	2221		
Laggala Pallegama	2224		
Wilgamuwa	2227		
Raththota	2230		
Ukuwela	2233		
Kothmale	2303	<div>06</div> <div>Nuwara Eliya</div>	
Haguranketha	2306		
Walapane	2309		
Nuwara Eliya	2312		
Ambagamuwa	2315		
Benthota	3103	<div>07</div> <div>Galle</div>	03 Southern Province
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 Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Pitabeddara	3203	<div>08</div> <div>Matara</div>	03 Southern Province
Kotapola	3206		
Pasgoda	3209		
Mulatiyana	3212		
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		
Sooriyawewa	3303	<div>09</div> <div>Hambanthota</div>	
Lunugamwehera	3306		
Thissamaharama	3309		
Hambanthota	3312		
Ambalanthota	3315		
Angunakolapelessa	3318		
Weeraketiya	3321		
Katuwana	3324		
Okewela	3327		
Beliatta	3330		
Tangalle	3333		
Walasmulla	3336		
Kayts (Island North)	4103		
Chankanei (Walikamum West)	4106		
Sandilipay (Walikamum South West)	4109		
Thelippalei (Walikamum North)	4112		
Uduvil ((Walikamum South)	4115		

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Kopai (Walikamum East)	4118	<div>10</div> <div>Jaffna</div>	04 Northern Province
Karaweddi (Wadamarachchi South West)	4121		
Maruthankerny (Wadamarachchi East)	4124		
Point Pedro (Wadamarachchi North)	4127		
Chawakachcheri (Thenmarachchi)	4130		
Nallur	4133		
Jaffna	4136		
Velanai (Island South)	4139		
Delft	4142		
Kareinagar	4145		
Mannar	4203	<div>11</div> <div>Mannar</div>	
Manthai West	4206		
Madu	4209		
Nanaddan	4212		
Musali	4215		
Vavuniya North	4303	<div>12</div> <div>Vavuniya</div>	
Vavuniya South	4306		
Vavuniya	4309		
Vengalacheddikulam	4312		
Thunukkai	4403	<div>13</div> <div>Mullativu</div>	
Manthai East	4406		
Pudukuduirippu	4409		
Oddusudan	4412		
Maritimepattu	4415		
Welioya	4418		
Pachchilaipalli	4503	<div>14</div> <div>Kilinochchi</div>	
Kandawalai	4506		
Karachchi	4509		
Punakari	4512		

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Koralepattu North	5103	<div>15</div> <div>Batticaloa</div>	<div>05</div> <div>Eastern Province</div>
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		
Dehiaththakandiya	5203	<div>16</div> <div>Ampara</div>	
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		
Thirukkkovil	5245		
Pothuvil	5248		
Lahugala	5251		
Kalmuna - Muslim	5254		

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Padavi Sri pura	5303	<div>17</div> Trincomalee	05 Eastern Province
Kuchchaveli	5306		
Gomarankadawala	5309		
Morawewa	5312		
Town and Gravets	5315		
Thambalagamuwa	5318		
Kanthale	5321		
Kinniya	5324		
Muthur	5327		
Seruvila	5330		
Verugal/Echchalampattuwa	5333		
Giribawa	6103	<div>18</div> Kurunegala	06 North Western Province
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		
Weerambugedara	6166		
Kuliyapitiya East	6169		
Kuliyapitiya West	6172		

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Udubaddawa	6175	<div>18</div> Kurunegala	
Pannala	6178		
Narammala	6181		
Alawwa	6184		
Polgahawela	6187		
Paduwasnuwara East	6190		
Paduwasnuwara West	6193		
Kalpitiya	6203	<div>19</div> Puttlam	06 North Western Province
Wanathavilluwa	6206		
Karuwalagaswewa	6209		
Nawagaththegama	6212		
Puttlam	6215		
Mundalama	6218		
Mahakumbukkadawala	6221		
Anamaduwa	6224		
Pallama	6227		
Arachchikattuwa	6230		
Chilaw	6233		
Madampe	6236		
Mahawewa	6239		
Naththandiya	6242		
Wennappuwa	6245		
Dankotuwa	6248		
Padaviya	7103	<div>20</div> Anuradhapura	07 North Central Province
Kebithigollewa	7106		
Medawachchiya	7109		
Mahawilachchiya	7112		
Nuwaragampalatha Central	7115		
Rambewa	7118		
Kahatagasdigiliya	7121		
Horoupathana	7124		
Galenbindunuwewa	7127		
Mihinthale	7130		
Nuwaragampalatha East	7133		

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Nachchaduwa	7136	<div>20</div> Anuradhapura	07 North Central Province
Nochchiyagama	7139		
Rajanganaya	7142		
Thambuttegama	7145		
Thalawa	7148		
Thirappane	7151		
Kekirawa	7154		
Palugaswewa	7157		
Ipalogama	7160		
Galnewa	7163		
Palagala	7166		
Higurakgoda	7203	<div>21</div> Polonnaruwa	07 North Central Province
Medirigiriya	7206		
Lankapura	7209		
Welikanda	7210		
Dimbulagala	7212		
Thamankaduwa	7215		
Elahera	7218		
Mahiyanganaya	8103	<div>22</div> Badulla	08 Uva Province
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 Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>	
Bibila	8203	<div>23</div> <div>Monaragala</div>	08 Uva Province	
Madulla	8206			
Medagama	8209			
Siyambalanduwa	8212			
Monaragala	8215			
Badalkumbura	8218			
Buttala	8221			
Wellawaya	8224			
Kataragama	8227			
Thanamalwila	8230			
Sewanagala	8233			
Eheliyagoda	9103	<div>24</div> <div>Rathnapura</div>	09 Sabaragamuwa Province	
Kuruwita	9106			
Kiriella	9109			
Rathnapura	9112			
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			
Rambukkana	9203	<div>25</div> <div>Kegalle</div>		
Mawanella	9206			
Aranayake	9209			
Kegalle	9212			
Galigamuwa	9215			

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Warakapola	9218	<div style="border: 1px solid black; padding: 5px; display: inline-block;">25</div> Kegalle (<i>Contd.</i>)	09 Sabaragamuwa Province
Ruwanwella	9221		
Bulathkohupitiya	9224		
Yatyanthota	9227		
Dehiovita	9230		
Deraniyagala	9233		

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