

N.B.— Parts III and IV(A) of the *Gazette* No. 1,877 of 22.08.2014 were not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,878 - 2014 අගෝස්තු මස 29 වැනි සිකුරාදා - 2014.08.29
No. 1,878 – FRIDAY, AUGUST 29, 2014

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

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Note.— Pradeshiya Sabha (Amendment) and Local Authorities Elections (Amendment) Bills were published as supplements to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of August 01, 2014.

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 19th September, 2014 should reach Government Press on or before 12.00 noon on 05th September, 2014.

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*.”

P. H. L. V. DE SILVA,
Acting Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2014.

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.

Department of Examinations,
Pefawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

GALLE DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 29th of September, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Galle	Hikkaduwa	Post of Registrar of Marriages (General) of Wellabadapattu Division and Births and Deaths of Madampe Division	District Secretary/Additional Registrar General, District Secretariat, Galle.
Galle	Nagoda	Post of Registrar of Marriages (General) of Gangabada Pattu Division and Births and Deaths of Mapalagama Athumale Division.	District Secretary/Additional Registrar General, District Secretariat, Galle.

08-899

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

BADULLA DISTRICT

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

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

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

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

04. Applicants should be married.

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

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E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Badulla	Uwaparanagama	Post of Births and Deaths Registrar of Gampaha Division and Post of Marriage Registrar of Udukinda Division (Kandyan/General)	District Secretary/Additional Registrar General, District Secretariat, Badulla.

08-889

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

KANDY DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 22nd of September, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
04th August, 2014.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kandy	Udawalpala	Post of Births and Deaths Registrar of Legumdeniya Division and Post of Marriage Registrar of Udawalpala (Kandyan/General)	District Secretary/Additional Registrar General, District Secretariat, Kandy.

08-888

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Muslim Marriages

KURUNEGALA DISTRICT

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

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

02. Muslim males only can apply for these Posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 29th of September, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
08th August, 2014.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kurunegala	Galgamuwa	Post of Registrar of Muslim Marriages of Walpaluwa Area, Wannu Hathpattuwa Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.
08-898			

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Muslim Marriages

MATALE DISTRICT

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

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

02. Muslim males only can apply for these Posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 22nd of September, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
04th August, 2014.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Matale	Ukuwela	Post of Muslim Marriage Registrar of Warakamura Area in Matale South Division	District Secretary/Additional Registrar General, District Secretariat, Matale.
08-890			

MINISTRY OF LAND AND LAND DEVELOPMENT
(Land Title Settlement Department)

Public Service Commission

RECRUITMENT FOR THE POST OF LEGAL OFFICER
(GRADE III OF THE CATEGORY OF EXECUTIVE
OFFICERS) ON OPEN BASIS

APPLICATION are invited from eligible Sri Lanka citizens who possess below mentioned qualifications for the Post of Legal Officer in Land Settlement Department.

1. *Method of Recruitment.*– Eligible applicants who score the highest marks at a Structured interview held by board of interviewers appointed by the Public Service Commission will be appointed for the post depending on the number of vacancies existing. The Structured interview will be conducted as per the marking scheme approved by the Public Service Commission. (mentioned under No. 06).

2. *Qualifications :*

- (i) Educational/Professional Qualifications. Being an Attorney-at-Law in the Supreme Court/Should possess a degree obtained by the University Grants Commission.
- (ii) Should have at least 03 years of active professional experience after taking at as an Attorney-at-Law at the Supreme Court.
- (iii) *Physical Fitness.*– Every applicant should be in a befitting physical and mental condition to serve in any part of Sri Lanka and to perform the duties of the post satisfactorily.

(iv) *Other :*

- * Should be a citizen of Sri Lanka.
- * Should be of an excellent moral character.
- * Applicants should have completed all the qualifications required for the recruitment of the post at the closing date of calling of applications.
- * Should have excellent command in English Language.

3. *Terms of employing in the service and conditions of service :*

- (i) This post is permanent and pensionable. Selected candidates should contribute for the Widows/Widowers and Orphan's Pension Scheme.
- (ii) Your appointment is subject to probation period of three years. You should pass the Efficiency Bar Examination within 3 years of recruitment for the post of Legal Officer (Grade III) as mentioned in the Recruitment Procedure.
- (iii) You will also be required to acquire the related language proficiency as per the Public Administration Circular No. 07/20074 and consequent circular.
- (iv) This appointment is subject to the provision of Establishment Code and procedural Regulation of Democratic Socialist Republic of Sri Lanka.

4. *Age Limit.*– Applicants should be not less than 21 years old and not more than 45 years old at the closing date of application.

5. *Salary Scale.*– The salary scale attached to this post is Rs. 22,935 - 10x645 - 8x790 - 17x1,050 - Rs. 53,555. Salary Code No. SL-1-2006 of Public Administration Circular No. 6/2006 dated 25.04.2006.

6. Structural interview will be based on the marking scheme mentioned below :

<i>Subject</i>		<i>Maximum Marks</i>
01. Additional Educational Qualifications LLB Degree obtained from a recognized University : For a 1st class pass For a 2nd class upper pass For a 2nd class lower pass For a 1st class pass in the final year of the Law College For a 2nd class pass in the final year of the Law College <i>Note.</i> – 10 marks should be given only if the final Examination is passed with "Honours" category. Marks are given only for the highest qualifications achieved. (For either the degree qualification or for the Law College qualification).	20 15 10 15 10	20
02. Additional Professional Qualification : For a Postgraduate Diploma Course with a duration of not less than a year offered by a recognized institution on the related field or for a postgraduate Legal Diploma. (per as marks for each Diploma Course) For a diploma course with a duration not less than six months offered by a recognized institution on the related field (per 02 marks for each course)		15

Subject		Maximum Marks
03. Additional Experience : Experience as an Attorney-at-law in public or Private Sector - Maximum mark - 30 (per five mark for a year) Except the three years served as an Attorney-at-law to obtain the basic qualification) Additional Experience should be confirmed through a certificate of an Attorney-at-law/president's counsel or of a judge who has completed 20 years in service		30
04. Computer Literacy : Information Technology as a main subject pursued in a degree course offered by a University recognized by the University Grants Commission. For a diploma course in Information Technology with a duration not less than 06 month offered by a Government Approved Institution. For a certificate course in Information Technology with a duration of not less than 03 months offered by a government approved institution	15 10 5	15
05. English Language Competence : Postgraduate Degree pursued in the English Medium. (should have answered all the relevant question papers in the English Medium) A diploma for English Language obtained from a University or a Government Institute recognized by the University Grants Commission A certificate for English Language obtained from a University or a government institute recognized by the University Grant Commission	15 10 05	15
06. Merit displayed at the interview		05
Total		100

07. *Identity of the Candidates.*– Only the applicants whose applications are complete in every aspect will be summoned for the interview. The originals of all the certificates and their duty certified copies must be presented of the interview.

The following documents of identity are accepted in proving the candidates identity at the interview :

- (i) The Identity Card issued by the Commissioner of Persons Registration.
- (ii) A valid passport.

08. (a) Applications must be forwarded by registered post to reach the address given below on or before 25th of September, 2014 :

The Commissioner General of Land Title Settlement,
Land Title Settlement Department,
No. 1200/6, Mihikatha Medura,
Rajamalwattha Road,
Battaramulla.

(b) The specimen of the application is given at the end of this notice. The applicants should prepare their applications using the either sides of an A4 paper with numbers 1-14 on the first page and the rest on the second page.

(c) "Post of Legal Officers of the Land Title Settlement Department" must be written on the top left hand corner of the envelope containing the application.

(d) The applicant's signature on the application must be attested by a principal of a state school/A Justice of Peace/a Commissioner of the Public Notary/a Commissioned Officer of the Sri Lanka Army or an Officer in a permanent post drawing a monthly consolidated salary of Rs. 22,935.

(e) The applicants already employed in the Government Service or in the Provincial Government Service must forward their applications through the respective Head of the Department.

(f) The applications that do not comply with the format of the specimen given here, will be rejected we do not entertain any complaint with regard to the loss and delay of applications.

09. *Providing false Information.*– If in the event some information provide on the application sent to us by you is found to be false or inaccurate before the recruitment, your candidature will be cancelled.

If such information is disclosed after the recruitment, actions will be taken to dismiss you from service under the procedures to be adopted with regard to such disclosure.

10. The Public Services Commission reserves the right to fill or not to fill this vacancy :

Under the order of the Public Services Commission,

GAMINI ILLANGARATHANA,
The Commissioner General of
Land Title Settlement.

Land Title Settlement Department,
No. 1200/6, Mihikatha Medura,
Rajamalwatta Road,
Battaramulla.

SPECIMEN APPLICATION

APPLICATION FORM FOR THE POST OF LEGAL OFFICER AT THE
DEPARTMENT OF LAND TITLE SETTLEMENT

No. :
(For office use only)

01. (a) Name with initials (in Sinhala/Tamil) :
Name with initials (in block capital letters) :
(b) Full Name (in Sinhala/Tamil) :
Full Name (in block capital letters) :
02. Permanent Address (in Sinhala/Tamil) :
Permanent Address (in block capital letters) :
03. Telephone Number :
04. NIC No. :
05. Sex :
06. Date of Birth :
Year :, Month :, Date :
07. Age as at the closing date of acceptance of applications :
Years :, Months :, Days :
08. Nationality :
09. Marital Status :
10. Particulars of the Degree :
University :
Date :
Medium :
11. Date on which you made oaths as the lawyer :
12. Professional Experience as a lawyer : Years :
13. Other Educational Qualifications :

14. Language proficiency (tick in the appropriate law) :

	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Weak</i>
Sinhala				
Tamil				
English				

15. Certificate of the Applicant :

I declare that the particulars furnished herein are true and accurate and I certify that I have not been dismissed from Public Service, or retired as a merciful alternative for inefficiency or that I have not been deemed to have vacated my post. I am aware that I will be disqualified for this post if any particular furnished by me is found to be false or inaccurate prior to my appointment and I will be subject to be dismissed from service without any compensation if such a situation is revealed after my appointment.

_____,
Signature of the Applicant.

Date :

16. Attestation :

I certify that the undersigned of is personally known to be me and he/she put his/her signature before me on this date of signature of Attestor.

Attestor's
Name :
Designation :
Address :
Date :

17. Certificate of the Head of the Department for the applicants of the Public Service :

I certify that Mr./Mrs./Miss serves as a in this Ministry/Department on permanent/temporary/casual basis and he/she can be/cannot be released from service if he/she is selected for this post.

_____,
Signature of the Head of the Department.

Date :
Designation :
Ministry/Department :
(Rubber Stamp)

Examinations, Results of Examinations &c.

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2013(2014)

IT is hereby notified that a limited competitive examination for recruitment to Grade III of Public Management Assistants' Service 2013(2014) will be held by the Commissioner General of Examinations in the month of December 2014.

2.0 This examination will be held in the following towns for the minor employees belong to Public Service. The list of towns and the respective town numbers are furnished below. The Commissioner - General of Examinations may, at his discretion, cancel any of the examination centers owing to the insufficient number of candidates or another reason and decide an alternative center, taking the candidates' second preference into consideration.

Town	Town No.	Town	Town No.
Colombo	01	Trincomalee	14
Gampaha	02	Batticaloa	15
Kalutara	03	Ampara	16
Matale	04	Puttalam	17
Kandy	05	Kurunegala	18
Nuwara Eliya	06	Anuradhapura	19
Galle	07	Polonnaruwa	20
Matara	08	Badulla	21
Hambanthota	09	Monaragala	22
Jaffna	10	Kegalle	23
Mannar	11	Ratnapura	24
Mulativu	12	Kilinochchi	25
Vavuniya	13		

3.0 (i) This examination will be held by the Commissioner - General of Examinations and the candidates shall be bound by the rules and regulations prescribed by him for conducting the examination and issuance of results. his decision will be the final.

(ii) Rules and regulations for candidates are provided separately in the *Gazette* notification. Candidates are liable to any punishment imposed by the Commissioner General of Examinations, for breach of these rules.

4.0 *Medium in which candidates should sit the examination.*— This examination will be held in Sinhala, Tamil & English languages. Candidates may sit this examination in only one language medium of their preference. Candidates will not be allowed to change the language medium once it is selected.

5.0 *Salary.*— As per the Public Administration Circular No. 06/2006(iv) dated 24.08.2007, the monthly salary scale applicable to Grade III, II and I of the Public Management Assistants' Service is Rs. 13,990 - 10 x 145 - 11 x 170, 6 x 240 - 14 x 320 - Rs. 23,230.

To obtain above Rs. 15,440 promoting to Class II is required and promotion to Class I is necessary to obtain above Rs. 17,310.

Note.— They will be granted incremental credit subject to the incremental credit rules prevailing at the time of receiving appointment.

6.0 Conditions of Service :-

(i) Number of appointments and the effective date of appointments shall be determined by the appointing authority. The appointing authority reserves the right to refrain from filling of some or all vacancies.

(ii) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing the appointments in the Public Service, terms and conditions set out by the Public Management Assistants' Service Minute published in the *Gazette Extraordinary* of Democratic Socialist Republic of Sri Lanka No. 1,840/34 dated 11.12.2013, amendment already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial Regulations and Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary* No. 1,589/30 dated 20.02.2009.

(iii) Candidates who are successful in this examination will be appointed on an acting basis for one year from the date of the appointment. Their posts will be permanent and pensionable. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Public Management Assistants' Service, as mentioned in the service minute.

(iv) Candidates who receive appointments on the results of the examination will be liable to transfer and may be posted to any station in Sri Lanka.

(v) *Official language.*— Officers who have been appointed to service in a language other than any official language shall acquire proficiency in one of the official languages before confirmation in the service.

Other Official Language.— Proficiency in the Second Official Language should be achieved before lapse of 05 years from the date of appointment in terms of the provisions of Public Administration Circular 01/2014 and circulars consequent to it.

7.0 *Selections for Appointments.*— Only the minor employees in Public Service will be admitted for the competitive examination. After selecting candidates who secure 40% or more marks for each paper of the examination, final selections will be made on merit basis depending on the aggregate of their marks.

Note.– The officers in Provincial Public Service are not allowed to sit for this examination.

8.0 *Eligibility.*– To be eligible to compete in this examination, every applicant shall :

- (i) Shall be officers who are holding permanent posts in Public Service and receiving the salary at primary level under salary codes of PL category and officers receiving salary under salary Code MN-01-2006A as per Public Administration Circular No. 06/2006.
- (ii) Shall have completed at least a continuous and satisfactory service of 05 years immediately preceding the closing date of application, which fact shall be certified by the Head of the Department.
- (iii) Shall have passed the General Certificate of Education (Ordinary Level) Examination in not less than six (06) subjects including Language/Literature and Arithmetic/ Pure Mathematics/Elementary Mathematics/ Commercial Arithmetic with credits passes for two subjects at one sitting.
- (iv) Candidates shall be of an excellent character.
- (v) All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.
- (vi) All qualifications prescribed for recruitment to the post shall be completed as at 29th of September 2014.

Note:-

- (1) Period of service served prior to receiving a permanent appointment or any period of service or training period covered by a candidate prior to the appointment to a certain post on permanent basis or a training period which shall have to be completed as a condition for appointment to a certain post on permanent basis shall not be considered for the 05 years period mentioned in (ii) above. Further the period of service under casual/ temporary basis completed by a candidate before his appointment to a certain post on permanent basis shall not be taken into account when calculating the qualifying 05 year period mentioned in (ii) above.
- (2) The five-year satisfactory service period referred to in section (ii) above will be determined on the following basis. Candidates who have fulfilled the following requirements will be considered as having a satisfactory service for the purpose of this examination.
 - (a) Shall have earned all the salary increments during the five years immediately preceding the date of receiving applications.

(b) Shall not be subjected to any disciplinary punishment during the five years immediately preceding the date of receiving applications.

- (3) The Head of Department should be prepared to release the officer if he/she is selected for an appointment.
- (4) Employees who are engaged in semi-technical work, who have been trained on a certain task or who have been given special training by the government will not be eligible to sit this examination. For example, employees in engineering and industrial grades and Public Health Officers in the Department of Health will not be eligible to sit for this examination. In case there are any doubts as to whether a particular employee is eligible or not, the applicant should consult his department, which, in turn, will consult the Ministry of Public Administration and Home Affairs.

When consulting the Ministry of Public Administration and Home Affairs regarding the eligibility of any employee to sit this examination, the Department concerned should submit a comprehensive description of the job held by the employee with the salary scale and state whether the applicant had been given any training to equip himself to hold the job and the nature and duration of such training, if any.

- (5) Temporary and casual employees in public service, employees of Boards, Corporations and similar bodies are not eligible to compete in this examination.
- (6) Any other employee in Postal Department, except the minor employees in the Combined Services are not eligible to appear for this examination.
- (7) The candidates, before forwarding their applications, should satisfy themselves that they have fulfilled all the requirements prescribed herein. Candidates who present themselves for the examination without fulfilling the prescribed requirements will be disqualified, even if they attain a required standard of marks in the examination.

9.0 *Applications :-*

- (a) (i) Application forms should be prepared using A4 (21cm x 29cm) (Normal Half sheet) size papers, in such a manner that paragraphs from No. 01 to 03 appear on the first page and the paragraphs from No. 4 onwards on the other pages.
- (ii) The title of the examination should be indicated in English Language as well, in the application forms prepared in Sinhala and Tamil languages. A specimen form of application for admission to this examination is appended to this notification. The application should be prepared only as per the specimen appended

to this and a candidate should not send more than one application form. It is further informed that photocopies or advanced copies should not be sent. Relevant information should be given legibly by candidate's own handwriting. Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. It would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice, as otherwise the application may be rejected.

(iii) Appointments are issued to the selected candidates strictly by the name with initials mentioned in the application and therefore the name should be correctly written following the specimen provided. It shall not be allowed to change the name or include a part in the name or remove a part at the issuance of appointments.

(b) *Examination Fees.*- The fee for this examination is Rs. 500. This is payable at any District Secretariat or Divisional Secretariat under revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus to the name of candidate should be affixed firmly in the relevant cage on the application form (A photo copy of the receipt should be kept with the applicant for future use). The fee will not be refunded under any circumstance while money orders and stamps will not be accepted in respect of the fee.

(c) The application form must be completed correctly and legibly in the candidates own handwriting and sent by registered post to reach the

Commissioner General of Examinations,
Organization and Foreign Examination Branch,
Department of Examinations, Sri Lanka,
P. O. Box. 1503,
Colombo.

On or before 29.09.2014 through the Heads of Departments in which the candidates are serving.

10.0 Heads of Departments are required to furnish a certificate as indicated at the end of the application form. Any application received after the due date will be rejected. The name of the examination should be clearly written on the top left hand corner of the envelope enclosing the form. If any candidate fails to comply with this procedure, his/her application is liable to be rejected. Candidates are requested to forward their applications to the Heads of their Departments well in advance enabling them to forward the applications to the Commissioner General of Examinations on or before 29.09.2014.

The post and the service station of the candidate at the time of applying for the examination will be applied for all the actions of the examination. Any changes taken place after submitting application will not be taken into consideration.

11.0 The Commissioner General of Examinations will issue a copy of the examination time table along with the admission card to all candidates whose applications have been received. Concurrent to this, newspaper advertisement will be published by the Commissioner General of Examinations, informing the same. Candidates appearing for the examination should get the admission card attested in advance and produce it to the supervisor of the examination hall. Without such admission card, no candidate will be allowed to sit for the examination. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

12.0 Admission to the examination does not constitute acceptance of eligibility. Such admission will be subjected to scrutinization at a later stage. The candidature of any applicant, who is subsequently found to have been ineligible to compete at the examination, is liable to cancelled at any stage prior to, during or after the examination.

13.0 The results will be released to the Director-General of Combined Services by the Commissioner-General of Examinations. In addition to the above results will be informed to each candidate by the Commissioner General of Examination by post or *via* the website www.results.exams.gov.lk.

14.0 *Identity of Candidates.*- Candidates will be required-to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents will be accepted :-

(a) The National Identity Card issued by the Department of Registration of Persons,

(b) A valid passport.

15.0 Heads of Departments should approve duty leave to officers to whom admission cards have been issued by the Commissioner General of Examinations enabling them to appear for the exam. Travelling expenses are not payable.

16.0 *Penalty for Furnishing False Information.*- Candidates should take care to furnish correct information when filling the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled prior to, during or after the examination, if his/her ineligibility to sit for the examination is disclosed. If any of the particulars furnished by a candidate is found to be false at any stage he/she will be liable to dismissal from the Public Service.

17.0 *Scheme of Examination.* – The subjects of the examination and the marks assigned to each subject are given below:

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>	<i>Duration</i>
Language proficiency and Aptitude Test of Management Assistants' Service	100	40	2 1/2 hours
Aptitude	100	40	1 hour

Language Proficiency and Aptitude test of Management Assistants' Service (duration 2 1/2 hours) :

The question paper shall consist of subject related questions designed to test the candidate's ability of expression, comprehension, spellings, language and essay, drafting a given letter, summarizing passages, expressing the idea of several given sentences in one sentence making graph based on the given data and use of simple grammar.

Questions designed to test the knowledge of the candidate on basic rules and regulations applied in taking action regarding the documents of an office and Management Assistant's knowledge on duties such as action to be taken on a letter containing matters on which the officer should take action.

Questions to test candidate's knowledge on the items used in the office such as call-up diary, voucher, moving registers, attendance registers, day stamp, official stamp and mail bag and their use.

All questions should be answered.

Part I - Structural questions on comprehension in order to test the language skills, summarization and essay writing.
(1 hour 15 minutes - 50 marks)

Part II - Short questions, structured questions and essays based on a case, statement or paragraph in order to test the aptitude for Management Assistants' Service. (1 hour 15 minutes - 50 marks)

Aptitude Test (Duration 1 hour) :

This paper shall consists of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence.

This consists of 50 questions of multiple choice and short answer model. (Duration 01 hour) All questions should be answered.

Note:-

(i) These question papers are designed to test the candidate's aptitude and ability to undertake duties of the service.

(ii) In all written answer papers, marks will be deducted for spelling mistakes and illegible handwriting.

18.0 The decision of the Director General of Combined Service will be final regarding any matter not provided for in this notice of examination.

19.0 In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

K. V. P. M. J. GAMAGE,
Director General of Combined Services
Ministry of Public Administration and
Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
15th of August, 2014.

Specimen Application Form

(For office use only)

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2013(2014)

<i>Town</i>	<i>Town No.</i>
1.	
2.	

Language medium of Examination

Sinhala - 2

Tamil - 3

English - 4

(indicate the relevant number in the cage)

(Town in which you intend to sit the examination as per the *Gazette* notification).

(It will not be allowed to change this subsequently)

1.0 1.1 Name with initials : _____.

(In English block capitals)

eg.- GUNAWARDHANA, M. G. B. S. K.

1.2 Name in full : _____.

(in English block capitals)

1.3 Name in full : _____.

(in Sinhala/Tamil)

2.0 Place of Work and Address :

2.1 Name and address of office/Department/Institution :

(in English block capitals)

2.2 Name and address of office/Department/Institution :

(in Sinhala/Tamil)

2.3 Address to which the admission card should be sent :

(in English block capitals)

found to be false or incorrect before appointment, I am liable to be disqualified and if found after appointment, I am liable to be dismissed. Further, I state that I am bound by the rules and regulations and decisions taken to issuing of results imposed by the Commissioner General of Examinations for the conduct of examination.

_____,
Signature of candidate.

(in the presence of the Head of Department).

3.0 3.1 Sex :

Female - 1, Male - 0

(indicate the relevant number in the cage)

3.2 Date of birth :

Year : Month : Date :

Date : _____.

Note.— The applicant should place his/her signature in the presence of his/her Head of Department or an officer authorized to sign on behalf of him.

3.3 National Identity Card No. :

Attestation of Signature

I certify that Mr./Mrs./Miss _____, employed at my place of work and who is personally known to me, placed his/her signature in my presence on _____.

3.4 Telephone No. :

_____,
Signature and official stamp
of the person attesting.

4.0 Service particulars :

4.1 Name of the Department in which you are serving at present : _____.

4.2 Ministry of Department to which it belongs : _____.

4.3 Designation of present post : _____.

4.4 Date of appointment to the present post : _____.

4.5 Whether the present post is permanent or temporary : _____.

4.6 Whether confirmed in the present post : _____.

4.7 The date on which you qualified for confirmation : _____.

4.8 Reference No. and date of letter issued confirming you in the present post : _____.

4.9 Present annual salary (consolidated) : _____.

4.10 Salary scale (Salary Code as per Public Administration Circular No. 06/2006(iv) dated 24.08.2007) :- P. L. 1-2006A/P. L.-2-2006A/P.L.-3-2006A/MN-01-2006A -cross off irrelevant words) : _____.

4.11 Whether the present appointment is pensionable : _____.

4.12 Period of service in the present post as at 29.09.2014 : _____.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

Certificate of the Head of Department

I hereby certify,

(01) that this candidate (Mr./Mrs./Miss.) _____ is an employee in this Department ;

(02) that he/she is holding a permanent post ;

(03) that he/she has been confirmed in a permanent post as at 29.09.2014 ;

(04) that he/she has been issued a letter confirming him/her in a permanent post ;

(05) that he/she has completed at least 5 years of continuous service on or before 29.09.2014 ;

(06) that he/she is drawing a salary / or is on a scale of salary which is within the limits prescribed in para 8.0 of the Gazette Notification ;

(07) that his/her work and conduct during the 5 years immediately prior to 29.09.2014 have been satisfactory ;

(08) that he/she could be released from his/her present post, if selected for an appointment on the results of this examination ;

5.0 Particulars of the receipt obtained by paying the examination fee:

(i) Office to which the fee was paid : _____.

(ii) The date and number of the receipt : _____.

(iii) Amount paid : _____.

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

I hereby certify that the information furnished here by me are correct. I am also aware that if any particulars contained herein are

- (09) that the application bears a receipt to the value of Rs. 500 ;
- (10) that the particulars given in his/her application have been checked with records available in this departments and that he/she is eligible to sit this examination according to the regulations prescribed in the *Gazette* Notification relating to this examination.

_____,
Signature and official stamp of
Head of Department.

Name : _____.
Designation : _____.
Address : _____.
Date : _____.

Note :

- (1) This certificate should be signed only by the Head of Department or by a Staff Officer duly authorized to sign on his behalf. The officer issuing the certificate should satisfy himself that the contents of the certificate are correct in all aspects.
- (2) The application of any candidate who does not satisfy all the requirements of eligibility should not be forwarded to the Commissioner General of Examinations.

08-1066

**OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO GRADE III OF PUBLIC
MANAGEMENT ASSISTANTS' SERVICE - 2013(2014)**

IT is hereby notified that a Open Competitive Examination for recruitment to the posts in class III of Public Management Assistants' Service will be held by the Commissioner-General of Examinations in the month of December 2014. The examination will be held in the towns mentioned in the Schedule II. The expected town to sit for the examination shall be selected as per that schedule and the town expected to sit for the examination and the relevant number of the town should be mentioned correctly according to the Schedule II.

2.0 Candidates who satisfy the prescribed qualifications will be selected on merit, on the results of a written examination to be conducted by the Commissioner General of Examinations and on the basis of district population ratio, to the posts in the Grade III of Public Management Assistants' Service.

- 3.0 (a) Number of persons to be appointed and effective date of appointments will be determined by the Appointing Authority. Further, the Appointing Authority reserves the right to refrain from filling some or all of the vacancies.
- (b) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing the

appointments in the Public Service, terms and conditions set out by the Public Management Assistants' Service Minute published in the *Gazette* Extraordinary of Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013, amendment already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial Regulations and Procedural Rules of the Public Service Commission published in the *Gazette* Extraordinary No. 1589/30 dated 20.02.2009.

- (c) This appointment is subject to a probation period of three years. The First Efficiency Bar Examination shall be passed by the officer within a period of 03 years after recruiting to Grade III of the Public Management Assistants' Service as prescribed in the Service Minute.
- (d) Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.

4.0 *Salary.*— As per the Public Administration Circular No. 06/2006(iv), dated 24.08.2007, monthly salary scale entitled to Class III, II and I of the Public Management Assistants' Service is Rs. 13,990 - 10 x 145 - 11 x 170 - 6 x 240 - 14 x 320 - Rs. 23,230. Promotion to Class II should be obtained to go beyond Rs. 15,440 whilst promotion to Class I will be required to go beyond Rs. 17,310.

5.0 This post is permanent and pensionable.

6.0 *Qualifications.*— Following qualifications are applicable for the recruitment to posts in Class III of Public Management Assistants' Service.

- (a) Should be a citizen of Sri Lanka,
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications,
- (c) Should be of an excellent character,
- (d) Shall be of an excellent moral character and physical fitness to serve at any part of the island,
- (e) Should have fulfilled the following educational qualifications.
- (1) Shall have passed six (06) subjects with credit passes for four (04) subjects including Sinhala/Tamil/English language and Mathematics at the General Certificate of Education (Ordinary Level) Examination at one sitting ;

and

- (2) Shall have passed all the subjects in General Certificate of Education (Advanced Level) at one sitting (except the General paper and General English).

Note.— It is sufficient to have passed 03 subjects under the old syllabus which was consisted of 04 subjects.

N. B. - It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before 29th September 2014.

7.0 Selection on district population basis. - District name list is indicated as schedule I. The district selected to compete for vacancies and its number should be mentioned in the application correctly according to the Schedule I.

(a) Recruitment to the service will strictly be on a representative basis. A fixed number of vacancies will be set apart for each district in proportion to its population. Only the applicants from a particular district will be entitled to complete for the number of vacancies to be filled in that district.

(i) If the vacancies so allocated to a particular district cannot be filled by the applicants who have applied for that particular district and have satisfied the qualifications, number of vacancies will be redistributed among the adjoining districts in proportion to population.

(ii) If the total number of vacancies to be filled is few and the district population basis cannot be applied, selection will be made on the order of merit.

(iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for the selection.

(b) **Eligibility for inclusion in a district.** - At least one of the following requirements should have been fulfilled by a candidate to complete for the vacancies in any district.

(i) The candidate should have been born in the district ;
or

(ii) He should have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination ;
or

(iii) He should have received his secondary school education within the district for five (05) continuous years.

Note :

1. In order to confirm the residence of the candidate who is selected from the written examination, he/she is bound to forward following documents, at the interview or any time inquired.

(i) Birth Certificate.

(ii) Extracts from electoral registers confirming the residence in continues three (03) years period and the certificate of residence issued by Grama Niladari duly counter signed by the Divisional Secretary.

(iii) *School leaving certificate :*

2. If the father/mother of any candidate has been employed in a transferable service of the government or of a Provincial Public Service or of a state corporation, such candidate will be allowed to choose his own, or his father's/mother's place of birth as his district. (At the interview or any time candidates are required to forward documents to prove the place of birth of the parents and that they are public servants).

3. No candidate will be allowed to complete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it should remain irrevocable.

8.0 Three percent (3%) of the existing number of vacancies will be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify will be selected for appointments. The minimum level of marks candidates should score to be selected for appointment is 50%. A candidate selected for an appointment will be referred to a Special Medical Board and, by a report obtained from a medical specialist, he/she should establish the disablement and the fact that, it does not hinder performance of duties of the respective post.

Note. - The applicant should mention in the application that he/she applies under disabled rehabilitation conditions. A person who is not disabled should not imply himself/herself as a disabled person.

9.0 Scheme of the examination :

(a) The examination will consist of two papers. This examination will be held in Sinhala, Tamil and English media. Candidates will not be allowed to change language medium applied initially.

	Marks	Durations
(i) Language proficiency	100	2 1/2 hours
(ii) Aptitude	100	1 hour

Language Proficiency. - This paper will consist of subject related questions designed to test the candidates' ability of expression, comprehension, spelling, language and essay, drafting a letter provided, preparing graphs and tables with data provided, summarizing the paragraphs given, expressing the idea of several given sentences in one sentence, the application of the simple rules of grammar. All questions should be answered.

Aptitude. - This paper will consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence. This consists of 50 questions of Multiple Choice and Short Answer model. All questions should be answered.

Note :-

- (i) These papers will be designed to test the aptitude and ability of the candidate to perform his official duties,
- (ii) Marks will be deducted for unclear handwriting and spelling mistakes in all the written question papers.
- (b) Despite this being a competitive examination, candidates are expected to secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks of the examination. Appointments will strictly be made in the order of merit based on the total marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.
- (c) Examination Results.– Issuance of results to each candidate will be made by the Commissioner General of Examination by post or via the website www.results.exams.gov.lk.

10.0 *Penalty for furnishing false information.*– The candidate should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a candidate is false, he/she is liable to dismissal at any time from the public service.

11.0 *Examination Fees.*– Examination fee is Rs. 500. This fee can be paid to any Divisional or District Secretariat to be credited to revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained should be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of this receipt with the candidate). Under no circumstance the examination fee will be refunded. Money orders and stamps will not be accepted.

12.0 *Applications.*– Applications should be prepared in the following manner using a paper size A4 (21x29cm) (normal halfsheets).

- (a) Paragraphs form 1 to 3 should appear on the first side of the page,
- (b) Paragraphs No. 4 onwards should appear on the other pages,
- (c) The title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms,
- (d) When mentioning the name of the candidate at the 1.1 of the application, the last part of the full name of the applicant should be mentioned first and the initials of the names belong to the surname and the initials of the other parts of the name should be mentioned next.

Eg.– Full name as at 1.2 of the application : MATHURATA GAMARALALAGE BUDDHIKA SARATH KUMARA GUNAWARDHANA.

It should be written as GUNAWARDHANA, M. G. B. S. K. in 1.1 of the application.

Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Applications of those who have not paid examination fees on or before due date will also be rejected. Candidates should be responsible for any loss incurred by them due to incompleteness of applications. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and further, it would be advisable to keep a photocopy of the completed application form.

N. B.–1. Candidates are not allowed to change the town in which they apply to sit the examination. At the instances where the number of candidates apply for a certain town, is not sufficient to hold an examination centre, they will be directed to the town which they have indicated as second preference. However, if there is not sufficient number of candidates even at the second centre, the candidates will be directed to an adjoining city. The Commissioner General of Examinations reserves the right to make the final decision about the cities where exam will be held.

2. As the appointments are issued to the selected candidates strictly by the name with initials mentioned in the application, the name should be correctly written following the specimen provided. it shall not be allowed to change the name or include a part in the name or remove a part at the issuance of appointments.

12.1 All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date will be allowed to sit the competitive examination, by the Commissioner General of Examinations, on the presumption that only those who possess qualifications, indicated in the *Gazette* Notification have forwarded their applications. Issuing of an admission card to a candidate to sit the competitive examination does not mean that the candidates' eligibility for the post have been accepted. If it is found at the interview that the applicant does not possess the required qualifications prescribed in the *Gazette* Notification, his or her candidature will be cancelled.

12.2 The words "Open Competitive Examination for Recruitment to Class III of Public Management Assistants' Service - 2013(2014)" and the district for which the candidate is competing should be written on the top left-hand corner of the envelope in which the application is enclosed.

12.3 Candidate's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, Notary Public, Commissioned Officer in the armed forces, an officer holding a *Gazette* post in the Police Service or an Officer holding a permanent post in the Public Service whose annual salary is Rs. 240,360 or above.

12.4 Applications duly perfected should be sent by registered post to reach the following address on or before 29.09.2014.

Commissioner General of Examinations,
Organization and Overseas Examination Branch,
P. O. Box. 1503,
Department of Examinations, Sri Lanka.

13.0 *Sitting the Examination.*— A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. Here it would be advised to inquire from Department of Examination with keeping the certified photocopies of the application form and the cash receipt kept at your possession, receipt of registration in hand and mentioning the name of the Examination applied for, full name, NIC No. and address. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the Department of Examinations through the fax number mentioning the notification for sending a copy of the admission.

All the candidates sit for the examination should attest his/her signature put in the admission and should sit for the examination at the examination center ordered to him/her. At the first instant the admission in which the signature is attested should be presented to the head of examination hall. A candidate who does not present the admission card will not be permitted to sit for the exam.

14.0 Candidates should furnish one of the following documents to the Supervisor of Examination in support of their identity :—

(a) National Identity Card issued by the Department for Registration of Persons,

(b) A valid passport.

15. The issuing of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

16.0 Any matter not referred to herein will be decided by Director General of Combined Services. All candidates are bound to comply with the general examination rules published in this *Gazette*.

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

K. V. P. M. J. GAMAGE,
Director General of Combined Services
Ministry of Public Administration and
Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
15th of August, 2014.

(For office use only)

Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO GRADE III OF PUBLIC
MANAGEMENT ASSISTANTS' SERVICE - 2013(2014)
(Indicate the correct code/number clearly in the relevant cages)

Language medium of Examination :

Sinhala - 2

Tamil - 3

English - 4

(indicate the correct number in the cage)

* Indicate the town and the town number in which the candidate intends to sit the examination as per the *Gazette* Notification. (See the schedule II for the towns where the examination centers are located and for the respective numbers)

	Town	Number of the Town
1.		
2.		

* The district in which you select to complete for vacancies as per para 7.0 of the *Gazette* notification. (See the schedule I for the numbers of districts. Indicate the number and the district in the relevant cage)

District	District No.

* Are you sitting this examination under the conditions laid down in para 8.0 of the *Gazette* notification which are relevant to disability ?
(Candidates may refer para 8.0 of the *Gazette* Notification carefully before filling this section since only the differently able candidates are required to mention "Yes" in this part)

Yes - 1
No. - 2

(Indicate the number in the cage)

1.0 Name :

1.1 Name with initials :_____.

(In English block capitals)

Eg.- GUNAWARDHANA, M. G. B. S. K..

1.2 Name in full :_____.

(in English block capitals)

1.3 Name in full :_____.

(in Sinhala/Tamil)

1.4 Number of the N. I. C. :

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2.0 2.1 Permanent address :_____.

(In English block capitals)

2.2 Permanent address :_____.

(In Sinhala/Tamil)

2.3 Address to which the admission card should be sent : _____.

(in English block capitals)

3.0 3.1 Sex :

Male - 0

Female - 1

☐

(indicate the relevant number in the cage)

3.2 Date of birth :

Year :

--	--

 Month :

--	--

 Date :

--	--

3.3 Age as at 29.09.2014 :

Years :

--	--

 Months :

--	--

 Days :

--	--

3.4 Telephone No. :

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

4.0 4.1 Since when you have been residing in the district ? :_____.

4.2 Divisional Secretary's/Assistant Government Agent's Division :_____.

4.3 Grama Niladhari Division :_____..

5.0 Educational Qualifications :

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

(i) Year and Month of the Examination :_____.

(ii) Index Number of Candidate :_____.

(iii) Results :

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

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

(i) Year and Month of the Examination :_____.

(ii) Index Number of Candidate :_____.

(iii) Results :

Subject	Grade
1.	
2.	
3.	
4.	

5.3 If possessing a degree from a recognized University :

(i) Name of the University :_____.

(ii) Degree :_____.

(iii) Year of Examination :_____.

6.0 Other Qualifications :_____.

7.0 Have you ever been convicted of any offence in a Court of Law ? (Indicate ✓ in the relevant cage) (Indicate particulars, if the answer is yes) :

Yes :

☐

No :

☐

8.0 Particulars of the receipt obtained for the Examination fee :

(i) Office to which the payment was made :_____.

(ii) Number and date of the receipt :_____.

(iii) Amount :_____.

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

9.0 Candidate's Certificate :

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

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

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

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

_____,
Signature of Applicant.

Date :_____.

10.0 Attestation of Applicant's Signature :

SCHEDULE - II

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

_____,
Signature of the officer attesting
the signature.

Date :_____.

Name in full of the Officer, attesting the signature :_____.

Designation :_____.

Address :_____.

(To be confirmed by official stamp)

TOWNS WHERE EXAMINATION CENTERS WILL BE LOCATED

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
01. Colombo	Kotahena	01
	Maradana	02
	Borella	03
	Kurunduwatta	04
	Bambalapitiya	05
	Havelock Town	06
	Nugegoda	07
	Moratuwa	08
	Piliyandala	09
	Homagama	10
	Maharagama	11
02. Gampaha	Hanwella	12
	Avissawella	13
	Negombo	14
	Minuwangoda	15
	Divulapitiya	16
	Veyangoda	17
	Gampaha	18
	Ja-Ela	19
	Wattala	20
	Kelaniya	21
	Dompe	22
03. Kalutara	Horana	23
	Panadura	24
	Kalutara	25
	Matugama	26
	Aluthgama	27
04. Matale	Matale	28
	Galewela	29
	Naula	30
	Laggala Pallegama	31
05. Kandy	Kandy	32
	Katugastota	33
	Teldeniya	34
	Wattegama	35
	Nugawela	36
	Galagedara	37
	Gampola	38
06. Nuwara Eliya	Hedunuwewa	39
	Nuwara Eliya	40
	Watumulla	41

SCHEDULE - I

THE LIST OF THE NAMES OF DISTRICTS

<i>District</i>	<i>District Number</i>
Colombo	01
Gampaha	02
Kalutara	03
Matale	04
Kandy	05
Nuwaraeliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Mulativu	12
Vavuniya	13
Trincomalee	14
Batticaloa	15
Ampara	16
Puttalam	17
Kurunegala	18
Anuradhapura	19
Polonnaruwa	20
Badulla	21
Monaragala	22
Kegalle	23
Ratnapura	24
Kilinochchi	25

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>	<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
	Hatton	42	17. Puttalam	Wennappuwa	83
	Ginigathhena	43		Madampe	84
				Chilaw	85
07. Galle	Ambalangoda	44		Puttalam	86
	Galle	45			
	Baddegama	46	18. Kurunegala	Kuliyapitiya	87
				Bingiriya	88
08. Matara	Weligama	47		Narammala	89
	Matara	48		Polgahawela	90
	Kamburupitiya	49		Kurunegala	91
	Hakmana	50		Ibbagamuwa	92
	Deiyandara	51		Dodangaslanda	93
	Dikwella	52		Morathiha	94
	Akuressa	53		Nikaweratiya	95
	Kotopola	54		Maho	96
09. Hambantota	Beliatta	55	19. Anuradhapura	Medawachchiya	97
	Walasmulla	56		Kekirawa	98
	Weeraketiya	57		Anuradhapura	99
	Tangalle	58		Galenbindunuwewa	100
	Ambalantota	59		Kahatagasdigiliya	101
	Hambantota	60			
	Tissamaharama	61	20. Polonnaruwa	Polonnaruwa	102
				Hingurakgoda	103
10. Jaffna	Chavakachcheri	62			
	Jaffna	63	21. Badulla	Bandarawela	104
	Thellipallai	64		Welimada	105
	Point Pedro	65		Badulla	106
				Passara	107
11. Mannar	Mannar	66		Mahiyanganaya	108
	Murukkan	67		Girandurukotte	109
				Hasalaka	110
12. Mullativu	Mullativu	68			
			22. Monaragala	Bibile	111
13. Vavuniya	Vavuniya	69		Monaragala	112
				Wellawaya	113
14. Trincomalee	Kantalai	70	23. Kegalle	Kegalle	114
	Trincomalee	71		Rambukkana	115
	Muttur	72		Mawanella	116
	Padavi Parakramapura	73		Ruwanwella	117
	Kinniya	74			
			24. Ratnapura	Eheliyagoda	118
15. Batticaloa	Batticaloa	75		Ratnapura	119
	Eravur	76		Pelmadulla	120
	Kathankudi	77		Balangoda	121
				Kalawana	122
				Embilipitiya	123
16. Ampara	Ampara	78			
	Serankada	79	25. Kilinochchi	Kilinochchi	124
	Kalmunai	80		Pallai	125
	Akkaraaipattu	81			
	Sammanthurai	82	08–1067		

AMENDMENT

MINISTRY OF EDUCATION

**Competitive Examination for the Recruitment of Teacher Assistants based on Schools for
Estate related Schools of Tamil Medium - 2014**

IN the Paragraph No. 09 of above mentioned notice of examination published in the *Gazette* No. 1875 dated 08.08.2014.

The Commissioner General of examinations' income vote has been incorrectly published as 2013-02-13.

It should be corrected to read as 2003-02-13.

M. KODIPPILIARACHCHI,
Senior Assistant Secretary,
(Teachers' Establishment),
For the Secretary of Education.

08-116