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## The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,396 – 2024 අගෝස්තු මස 02 වැනි සිකුරාදා – 2024.08.02

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(Published by Authority)

### PART I: SECTION (IIA) – ADVERTISING

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 23rd August, 2024, should reach Government Press on or before 12.00 noon on 09th August, 2024.

#### 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."

Department of Govt. Printing,  
Colombo 08,  
01st January, 2024.

This Gazette can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)

GANGANI LIYANAGE,  
Government Printer.



## 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.

## Post - Vacant

### SRI LANKA JUDGES' INSTITUTE

APPLICATIONS are hereby invited from the citizens of Sri Lanka for the recruitment to following posts in Sri Lanka Judges' Institute.

#### 01. Post of Secretary - 1 Post

##### Educational Qualifications

###### External and Internal Candidates

- I. Should have a Bachelor's Degree in Law which is recognized by the UGC;
- II. Should have at Least One (01) year experience in the relevant field after obtaining the university degree;  
or
- III. Should have at least One (01) year experience in the relevant field after obtaining a professional qualification in law from a recognized professional institution,

##### Salary Scale

MM 1-3 - 2016 : Rs.(55,925-10x1,375-15x1,910- Rs.98,325)

#### 02. Post of Research Officer - 1 Post

##### Educational Qualifications

###### External and Internal Candidates

Candidates should have a Bachelor's Degree in Law which is recognized by the UGC and being an Attorney-at-Law of the Supreme Court of Sri Lanka with at least One (01) year experience in the academic or research or Legal Field.

##### Salary Scale

AR 1 - 2016: Rs. (51,285 -5x1135-5x1335-15x1590-87,485)

#### 03. Post of Librarian - 01 Post

##### Educational Qualifications

###### External and Internal Candidates

- I. Should have passed the G.C.E. (O/L) examination with a credit pass for one of following the three subjects Sinhala, Tamil, English.
- II. Should have passed the G.C.E. (O/L) examination with a total of 6 subjects including credit passes for Mathematics and two other subjects, out of which 5 subjects must be passed in one sitting.  
In addition should have passed any three subjects in the G.C.E (A/L) examination.
- III. Should have successfully completed a three year diploma course in Library Science from a recognized university, or successfully completed a three year diploma course in Library Science from the Sri Lanka Library Association, or have possessed a proficiency at a level not lower than NVQ Level 5.

##### Salary Scale

MA. 2-2 - 2016: Rs. (30310 - 10x300 - 7 x350 - 4 x600 - 20 x 710 - Rs. 52,360)

#### **04. Post of Software and Hardware Technician - 02 Posts**

##### **Educational Qualifications**

###### External and Internal Candidates

- I. Should obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by the Teritary and Vocational Education Commission in software and hardware, and
- II. A minimum of two years post qualifying experience in the relevant field to the post, after obtaining the certificate of proficiency not below than the National Vocational Qualification Level 5.

##### **Salary Scale**

MA. 2-2 - 2016: Rs. (30,310 - 10x300 - 7x350 - 4x600 - 20x710 - 52,360)

#### **05. Post of Management Assistant (Non-Technical) - 2 Posts**

##### **Educational Qualifications**

###### External Candidates

- I. Should have passed the G.C.E (O/L) examination with six subjects in one sitting with credit passes for four subjects including Sinhala/ Tamil Language, English Language, Mathematics, and
- II. Should have passed three subjects (other than the general paper) at the G.C.E. (A/L) examination.

###### Internal Candidates

Employees of the categories of Primary Level-Skilled, Primary Level-Semi skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

- I. Should have passed the G.C.E (O/L) examination with six subjects in one sitting with credit passes for four subjects including Sinhala/ Tamil Language, English Language, Mathematics. Skills in computer typesetting,/ successful completion of a course recognized by the Tertiary and Vocational Education Commission or any other similar skills are considered as added Qualifications.
- II. Should have been made permanent in the present post.
- III. Should have completed a minimum of five (05) years satisfactory service in a permanent post as at the closing date of applications.

##### **Salary Scale**

MA. 1-2 - 2016: Rs. (27,910-10x300-7x350-12x600-12x710-49,080)

#### **06. Post of Driver - 03 Posts**

##### **Educational Qualifications**

###### External Candidates

- I. Should have passed the G.C.E (O/L) examination with six subjects in not more than two sittings with at least two credit passes, and
- II. Should have possessed the driving license for heavy vehicle issued by the Department of Motor Traffic and should have complete three (03) year work experience after obtaining driving license for heavy vehicles (Certificates should have to be attached.)

#### Internal Candidates

- I. Should have possessed the driving license for heavy vehicle issued by the Department of Motor Traffic and should have complete three (03) year work experience after obtaining driving license for heavy vehicles.
- II. Should have completed a satisfactory service period of five (5) years in the primary semi-skilled (PL-2) or primary non-skilled (PL-1) service categories.

#### **Salary Scale**

PL. 3 - 2016: Rs. (26,290-10x270-10x300-10x330-12x350-39,490)

#### **Every Applicant**

- I. Should be a citizen of Sri Lanka.
- II. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- III. Should be of excellent moral character

#### **Age**

Applicants who are applying for the posts of Secretary and Research Officer shall not be less than 22 years and not be more than 45 years of age as at the closing date of applications.

Applicants who are applying for the other posts, shall not be less than 18 years and not be more than 45 years of age as at the closing date of applications.

Maximum age limit will not be considered for internal applicants.

#### **Other benefits**

Cost of Living (COL) allowance and other allowances approved by the Government.

#### **Method of Recruitment**

Recruitments will be done on merit at the structural interview of the applicants who have possessed the above basic qualifications. In addition, a practical test will be conducted for the applicant who have applied for the post of driver.

#### **Conditions of Service**

- These are permanent posts subject to three-year probationary period
- EPF and ETF: The Employee will be required to Contribute 8% and employer will contribute 12% for EPF and 3% for ETF of the salary

#### **Application Procedure**

The Specimen Application which has been published in the Institute's website <http://www.judgestinstitute.lk/> should be duly filled and sent by registered post to reach the following address on or before **02.10.2024**. The applications that are not duly completed and are received after the closing date will be rejected. Complaints in respect of the applications lost in the mail will not be accepted.

The name of the applying post should be written on the top left hand corner of the envelope containing the application.

Director,  
Sri Lanka Judges' Institute,  
No. 80 (5<sup>th</sup> and 6<sup>th</sup> Floors),  
Adhikarana Mawatha,  
Colombo 12.

**Specimen Application**  
(for all Positions)

Applying Post : .....

**Personal Information**

- Name in full .....
- Personal Address .....
- National Identity Card Number .....
- Date of Birth ..... Age .....
- Telephone number .....
- E-mail Address .....
- Gender .....
- Heavy Vehicle Driving License Number .....

*(Only for the applicants who are applying for the post of Driver)*

**Educational Qualifications**

G.C.E. (O/L) Examination

Subject	Grade

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

Subject	Grade

Other Educational Qualifications (Degree/ Diploma or Higher Educational Qualifications)

1. ....
2. ....
3. ....
4. ....
5. ....

Professional Qualifications

1. ....
2. ....
3. ....
4. ....
5. ....

Work Experience

1. ....
2. ....
3. ....
4. ....
5. ....

Please mention whether you have fulfilled all the qualifications required for the post applying (Yes/No)

Non-Related Referees

1. Name Designation : Contact Number	2. Name Designation Contact Number
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**Declaration of the Applicant**

I declare that the particulars in this application are true and correct.

Signature of the Applicant : .....



## **Examinations, Results of Examinations &c.**

### **MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS**

#### **Recruitment to the Post of Stenographer (Sinhala) in the Management Assistant - Non Technical - Multi Functional Segment 01 Category of Service in the Department of Debt Conciliation Board (Open Basis) - 2024**

APPLICATIONS are hereby invited from citizens of Sri Lanka, who fulfill below mentioned qualifications, to be recruited on open basis to fill the vacancies in the 06 posts of Sinhala Medium Stenographers at the Department of Debt Conciliation Board which come under the purview of the Ministry of Justice, Prison Affairs and Constitutional Reforms. Applications prepared as per the specimen form appended at the end of this notification should be sent by **registered post** to reach the **"Secretary, Department of Debt Conciliation Board, No. 35A, Dr.N.M.Perera Mawatha, Colombo 08"** on or before the closing date of applications as mentioned below. The words **"Recruitment to the Post of Stenographer (Sinhala) in the Management Assistant - Non Technical - Multifunctional Segment 01 Category of Service in the Department of Debt Conciliation Board (Open Basis)- 2024"** should be clearly written on the top left hand corner of the envelope enclosing the application.

#### **Closing date of application will be on 31.08.2024**

Note - Any complaints that an application or any related letter in this regard has been lost or delayed in the post will not be considered.

#### **01. Terms of Employment -**

- I. This post is permanent and pensionable. (However, being pensionable will be subject to the policy decisions taken by the Government in the future).
- II. An officer appointed to this post is subject to a probationary period of three (03) years, and during which the officer is required to pass the First Efficiency Bar Examination.
- III. The required level of language proficiency should be acquired within 05 years in terms of the Public Administration Circular No. 18/2020 and other Circulars incidental thereto. The officers, who have entered the Public Service in a medium of language other than any of the official languages, will require to acquire the required level of proficiency in one official language within 03 years and the required level of proficiency in other official language within 05 years.
- IV. This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations and other Departmental Regulations.

#### **02. Recruitment Grade - Grade III**

#### **03. Salary Scale -**

In terms of the Public Administration Circular 3/2016, this post is entitled to a salary scale of MN 02-2016 Rs. 28,940 - 10x300 - 11x350 - 10x560 - 10x660 - Rs. 47,990/- (Monthly). Initial salary point relating to grading system will be Rs.28,940/-.

#### **04. Qualifications -**

##### **I. Educational Qualifications:**

- (a) Should have passed six (06) subjects at the G.C.E (O/L) Examination at one sitting with credit passes for four (04) subjects including Sinhala/ Tamil/ English with Mathematics also.  
and
- (b) Should have passed all the subjects (except for Common General Test and General English) at the G.C.E. (A/L) Examination at one sitting. (it is sufficient to pass 03 subjects at one sitting under the old syllabus).

## II. Vocational Qualifications:

Should have followed a course on stenography with a duration of not less than six (06) months at the National Youth Service Council, National Apprentice and Industrial Training Authority, Colleges of Technology, Training Institute registered with the Government or Institutes recognized by the Tertiary and Vocational Education Commission.

or

Should have obtained a credit pass for Type writing and Shorthand at the G.C.E. (O/L) Examination.

or

Should have followed the Secretarial Practice Course from Colleges of Technology and further followed a Course of 06 months duration on Type writing and Shorthand from the Training Institute for Non-Judiciary Officers and obtained a practical training for a duration of six (06) months at the Ministry of Justice, Prison Affairs and Constitutional Reforms or at any Court of Law relating to the aforesaid Course.

## III. Experience:

Will be considered as a special qualification.

## 05. Age Limit -

Should be not less than 18 years of age and not more than 30 years on the closing date of the applications.

## 06. Physical Fitness -

Every applicant should be in good mental and physical order to serve in any part of Sri Lanka and to discharge the duties of the post.

## 07. Other Qualifications -

- I. Applicant should be a citizen of Sri Lanka
- II. Applicant should bear an excellent moral character
- III. Should have fulfilled the necessary qualifications in every respect as at the closing date of applications.  
Copies of the certificates in proof of qualifications should be attached to the application.

## 08. Method of Recruitment -

Applicants should appear for the Trade Test and the Interview for the evaluation of the suitability in the same medium of language in which application has been forwarded.

### 08.1 Trade Test -

Marks will be awarded at the Trade Test to be conducted by the Secretary to Department of Debt Conciliation Board or an Institute approved by the Secretary to Department of Debt Conciliation Board.

Details regarding the Trade Test:

	<i>Subject Area</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Mark</i>
01	Shorthand (Sinhala)	45 Minutes	100	40%
02	Typing (Sinhala)	20 Minutes	100	40%

### Main Syllabus for the Test

	<i>Subject Area</i>	<i>Syllabus</i>
03	Shorthand (Sinhala)	This test is designed to determine the ability to take down in shorthand at a speed of 60 words per minute relating to a passage continuously reading for a period of 05 minutes and to write down the said passage in normal hand writing at a speed of 08 words per minute.
04	Typing (Sinhala)	This test is designed to measure the ability to type accurately within 20 minutes at a speed of 20 words per minute relating to a text containing approximately 400 words

### 08.2 Interview for the Evaluation of the Suitability -

Marks will be awarded by an interview board for the evaluation of suitability appointed by the Secretary to Department of Debt Conciliation Board.

### Method of Awarding marks for the Evaluation of the Suitability -

<i>Main Areas to which marks will be awarded</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>
01. Additional Education Qualifications	10	Not relevant
02. Additional Vocational Qualifications	20	
03. Language Proficiency (Proficiency for Sinhala/ Tamil/ English Languages)	10	
04. Computer Literacy	15	
05. Experience	40	
06. Performance at the Interview	05	
Total	100	

### 08.3 General Interview-

An interview board appointed by the Secretary to Department of Debt Conciliation Board will only verified the qualifications of the applicants and marks will not be awarded.

### Note

Applicants who will pass the trade test and equivalent to twice the number of vacancies will be called for the Interview for the Evaluation of the Suitability. Recruitment to the posts will be based on the merit order of the aggregate of marks obtained for the two tests namely, Interview for the Evaluation of the Suitability and Trade Test and on the basis of available vacancies.

09. Applications should be prepared on A4 size paper of 22-29 cm using both sides in such a manner that items 1 - 5 on the first page, items 6 - 15 on the second page and items 16 on wards on the third page. It should be filled by the applicant's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notification or will be received after the closing date of acceptance of applications are liable to be rejected without notice. It is advisable to keep a photocopy of the application. Further, the applicant should make sure that the perfected application is in conformity with the specimen application specified in this notification. In the event that if it is not so, I further inform that application will be subject to rejection. Receipt of applications will not be acknowledged. Risk of delaying the sending of applications until the last date should be borne by the applicants themselves.

### **Important-**

Applications of the Applicants, who fail to produce originals of the relevant documents when requested, will not be considered.

#### 10. Examination Fees -

Each applicant should pay Rs.1,500/- to the credit of the **Current Account No. 176100159026581 maintained at the Mid City Branch of the Peoples Bank** in the name of Secretary to Department of Debt Conciliation Board. The original copy of the receipt should be affixed on the relevant place.

11. Procedural Rules of the Public Service Commission, Circulars issued from time to time and the conditions pertaining to Scheme of Recruitment of the Post of Stenographer (Sinhala) Management Assistant - Non Technical - Multi Functional Segment 01 Category of Service in the Department of Debt Conciliation Board will be applicable to this post.

Mrs. SUBHASHINIE DAYANANDA,  
Secretary.

Department of Debt Conciliation Board,  
2nd August, 2024.

No.....  
(For Office Use)

#### Specimen Application

#### MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS

#### Recruitment to the Post of Stenographer (Sinhala) in the Management Assistant - Non Technical - Multi Functional Segment 01 Category of Service in the Department of Debt Conciliation Board (Open Basis) - 2024

01. (a) Name with Initials (In Sinhala) - .....  
Name with Initials (In English Block Capital Letters) - .....  
(b) Name in Full (In Sinhala) - .....  
Name in Full (In English Block Capital Letters)- .....  
02. Permanent Address (In Sinhala) - .....  
.....  
.....  
03. Permanent Address (In English Block Capital Letters) - .....  
.....  
.....  
04. Address to which letters should be sent (In English Block Capital Letters) - .....  
.....  
(Should be filled only if it differs from the Permanent Address) .....  
.....  
05. E-mail Address - .....

06. Telephone No. - (Mobile): ..... (Fixed): .....  
((Please make sure to indicate a mobile telephone number through which you may be contacted))
07. National Identity Card Number - .....
08. Female/Male- .....
09. Date of Birth - Year: ..... Month: ..... Day: .....
10. Age as at the closing date of Applications - Years: ..... Months: ..... Days: .....
11. Nationality- .....
12. Marital Status- .....
13. G.C.E. (A/L) Examination: —

S.No.	Subject	First Attempt	Second Attempt	Third Attempt
		Year: ..... Index Number: .....	Year: ..... Index Number: .....	Year: ..... Index Number; .....
		Grade	Grade	Grade
1				
2				
3				
4				

14. G.C.E. (O/L) Examination:

Year .....IndexNurnber .....

Subject	Pass

15. Qualifications in terms of Paragraph 04 of the Notification of calling the Applications -

- I. Educational Qualifications- .....  
.....  
.....
- II. Vocational Qualifications -.....  
.....  
.....  
.....

III. Experience- .....  
.....  
.....

16. Language Proficiency - (Mark -√ in the relevant cage)

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

17. Receipt of Payment of Examination Fees -

**Certification by the Applicant**

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

Date : .....

.....,  
Applicant's Signature.

**DEPARTMENT OF NATIONAL ARCHIVES**

My Number :- DNA2/MA7/3/15.

**Limited Competitive Examination for the Recruitment to the post of Supervisory Management Assistant  
Technical Services Category Archival Conservator Training Grade, Audio Visual Records Conservator  
Training Grade and Archival Reprographer Training Grade of  
the Department of National Archives – 2023 (2024)**

APPLICATIONS are invited for the open competitive examination from qualified employees in the Department to recruit to the post of Archival Conservator Training Grade, Audio Visual Records Conservator Training Grade and Archival Reprographer Training Grade of Supervisory Management Assistant Technical Services Category in the Department of National Archives.

Number of Vacancies -	Archival Conservator	14
	Audio Visual Records Conservator	04
	Archival Reprographer	03

30% from the vacancies are recruited under the limited stream.

01. The recruitment is done by this examination for the post of Archival Conservator Training Grade, Audio Visual Records Conservator Training Grade and Archival Reprographer Training Grade of Supervisory Management Assistant Technical Services Category of the Department of National Archives. The closing date for calling applications is **30.08.2024**. This examination will be held in November 2024.

**02. Functions Assigned to the Post:**

Position No.	Approved designation names	Functions
01	Archival Conservator	Preservation and restoration of archives, maps, pictures kept in the Department of National Archives, compliance with scientific guidelines and standards for targets given for conservation work, training on book binding, where required Government / Private Institutions and Participating in archival conservation activities for individuals, performing practical training related to the preservation of government documents, participating in archival activities in religious places, conducting practical training on the restoration of documents in distress, Should perform Other functions related to the post assigned by the Superintendent of Archives, Chief Conservation Officer (Archives) Deputy Director / Assistant Director of Archives (Technology), Director of National Archives (Technology, Audio Visual and Electronic Records) and Director General of National Archives.
02	Audio-visual Records Conservator	Maintaining and preserving audio-visual records stored in the Department of National Archives and making them available to listeners, providing copies of those documents to computer or audio-visual users, administering audio-visual equipment, maintaining and repairing provide assistance by performing technical works to use audio visual equipment at the functions held in auditorium, Should perform Other functions related to the post assigned by the Chief Conservation Officer (Audio Visual), Deputy Director / Assistant Director of National Archives (Film and Audio Visual), Director of National Archives (Technology, Audio Visual and Electronic Archives) and Director General of National Archives.

Position No.	Approved designation names	Functions
03	Archival Reprographer	Reprography of documents in the archives and newspapers of the Department of National Archives to replace in another medium, Quality inspection of micro-filming photographs, Performing photographic activities of the department and copying documents required for public requests, Perform other duties related to the post assigned by the Director General of National Archives, Director National Archives(Technical, Audio Visual and e. documents ),Dep./Asst. Director (Technical) and Chief Archival Reprography Officer.

### 03. Terms of service :

- A selected candidate will be appointed to the post of Archival Conservator/Audio Visual Records Conservator/ Archival Reprographer after the successful completion of training period under the general conditions of governing appointments in the Public Service to the terms and conditions imposed in the Scheme of Recruitment approved by the Public Service Commission on 05.06.2018 and the Service Minute and the amendments made or will be made thereafter the service minute of Sri Lanka Technological Service, the provisions of the Establishments Code and the Financial Regulations.
- This post is permanent. With pension. Although this position is stated to be pensionable, future recruits will be subjected to future policy decisions by the Government regarding the pension scheme. Also, you have to contribute to the Widows 'and Orphans' Pension Scheme / Widowers 'and Orphans' Pension Scheme. You will have to pay contributions as required by the Government from time to time.
- Candidates who are admitted to this training grade will be recruited to Archival Conservator Grade III/ Audio-Visual Records Conservator Grade III/ Archival Reprographer Grade III after successfully completing the two year training period and submitting the certificate of passing the examination conducted by the relevant institutions. The appointment is subjected to a three-year probation period. Supervisory Management Assistant Technical Services Category Archival Conservator Grade III/ Audio Visual Records Conservator Grade III/ Archival Reprographer shall pass the Departmental Examination in addition to the first Efficiency Bar Examination as specified in the Scheme of Recruitment within 03 years of recruitment to the Grade III.
- The Director General National Archives has the power to cancel the appointment of candidates who fail to accept the duties of the post offered to them on the due date.

### 04. Monthly salary scale :

Archival Conservator Grade III/ Audio Visual Records Conservator Grade III and Archival Reprographer Grade III of Supervisory Management Assistant Technical Services Category of Department of National Archives should continue to hold the same salary scale and an annual allowance equal to the starting salary increment of the recruitment grade of the Sri Lanka Technological Service will be paid in addition to the salary until passing the examination. Next higher salary step of the same salary scale in the second year and the allowance will continue to be paid. After satisfactory completion of the training and passing the examination, the salaries will be converted in accordance with the provisions of the Establishments Code as amended by the Public Administration Circular No. 07/2000 dated 02.03.2000.



05. Eligibility for Recruitment :

Position	(a) Educational Qualifications	(b) Professional Qualifications	(c) Experience
Archival Conservator (Training Grade )	Passing the GCE (O / L) Examination in six (06) subjects including Sinhala / Tamil / English Language, Mathematics and Science not more than two sittings.	Not applicable	Should have at least 10 years of active and satisfactory service experience in the relevant field in a permanent, departmental post in the primary or higher category.
Audio Visual Records Conservator (Training Grade)			
Archival Reprographer (Training Grade )			

(d) Physical Fitness:

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

(e) Other:

- I. The appointment must be confirmed.
- II. Should have completed a satisfactory period of 05 years from a permanent, departmental post in the public service prior to the due date and should have been certified by the Head of the Department.
- III. It is accepted that the officer has fulfilled all the qualifications required to appear for the written test for recruitment.

(f) Age : Not applicable.

06. Method of recruitment:

Recruitment will be based on the results of a written competitive examination and a general interview. Candidates who have passed the written examination will be selected on the basis of their merit in order of the number of candidates who will be selected for the general interview.

(a) Written exam

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

Subjects	Time	Total score	Minimum marks required to pass
01. Intelligence	01h	100	40
02. Subject related technical examination (Subject related examination relevant to each post.)	02 h	100	40

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

- i. Examination Results - Candidates will be notified of the results of the examination by post by the Commissioner General of Examinations or by the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

**07. Syllabus for the examination:**

Name of the question paper	Syllabus
01. Intelligence test	It is intended to measure the candidate's general intelligence, reasoning ability, expression, numerical ability and comprehension ability. A question paper consisting of Multiple Choice Questions.
02. Technology - A technical and objective examination relevant to each post	This is intended to measure the technical knowledge relevant to the positions. A question paper consisting of Multiple Choice and Structured Questions.

**08. Examination Fees :**

Examination Fee is Rs. 600. Further, the examination fee should be paid in cash to any Post / Sub Post Office / District / Divisional Secretariat in the island under the Revenue Heads of the Commissioner General of Examinations 20-03-02-13 and obtained in the name of the applicant by one of its edges. The application should be pasted so that it does not come loose in the proper place. Money orders or stamps will not be accepted for the examination fee and the fee paid for the examination will not be refunded or transferred for any other examination for any reason. It may also be helpful to have a photocopy of the receipt.

**09. Method of Application :**

- (a) The name of the examination mentioned in the title of the application should be in English in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil applications.. The application should be in the form of a template attached to this notice, prepared on 8 ½ "x 12" (A4) paper and completed by the candidate himself in his own handwriting.. Computer-generated applications can also be used. The application should be completed in one language only. The application should be prepared in such a way that the headlines of the application number 01 to 08 are included on the first page.(b) Applications that do not comply with the specimen application and applications that are incompletely informed will be rejected without notice. (It may be helpful to have a photocopy of the application.) The applicant should inquire whether the completed application is comply with the application mentioned in the notice of examination. Otherwise, the application may be rejected.
- (c) Completed application form for the examination should be sent to the address "Director General National Archives, Department of National Archives, Philip Gunawardena Mawatha, Colombo 07." through registered post on or before **30.08.2024**.

On the upper left corner of the envelope containing the application "Limited Competition Examination for Recruitment for the Training Grade - ..... – 2023(2024) Should be clearly written. No applications received after 30.08.2024 will be accepted.

- (d) Applications should be submitted through Head of the institution of the candidate.
- (e) Incomplete applications will be rejected. No complaints regarding loss or delay of application in the post will be considered. The applicant has to bear the loss due to delay in the application till the last date.
- (f) The receipt of application will not be notified. Examination Admission Card will be issued by the Commissioner General of Examinations to the candidates who have paid the prescribed examination fees on or before the last date of receipt of the applications mentioned in the notification and submitted the completed applications along with the relevant receipt on the presumption that only those who have the qualifications mentioned in the examination notice have applied. As soon as the examination admit cards are issued, an announcement stating the same will be published by the Sri Lanka Examination Department in the newspapers and on the

department's official website. If a candidate has not received the admission card even after 02 or 03 days have passed since the publication of the announcement, he should inquire about it from the Institutional Examination Organization Branch of the Sri Lanka Examination Department as mentioned in the advertisement.

In doing so, the applicant must correctly state the name of the examination to which he / she has applied, the full name of the applicant, the National Identity Card number and the address. If the applicant is a resident outside Colombo, it would be more effective to send a request letter with the applicant's fax number to the fax number mentioned in the advertisement so that a copy of the admission card can be faxed expeditiously with that information. So that a copy of the admit card can be obtained quickly by fax along with the details. In doing so, it will be useful to have a copy of the application, copy of the receipt of payment of examination fees and the receipt registered at the time of posting the application to confirm any information requested by the Department of Examinations.

**10. Entering the exam :**

- (a) Admission cards will be issued by the Commissioner General of Examinations to the candidates who have submitted the complete application in all respects. A candidate who does not present his / her admission card will not be allowed to sit for the examination.
- (b) Candidates should appear for the examination at the examination hall allotted to them. Each candidate should certify his / her signature on the relevant examination hall and hand it over to the Head of the examination hall on the first day of his / her appearance in that hall.

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

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

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

Candidates should also enter the examination hall without covering their faces and two ears so as to verify their identities. Candidates who refuse to prove their identities will not be admitted to the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving, the candidate must remain uncovered so that the examination authorities can identify the candidate.

**11. Penalties for providing false information :**

If a candidate is found to be ineligible, his / her candidature will be cancel before, during or after the examination or at any time. If a candidate is found to have knowingly submitted any information that is false, or if he/she has intentionally suppressed any important information, he/she is liable to be dismissed from government service. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the issuance of results.

**12. Other facts**

Matters not considered in these regulations will be dealt with as the Director General National Archives decides.

- 13. If there is any mismatch or inconsistency between the language texts of this announcement published in Sinhala, Tamil and English, then the Sinhala press release will be acted upon.

As per the order of the Public Service Commission,

Director General National Archives,  
Department of National Archives.

Department of National Archives,  
No. 07,  
Philip Gunawardena Mawatha,  
Colombo 07,  
02nd August, 2024.

### Specimen application

For office use

ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුවේ අධීක්ෂණ කළමනාකරණ සහකාර තාක්ෂණික සේවා ගණයේ  
පුහුණු කිරීමේ ශ්‍රේණිය සඳහා බඳවා ගැනීමේ සීමිත තරඟ විභාගය - 2023 (2024)

**Limited Competitive Examination for the Recruitment to the Post of Supervisory Management**  
**Assistant Technical Services Category ..... Training Grade of the**  
**Department of National Archives – 2023 (2024)**

Medium appearing for the examination:

Designated post / posts :

Sinhala - 2  
Tamil - 3  
English - 4

(Mention in the box.)

Selection	Designation No :
1	
2	
3	

(Put the numbers according to the Paragraph 02 of Examination Notice.)

- Full name : .....  
(in English capital letters)
- Name with initials :Mr/Mrs./Miss.....  
(In English block letters) Ex: RATHNAYAKA, H.M.S.
- Full name: .....  
(In Sinhala) .....
- Office Address (In English block letters) : Admission card will be dispatched to this address.  
.....  
.....
- Private Address (In Sinhala) :  
.....  
.....
- Sex : Female - 1 Male - 0   
(Write the relevant number in the box.)

07. National Identity card Number: 

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

08. Mobile Number : 

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

09. Date of Birth :  
Year : 

--	--	--	--

 Month : 

--	--

 Date : 

--	--

10. G.C.E. (O/L)

10.1 G.C.E. (O/L) – First sitting :

Year : 

--	--	--	--

  
Index Number : 

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

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

10.2 G.C.E. (O/L) - Second sitting :

Year: 

--	--	--	--

  
Index Number : 

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

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

11. Details of current / previous posts held:

11.1 Earliest Post : .....

11.2 Date of first Appointment : .....

11.3 Date of the confirmation of post : .....

11.4 Current Position and Grade : .....

11.5 Date of Confirmation in current position : .....

11.6 Details of the previous service period of the Department of National Archives:

Service Period		Designation	Place of work
From	To		
I. ....	.....	.....	.....
II. ....	.....	.....	.....
III. ....	.....	.....	.....

12. If you have been subjected to any disciplinary action during the period of service, please provide information briefly:

.....

13. Have you ever been convicted by a court on a charge?

(Put the (✓) in the box) If yes, please provide details.

Yes ☐

No ☐

.....

14. Details of the Examination fee Payment Receipt :

(i) Office which the payment has done : .....

(ii) Receipt Number and Date : .....

(iii) Amount Paid : .....

Fix the receipt in this box affirmely.  
(It will be important to have a copy of this receipt with the applicant.)

15. Certificate of the applicant:

(a) I respectfully declare that the information provided by me in this application is true and correct. I agree to bear the consequences of not completing certain parts here and / or incorrectly completing them. I would also like to state that all the sections here have been completed correctly.

(b) I also know that if this statement made by me proves to be false, I will be disqualified prior to appointment and subject to dismissal upon appointment.

- (c) I also declare that I am subjected to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the issuance of results.
- (d) I will not change any of the information mentioned here later.

Date : .....

Signature of the applicant: .....

16. Certification of the applicant's signature:

I certify that Mr. / Mrs. / Miss ..... working as ..... in this Department and that he / she has earned all his / her salary increments during the period preceding the date of ..... (Except for warnings) that he / she has not been subjected to any disciplinary action and that he / she has fulfilled all the qualifications as per paragraph 5 of the notice and that he / she is eligible to appear for the examination as per the regulations mentioned in the relevant notice as per the personal file. I also certify that 600 Rupees of Examination fee has been paid and the receipt has been affixed in application and he / she placed the signature before me on .....

Date : .....

.....

Signature of the certifying officer.

Official Seal :

Name of the certifying officer : .....

Designation : .....

(Attest with Official Seal)

**Recommendation and Certificate from the Head of Department**

I certify that Mr. / Mrs. /Miss..... working in this department as ..... and that he / she has earned all his / her salary increments during the period preceding the date of ..... and that he / she has not been subjected to any disciplinary punishment for any offense (other than warnings) during that period and that he / she has fulfilled all the qualifications as per paragraph 5 of the notice and that he / she is eligible to appear for the examination in accordance with the regulations mentioned in the relevant notice as per the personal file. I guarantee.

Date : .....

.....

Signature of Head of the Department.

Official Seal :

## NATIONAL INTELLECTUAL PROPERTY OFFICE OF SRI LANKA

### Open Competitive Examination of Recruitment for the Post of Intellectual Property Officer in Grade III of Associated Service - 2024

#### AMENDED NOTIFICATION

OPEN Competitive Examination for Recruitment to the Post of Intellectual Property Officer in Grade III of associated services of the National Intellectual Property Office of Sri Lanka, published in the Government *Gazette* on 28.06.2024 - Paragraphs 1 and 2 of Examination Notification - 2024 is amended as follows.

#### 01. Qualifications:

- I. Graduates with the following qualifications who are between 21 and 35 years of age and development officers who have service experience in National Intellectual Property Office not less than 05 years regardless of the maximum age limit can apply for the examination only for this time. (As per the regulations of Public Service Commission)
- II. Should have acquired a Bachelor's Degree in Science/ Law or Commerce from a recognized university by the University Grant Commission.
- III. Proficiency in English Language and Computer Literacy is considered as an additional qualification.

#### 02. Conditions of Examination:

The application is published in "Online Applications - Recruitment Exams /E.B. Exams" under "Our Services" in [www.doenets.lk](http://www.doenets.lk), the website of the Department of Examination and applications shall only be submitted online. Acceptance of the Online Applications is extended until **9.00 p.m. on the 15<sup>th</sup> August 2024**.

All other conditions for applying to the examination, as stated in the *Gazette* dated 28.06.2024 remain unchanged.

GEETHANJALI R. RANAWAKA,  
Director General of Intellectual Property,  
National Intellectual Property Office of Sri Lanka.



**IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE**

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Press.

**The Government Printer accept payments of subscription for the Government *Gazette*.**

*Note.*—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer.

**THE SCHEDULE**

<i>Month</i>	<i>Date of Publication</i>	<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>
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**2024**

<b>AUGUST</b>	02.08.2024	Friday	—	19.07.2024	Friday	12 noon
	09.08.2024	Friday	—	26.07.2024	Friday	12 noon
	16.08.2024	Friday	—	02.08.2024	Friday	12 noon
	23.08.2024	Friday	—	09.08.2024	Friday	12 noon
	30.08.2024	Friday	—	16.08.2024	Friday	12 noon
<b>SEPTEMBER</b>	06.09.2024	Friday	—	23.08.2024	Friday	12 noon
	13.09.2024	Friday	—	30.08.2024	Friday	12 noon
	20.09.2024	Friday	—	06.09.2024	Friday	12 noon
	27.09.2024	Friday	—	13.09.2024	Friday	12 noon
<b>OCTOBER</b>	04.10.2024	Friday	—	20.09.2024	Friday	12 noon
	11.10.2024	Friday	—	27.09.2024	Friday	12 noon
	18.10.2024	Friday	—	04.10.2024	Friday	12 noon
	25.10.2024	Friday	—	11.10.2024	Friday	12 noon

**GANGANI LIYANAGE,**  
Government Printer.

Department of Government Printing,  
Colombo 08,  
01st January, 2024.