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

අංක 2,135 – 2019 අගෝස්තු මස 02 වැනි සිකුරාදා – 2019.08.02

No. 2,135 – FRIDAY, AUGUST 02, 2019

(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.**– (i) Companies (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of July 19, 2019.

(ii) Lions Clubs International District 306A - National Development Foundation Trust (Incorporation) (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of July 26, 2019.

#### 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, 2019 should reach Government Press on or before 12.00 noon on 09th August, 2019.

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

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

GANGANI LIYANAGE,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
01st January, 2019.

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

All examination candidates are bound to act in compliance with the provisions of the Public Examinations Act, No.25 of 1968 which was amended by No.19 of 1976 and other rules and regulations imposed from time to time.

The following conditions and restrictions are hereby imposed through the Sentence No. 20 of the Public Examinations Act, No.25 of 1968 which was amended through No.19 of 1976 as per the powers assigned to the Commissioner General Examinations.

All examination candidates are bound to abide by the rules given below and a candidate who violates any of these rules is liable to one or more of the following penalties mentioned below at the discretion of the Commissioner General of Examinations.

- I. Debarring to appear for the whole examination or part of it which was under investigation.
- II. Disqualifying from one subject or from the whole examination which was under investigation.
- III. Imposing lifetime ban for all the examinations conducted by the Department of Examinations, Sri Lanka.
- IV. Debarment from appearing for examinations conducted by the Department of Examinations, Sri Lanka for a certain period of time.
- V. Issuing a letter with suspended debarment of examination.
- VI. Suspension of the certificate for a specific period.
- VII. Handing over the examination candidate to the police to file a criminal case under the Public Examinations Act or complaining the police regarding such act.
- VIII. When the examination candidate is a government employee, reporting the appointing authority of such examination candidate (to take disciplinary actions) regarding the conduct of such examination candidate.

The Commissioner General of Examinations reserves himself the right to take actions with respect to such examination candidate prior to, during or after the examination or at any stage. His decision with respect to that should be deemed final.

1. Every examination candidate should act in the examination hall and at the examination premises in such a manner that any disturbance or obstruction should not take place for the examination supervisor and his staff as well as for other examination candidates. Moreover, examination candidates should not vandalize the property of the examination premises or damage the private property of the examination staff.

2. Examination candidates should act in compliance with the instructions given by the examination supervisor and his staff when the examination is in progress and before the commencement of the examination as well as immediately after the end of the examination.

3. No examination candidate will be admitted to the examination hall after the lapse of half an hour subsequent to the commencement of the question paper at an examination. Also, no examination candidate will be permitted to leave the examination hall until the examination ends. Actions should be taken to participate for practical tests or oral tests on time.

4. Every examination candidate should sit on the seat reserved for him/her bearing the respective Index Number and not any other seat. Unless with the special permission of the examination supervisor, no candidate should change his/her seat. The occupation of a seat other than the one assigned to him/her is liable to be considered as an act committed with dishonest intention.

5. Absolute silence should be maintained in the examination hall. A candidate is forbidden to speak to or to exchange messages or to have any dealing with any person within or outside the examination hall for any matter other than a member of the examination hall staff.

6. Since the answer script of an examination candidate will be solely identified through the candidate's Index Number, it is completely prohibited to write one's name on the answer script, put a certain mark or note to distinguish the answer script, write indecent or unnecessary things on the answer script and attaching currency notes with the answer script. Further, writing other examination candidate's Index Number on one's answer script could be considered as an attempt to commit a dishonest act. Answer scripts bearing Index Numbers those are difficult to decipher are liable to be rejected.

7. Examination candidates should not write on question paper or desk or any other place except on the papers (papers given to answer with the invigilator's short signature and the date with regard to the day on which the examination is conducted) supplied at the examination hall. Acting non-compliance with these instructions will be considered as an act committed with dishonest intention.

8. Any paper or answer books supplied to examination candidates should not be torn up or crushed. Each and every sheet of paper used for rough work should be clearly crossed out and attached to the answer script or submitted with the answer script at the end of the examination or the candidate should do the needful as per the given instructions. It is forbidden to take out anything written inside the examination hall. If a question has been answered twice in two different places, the unnecessary answer should be clearly crossed out.

9. It is forbidden to take out the papers or any other material supplied to answer at the examination out of the examination hall. All such materials are belonged to the Commissioner General of Examinations and breach of this rule will be considered as a punishable act.

10. When examination candidates appear for the examination in the examination hall, they should not keep in their possession or by their side other note books, papers with notes or paper pieces except the stationery supplied to them for answering at the examination and the materials which were authorized in written for each examination. Also, keeping mobile phones, electronic communication instruments/ devices in one's possession or by one's side and obtaining assistance from external parties through such instruments/devices and sending information to other parties and social media while the examination is in progress are considered to be dishonest acts and punishable offences.

11. In case electronic communication instruments/devices are revealed to be used for the purposes mentioned in the above paragraph no. 10, such instruments/devices will be taken into the custody of the Commissioner General of Examinations until the investigations are concluded.

12. After sitting in the examination hall, an examination candidate is strictly forbidden to keep any unauthorized material or instrument in his/her possession prior to the examination or when the examination is in progress. In case the supervisor or the examination staff orders, each candidate is bound to declare everything he/she has with him/her and get them

checked. Breach of these requirements should be considered as an attempt to commit an act of dishonesty.

13. It is an offence, in case a candidate copies or attempts to copy from the answer script of another candidate or a book or a script or a paper containing notes or through signals or any other source or acts dishonestly. Also, helping another candidate and getting help from another candidate or a person or exam staff are also offences and every completed answer sheet should be kept underneath the sheet on which the answer is being written. Writing papers 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 after the commencement of the examination. However, in case an examination candidate needs to leave the examination hall to use the lavatory/ urinal, the candidate will be permitted to go outside for a brief period under the surveillance of an officer belongs to the assistant staff of the examination supervisor. He/ She shall be subject to search before leaving the examination hall as well as when re-entering it.

15. Impersonation before commencement of answering at the examination hall or after, is a punishable act. Tampering with identity cards or presenting false identity cards is considered to be an act of dishonesty.

16. Assistance given to a candidate in an improper and dishonest manner by a candidate or a person, who is not a candidate, is considered to be a serious offence.

17. Examination candidate should adhere to the following instructions.

I. Every examination candidate should take actions to get the signature in their admission paper attested and get the subjects amended prior to the examination, after inquiring the Department of Examinations, Sri Lanka in case there is any discrepancy between the subjects applied and the subject indicated in the admission paper.

II. It is appropriate to arrive the examination hall, half an hour prior to the commencement of the examination and if you are not quite certain of the location of the examination hall, make inquiries on a day prior to the date of examination and be sure of its exact location.

III. Candidate should produce their identity cards and get their identities confirmed at every paper they sit when appearing for the examination.

(a) Actions will be taken to cancel the candidature in case a candidate fails to produce the identification documents at the examination hall and in case a candidate forgets to bring such documents into the examination hall, that fact should be brought to the notice of the supervisor and arrangements should be made to produce them before the examination ends.

(b) Every candidate should be in the examination hall during the examination period in such a way that his/her face should be clearly recognizable to display his / her identity in a clearly visible manner.

IV. Examination candidates should keep their ears openly and in a clearly visible manner so as to confirm that they are not using electronic communication instruments/ devices like Bluetooth.

V. No paper other than those issued at the examination hall should be used for answering questions. Excess paper and other materials should be left on your desk in good condition in a reusable manner.

VI. Examination candidates should bring their own pens, pencils, erasers, foot rulers, geometrical instruments, boxes of coloured pencils and boxes of coloured chalks, etc.

VII. When you start answering, you should promptly write down the Index Number clearly on the answer book used and each sheet of paper. Write answers clearly and legibly on both sides of the paper. You should leave at least a single blank line after providing the answer to a part of a question before starting to answer the next part of such question. You should provide answers in a fresh page for each question.

VIII. The left-hand margin of the answer sheet is set apart to enter the question number. Since the right-hand margin is reserved for the examiner's use, nothing should be written there. Actions should be taken to number the questions you answered correctly as incorrect numbering leads to confusion.

IX. When mathematical questions are answered, give all details of calculations and any rough work in their serial order as part of the solving of the sum. The sketches and diagrams drawn in the relevant places should be accurate and sufficiently large.

X. You should read carefully the instructions given at the head of the questions paper with regard to the compulsory questions and the other questions which should be selected. Marks will not be granted for answers provided disregarding the given instructions in the question paper.

XI. At the end of answering for each question, in addition to the answer book used, the answer sheets should be collected according to the page number and then should be tied/ attached at the top left-hand corner in a non-detachable manner. Make sure whether you have attached all the answer sheets prior to handing over the answer script. Any answer sheet taken out of the examination centre will not be evaluated after the handing over of such answer scripts.

XII. Your answer script should be handed over to the examination supervisor or to an officer of his/her staff. You should remain in your seat until the answer scripts are collected. Failure to do so may result in the loss of your answer script and your being treated as an absentee for a certain subject.

XIII. If it becomes necessary for you to speak to the examination supervisor or an officer of his/her staff due to a certain matter, you should sign him by tapping two times on the desk without disturbing others.

Commissioner General of the Examinations.

At the Department of Examinations, Sri Lanka,  
Pellawatta,  
Battaramulla.

## Posts – Vacant

### MINISTRY OF LANDS AND PARLIAMENTARY REFORMS

#### Inviting Applications for the Post of Stenographer, Segment II of the Management Assistant Non-Technical Category of the Land Acquisition Board of Review

APPLICATIONS are invited for the below mentioned vacancies under the post of Stenographer, Segment II of the Management Assistant Non-Technical Category of the Land Acquisition Board of Review functions under the preview of Ministry of Lands and Parliamentary Reforms.

| <i>Approved post</i>   | <i>Number of Vacancies</i> |
|------------------------|----------------------------|
| Stenographer (Sinhala) | 02                         |
| Stenographer (English) | 01                         |

Application forms prepared as per the specimen form appended at the end of this notice should be sent by registered post to reach the “Secretary, Ministry of Lands and Parliamentary Reforms” on or before 23.08.2019. The words “Recruitment to the Post of Stenographer” should be written on the top left hand corner of the envelope containing the application form.

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

01. *Method of Recruitment.*– Selection will be made on the order of merit secured at the vocation test to be conducted by an institution to be appointed by the Secretary to the Ministry of Land and Parliamentary Reforms and as well as the structured interview to be conducted by an interview board to be appointed by the Secretary to the Ministry of Lands and Parliamentary Reforms. The number of recruitments and the date on which such recruitments will take effect will be decided by the appointing authority and the Appointing authority shall have the authority to fill a few or all the vacancies or not to fill the vacancies.

#### 2. *Terms of engagement :*

- (i) This post is permanent and pensionable.

**Note:** They are subjected to a policy decision taken by the Government with regard to the pension scheme. They should contribute to the pension scheme/ widows’, widowers’ and orphans’ pensions scheme. The officers should pay their contributions as the Government may order from time to time.

- (ii) An officer recruited to this post is subject to a probationary period of three (03) years from the date on which his/her appointment takes effect. The officer is recruited to pass the First efficiency Bar Examination before the expiry of three (03) years from the date on which the recruited will be made to this post.

- (iii) An officer recruited to this post should, in terms of the Public Administration Circular No. 01/2014 and the Circulars issued incidental thereto, acquire the prescribed language proficiency within five (05) years of appointing to this post. The officer who enters the public service in a medium of language other than in a medium of any of the official languages will require to reach a requisite standard of proficiency in one official language within the probationary period and within five (05) years in the other official language.

- (iv) This appointment will be subjected to the Procedural Rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, Departmental Orders and any other circulars issued from time to time by the Government.

3. *Salary Scale.*– In terms of the Public Administration Circular No. 03/2016 dated 25.02.2016, Grade III, II, and I of the post of stenographer is under MN-1-2016, which carries a salary scale of Rs.27,140-10x300-11x350-10x495-10x660- Rs. 45,540 per month. Promotion to grade II should be obtained to exceed the Rs. 30,490/- and promotion to Grade I should be obtained to exceed the Rs. 34,485/-. Payments will be made as per the schedule II, from the effective date of appointment.

#### 4. *Qualification :*

- (i) Educational Qualifications :  
Should have passed six (06) subjects at the G.C.E. (O/L) Examination with credit passes for Sinhala/

Tamil/English language and Mathematics and two (02) other subjects at one sitting and at least one (01) subject at the G.C.E. (A/L) Examination (except for General Common Test).

ii. *Professional Qualifications* :

Should have completed NVQ Level 3 of stenography at an institution recognized by the Tertiary and Vocational Education Commission or have possessed a credit pass for Type Writing and Shorthand at the Ordinary Level Examination.

5. *Age Limit.* – Applicants should be not less than 18 years of age and not more than 30 years of age as at the closing date of applications.

6. *Other Qualifications* :

- Should be citizen of Sri Lanka,
- Should possess an excellent character and physically fit.
- Should not be a person disqualified to be appointed to the Public Service as per chapter V of the Procedural Rules of the Public Service Commission.
- Should serve in any part of the island and to discharge the duties and functions of the post.

**Note:** Every applicant has to fulfill the necessary qualifications in every respect prior to or as at the closing date of applications.

7. The applicants who have fulfilled qualifications shall be appointed to Grade III of the Stenographer's service upon the order of marks scored by the candidate of the practical test and professional test conducted as per the provisions of the recruitment procedure approval by the Secretary, Public Services Commission, on 30.11.2017.

8. Method under which marks are awarded at the structured interview and professional test.

The structured interview :

| Serial No. | Spheres in respect of which marks are awarded | Maximum Marks | Pass mark      |
|------------|---|---------------|----------------|
| 01.        | Additional Educational Qualifications         | 10            | Not applicable |
| 02.        | Additional Professional Qualifications        | 20            |                |
| 03.        | Language Proficiency Sinhala/Tamil/English    | 10            |                |
| 04.        | Computer Literacy                             | 15            |                |
| 05.        | Experience                                    | 40            |                |
| 06.        | Skills shown at the Interview                 | 05            |                |
| Total      |   | 100           |                |

The professional test

| Subject                | Duration   | Total Marks | Pass Mark | Syllabus   |
|------------------------|------------|-------------|-----------|--|
| Stenography (English)  | 01 hour    | 100         | 40%       | A test to assess the proficiency by writing short hand a paragraph read continuously in a period of 05 minutes by 100 words per minute and that note should be written normally by a speed of 08 words per minute. |
| Type writing (English) | 20 minutes | 100         | 40%       | A paragraph of 600 words should typewrite within 20 minutes at a speed of 30 words per minute.   |
| Stenography (Sinhala)  | 45 minutes | 100         | 40%       | A test to assess the proficiency by writing short hand a paragraph read continuously in a period of 05 minutes by 60 words per minute and that note should be written normally by a speed of 08 words per minute.  |

| Subject                   | Duration   | Total Marks | Pass Mark | Syllabus   |
|---------------------------|------------|-------------|-----------|--|
| Type writing<br>(Sinhala) | 20 minutes | 100         | 40%       | A paragraph of 400 words should typewrite within 20 minutes at a speed of 30 words per minute. |

9. The application shall be completed carefully and accurately. If the **particulars** providing the candidate is proved to be false in any event, he/she shall be dismissed from service.

10. All the applicants who have produced their applications before the closing date shall be called for the interview upon the presumption that those who have fulfilled the required qualifications in this notice have submitted applications. However calling for the interview should not be considered as the candidate has fulfilled the qualifications required for the post.

11. Applications should be prepared on a A4 paper of 22x29cm in size using both sides and items from 01 to 11 (i) to appear on the first page and from 11(ii) -16 to the second page and 16 onwards to the third page. It should be filled by the candidate's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notice or received after the closing date of acceptance of applications are liable to be rejected without notice. Incomplete applications and applications of applicants who do not possess the prescribed minimum requirements will also be rejected. Receipt of applications will not be acknowledge.

**Note:** No documents or copies of documents should be attached to the application form. Certificates in confirmation of all qualifications mentioned in the application by the applicants should be proved at the interview.

12. The signature of the applicant should be attested by a principal or a justice of peace / commissioner for Oaths / Notary public / a Commissioned Officer in three Forces or a police officer whose post is *Gazetted* in or a permanent officer in public service who draws an annual salary not less than Rs. 237,060.

13. Candidate must provide one of the following documents to the Interview Board to prove their Identity.

I. National Identify card issued by the Department of Registration of persons.

II. A valid passport.

14. The right of filling or non filling these vacancies shall be reserved by the Public Service Commission. All applicants are unable to adhere to the rules and regulations in this notice' in case of an inconsistency between Sinhala, Tamil and English, the Sinhala text will prevail.

By order of the Secretary, Public Service Commission,

W. H. KARUNARATHNE,

Secretary,

Ministry of Lands and Parliamentary Reforms.

No. 1200/6, "Mihikatha Medura",  
Rajamalwatta Avenue,  
Battaramulla.

#### SPECIMEN APPLICATION FORM

##### MINISTRY OF LANDS AND PARLIAMENTARY REFORMS

APPLICATION FOR THE RECRUITMENT TO THE POST OF  
STENOGRAPHER (SINHALA/ENGLISH) SEGMENT II OF THE  
MANAGEMENT ASSISTANT NON-TECHNICAL CATEGORY OF THE  
LAND ACQUISITION BOARD OF REVIEW

For office use only

Medium of apply :

Sinhala - 2/ Tamil - 3/ English- 4

☐

01. Name with initials (in Sinhala/Tamil) :\_\_\_\_\_.

02. Name in Full (in Sinhala/Tamil) :\_\_\_\_\_.

03. Name with initials at the end (English Block capitals) :\_\_\_\_\_.

(Eg:-SILVA A.B.C.)

04. National Identity Card No. :

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05. Permanent Address :\_\_\_\_\_.

06. Gender :

Female - 1 Male- 0

☐

07. Date of Birth :

Year :

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Month :

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Date :

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08. Age as at 23.08.2019 : \_\_\_\_\_.

Attestation of the signature of the applicant :

09. Civil Status : \_\_\_\_\_.

10. Contact No. (if available) :

Mobile: 

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|--|--|--|--|--|--|--|--|--|--|

Residence : 

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

11. Educational Qualifications :

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

Year : \_\_\_\_\_ Index No. : \_\_\_\_\_.

| Subject | Grade | Subject | Grade |
|---------|-------|---------|-------|
| 01.     |       | 06.     |       |
| 02.     |       | 07.     |       |
| 03.     |       | 08.     |       |
| 04.     |       | 09.     |       |
| 05.     |       | 10.     |       |

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

Year : \_\_\_\_\_ Index No. : \_\_\_\_\_.

| Subject | Grade |
|---------|-------|
| 01.     |       |
| 02.     |       |
| 03.     |       |
| 04.     |       |

12. Professional Qualifications : \_\_\_\_\_.

13. Other Qualifications : \_\_\_\_\_.

14. Experience in the post : \_\_\_\_\_.

15. Whether you have been convict of any criminal offence in a court of law? If 'Yes' indicate the particulars :

Yes ☐ No ☐

16. Declaration of the Candidate :

(a) I declare that the information furnished by me in this application is true and accurate to the best of my knowledge. I admit that I have to bear the inconvenience caused by submitting incomplete applications and/ or providing inaccurate information in the application.

(b) I am also aware that if any particulars contained herein are found to be false and inaccurate, I am liable for disqualification before appointment and dismissal from service without any compensation if the inaccuracy is detected after appointment.

(c) I shall not change any information given here later.

\_\_\_\_\_  
Signature of the candidate.

Date : \_\_\_\_\_.

I hereby certify that Mr/Mrs/Miss. \_\_\_\_\_ who is submitting this application is personally known to me and that he/she placed his/her signature in my presence.

\_\_\_\_\_  
Signature.

Date : \_\_\_\_\_.

Particulars of the attester :

Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

(place the official Stamp)

(The signature of the applicant should be attested by a principal or a justice of peace / commissioner for Oaths / Notary public / a Commissioned Officer in three Forces or a police officer whose post is *Gazetted* in or a permanent officer in public service who draws an annual salary not less than Rs. 237,060)

17. Should be completed by those who are already in Public/ Local Government service

*Recommendation of the Head of the Institution with regard to the applicants already in Public Service :*

I hereby certify that Mr./Mrs./Miss \_\_\_\_\_ who is submitting this application is serving in \_\_\_\_\_ Ministry/Department/Institute in the post of \_\_\_\_\_ effective from \_\_\_\_\_ he/she has/ has not been made confirmed in his/her post and that he/she has not been subjected to any type of disciplinary punishments for any offence, I further declare that the particulars in this application are true and correct as per his/her personal file, and necessary arrangements can be made to release him/her from the post held at present in this institution, if he/she is selected.

\_\_\_\_\_  
Signature of head of the Institution.  
(place the Official Stamp)

Date : \_\_\_\_\_.

## PUBLIC SERVICE COMMISSION

### Recruitment for the post of Legal Officer (Executive Officer Grade iii) Co-operative Employees Commission

APPLICATIONS are called from the citizens of Sri Lanka who have fulfilled qualifications set out in this notice to fill the 01 Vacancy for the post of Legal Officer of Executive Officer Grade in the Co-operative Employees Commission under the Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons and Co-operative Development and Vocational Training & Skills Development.

1. *Method of Recruitment.*— The candidate who have fulfilled the qualifications set out in this notice and obtained the highest marks at the Structured Interview held by an interview board appointed by the Public Service Commission will be recruited to fill the vacancy. The structured interview will be conducted in accordance with the scoring procedure approved by the Public Service Commission (mentioned under 06).

The date of appointment will be decided by the Public Service Commission.

#### 2. *Qualifications :*

(i) *Educational/Professional qualifications.*— Should have taken oath as a lawyer in the Supreme Court.

(ii) *Experience.*— After having taken oath as an Attorney-at-Law of the Supreme Court, active professional experience as a lawyer for not less than three (03) years. (The documents submitted to prove active professional experience should clearly state, specifying the time, date and the date of the experience and the official stamp) Should have professional experience

or

After having been sworn in as an Attorney-at-Law of the Supreme Court, should have experience of the following functions, not less than three (03) years in the legal field of a public institute.

- (1) Dealing with cases and co-ordinating with the Attorney General's Department ;
- (2) Legal matters related to agreements ;
- (3) Legal matters related to Acts ;

(4) Formulation of legal documents such as Bills, Circulars, Regulations ;

(5) Investigations related to legal matters conducted by various institutions ;  
(These facts should be confirmed by a certificate issued by the Secretary, Head of the Department.)

(Officers who have been confirmed in their service in the Public Service / Provincial Public Service with a salary scale of MN 01 or higher and have an active and satisfactory service period of 10 years can apply for this post.)

(iii) *Physical requirement.*— Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and perform the duties of the post.

(iv) *Other Qualifications :*

- Must be a citizen of Sri Lanka ;
- Should have an excellent character ;
- Should have completed all the requirements for recruitment to the post by the closing date of applications ;
- Be fluent in English.

#### 3. *Terms and Conditions of Employment and the Service :*

(i) This post is permanent and pensionable. Should be subjected to policy decisions taken in due course by the government on the pension scheme entitled by you. Contribution should be made to the Widows' and Orphans' Pension Fund. You should pay the contribution specified by the government from time to time.

(ii) This appointment is subject to 03 years probationary period. Within 03 years after appointment the first efficiency bar examination should be passed.

(iii) As per the Public circular No. 01/2014 dated 21.01.2014 all officers recruited should acquire the relevant proficiency in the other official language within a period of 05 years in addition to the official language through which they enter the service and the officers recruited in a language which is not an official language should acquire the proficiency of the relevant official language.



- (iv) This appointment should be subjected to the procedural rules of the Public Service Commission, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and to the other departmental regulations..

4. *Age limit.*– Should not be less than 21 years of age and not more than 45 years of age as at the closing date of applications. (This maximum age limit does not apply for the internal applicants.)

5. *Salary scale.*– This post is entitled a monthly salary scale of Rs.47,615- 10 x 1,335 - 8 x 1630 - 17 x 2,170 - Rs. 110,895 (monthly) You are paid the salaries in conformity with provisions of the Public Administration Circular No. 03/2016 dated 25.02.2016 as stated Schedule II therein - SL-1-2016)

06. Following marking Scheme is based for the structured interview.

| Serial No. | Subject   | Marks | Highest marks |
|------------|---|-------|---------------|
| 01         | Additional educational qualifications   |       | 25            |
|            | Post Graduate Degree in the relevant field obtained from a university recognized by the University Grant Commission   | 25    |               |
|            | Post Graduate Diploma or Post Diploma in Law (not less than one year) in the field provided by an institution recognized by the government                            | 20    |               |
|            | Having obtained a Degree in Law from a University recognized by the University Grant Commission (UGC)   |       |               |
|            | • For a first class Honors  | 15    |               |
|            | • For a upper second class honors   | 10    |               |
|            | • For a lower second class honors   | 05    |               |
|            | For a first class pass in Law College final year  |       |               |
|            | For a second class pass in Law College final year   | 10    |               |
|            | <b>Note:</b> 5 marks should be awarded only for those who passed the final examination with honors.   | 05    |               |
|            | (Maximum marks are given only for one qualification )   |       |               |
| 2          | Additional professional experience  |       | 35            |
|            | i. Additional professional qualifications   | 10    |               |
|            | For a diploma in the relevant field with a duration of more than one year obtained from an institute recognized by the government                                     |       |               |
|            | (10 marks per each diploma)   |       |               |
|            | For a diploma in the relevant field with a duration of more than 06 months and less than one year obtained from an institute recognized by the government             |       |               |
|            | (05 marks per each diploma)   |       |               |
|            | For a certificate course in the relevant field with a duration of more than 03 months and less than 06 months obtained from an institute recognized by the government |       |               |
|            | (03 marks per each diploma)   |       |               |
|            | (Other certificates than that were given marks under No.01)   |       |               |

| Serial No. | Subject  | Marks                                   | Highest marks |
|------------|--|---|---------------|
| 2          | <p>ii. Additional experience</p> <p>Experience as an Attorney-at-Law in public or private sector</p> <ul style="list-style-type: none"> <li>- 05 per one year and maximum marks 25</li> <li>- More than 06 months and less than one year: 02 marks.</li> </ul> <p>(Except the 03 year service functioned as an Attorney-at-Law to get the basic qualification.)</p> <p>(Additional experience should be confirmed by a certificate obtained from an Attorney-at-Law who have completed not less than 20 years or President Counsel or Judge)</p> <p>(Heads of institutions should certify the additional experience for Public Officers or Private Sector Officers who have completed the above qualifications with a Certificate of Service / Certificate that the applicant is working in a legal position.)</p> | 25                                      |               |
| 03         | <p>Knowledge in Information Technology</p> <p>For a degree where Information Technology has studied as a main subject and obtained from a university recognized by the UGC</p> <p>For a Diploma in Information Technology with duration of not less than 01 year in an institute recognized by the government or 1500 hours.</p> <p>For a certificate course in Information Technology obtained from an institute recognized by the government</p> <ul style="list-style-type: none"> <li>• 06 months/ 720 hours</li> <li>• 03 months/ 360 hours</li> </ul> <p>(Marks are given only for the maximum qualification)</p>  | <p>10</p> <p>07</p> <p>05</p> <p>03</p> | 10            |
| 04         | <p>Language proficiency</p> <p>Post Graduate Degree/Degree/LLM/LLB in English medium<br/>(Answers in all the relevant answer scripts should be in English medium.)</p> <p>For a Diploma in English Language at a university recognized by the University Grants Commission or a recognized government institution (01 year or 1500 hours)</p> <p>For a Certificate course in English Language at a university recognized by the University Grants Commission or a recognized government institution</p> <ul style="list-style-type: none"> <li>- 06 months / 720 hours</li> <li>- 03 months/ 360 hours</li> </ul> <p>(Marks are given only for the maximum qualification )</p>   | <p>15</p> <p>10</p> <p>07</p> <p>05</p> | 15            |
| 05         | <p>Skill at the interview</p> <p>i. General knowledge and intelligence</p> <p>ii. Knowledge in modern trends in the sphere of Law</p> <p>iii. Communication skills and good personality</p>  | <p>05</p> <p>05</p> <p>05</p>           | 15            |
| Total      |  |   | 100           |

7. *Identity of the candidates.*– Only the candidates who have submitted duly filled applications are called for the structured interview. The original certificates and duly certified copies should be submitted.

The following are accepted to prove the identity of the candidate at the structured interview :

- (i) Valid identity card issued by the Commissioner of Registration of Persons.
- (ii) Valid passport .

8. *Method of submitting applications :*

- (i) Applications should be sent by registered post to be received on or before 19.08.2019 delayed applications will be rejected.

Secretary,  
Co-operative Employees Commission,  
No.100 1/1,  
Lady Lochore Loan Fund Building,  
Sir Chittampalam A. Gardiner Mawatha,  
Colombo 02.

- (ii) A specimen application to be forwarded is attached at the end of this notice. Applicants should prepare their applications on A4 sheets to contain No. 01 – 08 on the first page and the rest from No: 09 – 12 on the second page and the rest on the third page and complete it in their own handwriting.

- (iii) The top left hand corner of the envelop should mention the “Application for the post of Legal Officer of the Co-operative Employees Commission”

- (iv) Signature of the Applicant should be attested by a principal in a Government School/ Justice of the Peace / Commissioner for Oaths/ Attorney – at –Law / Public Notary/ Commissioned Officer in the Tri-Forces or an Officer who holds a permanent post in the government who earns a monthly salary of Rs. 47,615.00/- or more.

- (v) The officers of those who are presently employed in the Public Service or Provincial Public Service should submit their applications through their Head of Departments.

- (vi) Applications which have not been submitted in conformity with the specimen application form attached herein will be rejected. Complaints

regarding lost or delayed applications will not be pertained.

9. *Furnishing false particulars.*– If any of particulars furnished by you are found to be false or erroneous before recruitment, your candidature will be cancelled. If such falsehood or error is detected after recruitment, actions will be taken to dismiss from Service subject to the relevant procedures.

10. The Public Service Commission reserves the right either to fill or not to fill the vacancies in the Post.

11. If any non-conformity among the Sinhala, Tamil and English notices of this *Gazette* Notification the Sinhala version should be enforced.

12. If a problem arisen regarding any matter not covered by this Notice or within the procedure of recruitment the decision taken in that regard by the Public Service Commission is the final.

By Order of the Public Service Commission,

Secretary,  
Ministry of Industry & Commerce,  
Resettlement of Protracted Displaced  
Persons and Co-operative Development and  
Vocational Training & Skills Development.

22nd July, 2019.

SPECIMEN APPLICATION FORM

(For office use)

PUBLIC SERVICE COMMISSION

APPLICATION FOR RECRUITMENT FOR THE POST OF LEGAL  
OFFICER (EXECUTIVE OFFICER GRADE III) CO-OPERATIVE  
EMPLOYEES COMMISSION

Medium of language for the interview

|         |  |
|---------|--|
| Sinhala |  |
| Tamil   |  |
| English |  |

01. Name of the Applicant :

- (i) Name with initials putting at the end of the name :\_\_\_\_\_. (In block capitals)
- (ii) Full Name (In block capitals) :\_\_\_\_\_.
- (iii) Full Name (In Sinhala / Tamil) :\_\_\_\_\_.

## 02. Address and Telephone Number:

- (i) Official Address :\_\_\_\_\_.  
Telephone numbers :\_\_\_\_\_.  
(ii) Private Address :\_\_\_\_\_.  
Telephone Number: Mobile :\_\_\_\_\_. Home :\_\_\_\_\_.

03. Date of Birth: Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.

## 04. Age at closing date of applications :

Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.

05. NIC Number :\_\_\_\_\_.

06. Gender :\_\_\_\_\_.

07. Whether Married/Unmarried/Widowed :\_\_\_\_\_.

## 08. Educational Qualifications :

- (i) Post graduate degree /degree in Law, university obtained, grade, valid date and medium :\_\_\_\_\_.  
(ii) Date sworn in as an Attorney-at-Law in Supreme Court :\_\_\_\_\_.

## 09. Professional Qualifications :

| <i>Examination/Diploma</i> | <i>Year</i> | <i>Duration</i> | <i>Subjects</i> | <i>Grade</i> | <i>Name of the institute / university</i> |
|----------------------------|-------------|-----------------|-----------------|--------------|---|
|                            |             |                 |                 |              |   |
|                            |             |                 |                 |              |   |

## 10. Details about job experience (Service certificate should be submitted)

| <i>Institution served</i> | <i>Designation and salary code and salary scale</i> | <i>Period of service</i> |
|---------------------------|---|--------------------------|
|                           |   |                          |
|                           |   |                          |

## 11. Skills obtained on Computer Literacy :

- (i) Degree :\_\_\_\_\_.  
(ii) Diploma (Name and duration) :\_\_\_\_\_.  
(iii) Certificate course (Name and duration) :\_\_\_\_\_.

## 12. Proficiency in English Language :

- (i) Degree :\_\_\_\_\_.  
(ii) Diploma (Name and duration) :\_\_\_\_\_.  
(iii) Certificate course (Name and duration) :\_\_\_\_\_.

13. Have you ever been charged for any criminal offense by Court of Law? :\_\_\_\_\_.

I hereby certify that the particulars furnished in this application by me are true and accurate. I am also aware that any particulars contained herein are found to be false or erroneous before recruitment, I am liable to be disqualified and if such falsehood or error is found after recruitment, will be subjected to be dismissed from Service without paying any compensation.

\_\_\_\_\_,  
Signature of the Applicant.

Date :\_\_\_\_\_.

14. Attestation of the signature of the applicant:

I hereby certify that the candidate Mr./Mrs./Ms ..... (Name in full) is personally known to me, and placed his/her signature before me on.....

\_\_\_\_\_,  
Signature of the person attesting the signature of the applicant.

Name of the person attesting the signature of the applicant :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

Date :\_\_\_\_\_.

15. Certification of the Head of the Department/Institution :  
(Applicable only to those who are already in the public service)

I hereby certify that the candidate Mr./Mrs./Ms. .... is serving in the post of ..... at present and further certify that his/her works, attendant and conduct is satisfactory, no any disciplinary action against him/her and has not intended to do so. It can / cannot be released him/her from the Service if selected for this post.

\_\_\_\_\_,  
Signature and the official stamp of Head of the Department.

Name of the officer attesting the signature :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

Date :\_\_\_\_\_.

08-239

## Examinations, Results of Examinations & c.

### MINISTRY OF PUBLIC ADMINISTRATION, DISASTER MANAGEMENT AND RURAL ECONOMIC AFFAIRS

#### Efficiency Bar Examination for Officers in Grade II of the Sri Lanka Librarians' Service - 2017/(II)2019

EFFICIENCY Bar Examination for the Officers in Grade II of Sri Lanka Librarians' Service will be held in Colombo in the month of November 2019 as provided for in Appendix 04 of the Sri Lanka Librarians' Service Minute published in the *Gazette* Extraordinary No. 2024/35 of the Democratic Socialist Republic of Sri Lanka dated 21.06.2017. Only the officers in Combined Service in the Public Service can apply for the relevant Efficiency bar examination as per this notification.

**Note:** Provisions for Provincial Librarians' Service shall be issued by the relevant Provincial Public Service

Commissions and provisions shall be issued by the relevant institutions for other institutions concurrently to this *Gazette* Notification.

In order to identify the applications of the officers in each provincial public service and other institutions conveniently, code number should be used when indicating the relevant service or institution in the application. **Accordingly, for the officers in combined service code number is 10.** This number should be entered in the upper right side of the application where you have to mention the service you belong to.

02. (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates are bound by the rules and regulations imposed by the Commissioner General of Examination on conducting the examination and issuance of results.

- (ii) Rules prescribed for candidates are printed separately at the beginning of the *Gazette* Notification. Candidates will be liable to any punishment imposed by the Commissioner General of Examinations for breach of these rules.

03. The specimen form of application for this examination is published at the end of this notice. Candidates should prepare their own applications correctly and legibly in accordance with the specimen form of application and send through the respective Heads of Departments by registered post to reach the “Commissioner - General of Examinations, Organization (Institution and Foreign Examination) Branch, Department of Examinations Sri Lanka, P.O. Box 1503, Colombo” on or before 2nd of September 2019. The name of the examination and the relevant grade should be indicated at the top left-hand corner of the envelope in which the application is enclosed. Applications received after the closing date will be rejected.

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

- (i) The National Identity Card
- (ii) A valid Passport
- (iii) A valid Driving License

The candidature of any candidate who is unable to submit any of the above mentioned documents is liable to be cancelled on the discretion of the Commissioner General of Examinations.

05. *Applications.*— Applications should be prepared using both sides of a paper of A4 size in such a way that Nos. 1.0 to 5.0 appear on the 1st page whilst the Nos. 6.0 to 9.0 appear on the 2<sup>nd</sup> Page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. It would be advisable to keep a photocopy of the completed application form. Please indicate the title of the examination appearing in the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/ herself complies with the specimen given in the examination notice and the application has been perfected accurately including all the particulars and the prescribed examination fee has been paid and the relevant particulars are included in

the application and the receipt is affixed. Indicate “Efficiency bar Examination for Officers in Grade II of Sri Lanka Librarians’ Service”- 2017(11) 2019 in top left-hand corner of the envelope in which the application is forwarded.

II. *Penalty for furnishing false information.*—

Application should be perfected very carefully with correct information. If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/ her candidature is liable to be cancelled at any state prior to, during or after the examination.

Candidates who apply for the examination for the first time need not pay examination fees. However, for subsequent sittings, candidates should pay Rs. 500 for the whole examination, and Rs. 250 for one subject. The cash receipt obtained from any post/ sub post office island - wide or any Divisional/ District Secretariat Office to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations, should be affixed in the due place of the application. It is advisable to keep a photocopy of the cash receipt with the candidate. It is kindly informed that no fee shall be charged in addition to the examination fee. The fee will not be refunded under any circumstance and will not be transferred in respect of any other examination.

06. On the assumption that only those who possess the qualifications mentioned in the *Gazette* notification have sent applications, the Commissioner General of Examinations will issue Admission cards along with copies of the time table to all candidates who have paid the relevant fees, whose applications have been filled properly and received along with the relevant receipt on or before the closing date. Candidates appearing for the examination should get their signatures on the admission cards attested in advance and produce to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for 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 notification. Name of the examination, full name of the applicant, address and national identity card number should be mentioned when making such inquiry. In case of applicants outside Colombo, it would be advisable to send a letter of request furnishing a fax number to which the admission card should be sent, to the fax number mentioned in the notification and further to keep the following in hand at

thetimeofcallingtheDepartmentofExaminations:*i.e.* Copy of the application form and the receipt kept at your possession if it is relevant to payment of examination fee, receipt of registration.

Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination.

07. The signature of the applicant placed on the application and admission card shall have been attested by the Head of the Institution or an officer authorized by him.

08. The admission card in which the signature has been attested should be produced to the supervisor of the examination center on the first day of the examination.

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

10. This examination will be held in Sinhala, Tamil and English media and candidates should answer both question papers in the language medium of the entry examination to the relevant service or in the official language. Candidates who entered the service without a Competitive Examination should answer both papers in the language medium of their education or in the official language.

It would not be allowed to change the language medium of examination indicated in the application subsequently.

11. The officers may appear separately for each subject and at different occasions. However, for a pass, officers should obtain at least 40% of the total marks for each subject.

12. Commissioner General of Examinations will release the results of the examination to the Director General of Combined Services and the results will be published in the website of Ministry of Public Administration, Disaster Management and Rural Economic Affairs.

13. *Scheme of Examination.* – Examination consists of 2 questions papers

01. Subject No:01 - General Administration and Financial Procedure - (100 marks)

- Part I - General Administration-Duration - 1 1/2 Hours (50 marks).

(a) Basic knowledge on the Constitution of Sri Lanka.

(b) Chapters VI to VIII and XII, XIV, XXIV, XXVII, XXVIII of the Establishment Code are included.

(c) State Archives Act, No. 48 of 1973 and National Archives (Amendment) Act, No: 30 of 1981.

(d) Part III of Science and Information Technology Act: 11 of 1994.

(e) National Library and Documentation Services Board Act, No. 51 of 1998.

(f) Intellectual Property Act, No. 36 of 2003.

- Part II - Financial Procedure -Duration - 1 1/2 Hours (50 marks).

(h) Financial Regulations - Part I  
Accounting activities of libraries and related regulations.

2. Subject No:02 - Library Organization - Duration 03 hours - (100 marks)

(a) Library building and equipment.

(b) Advantages of government publications and method of using them.

(c) Regional and international organizations in the field of Library.

(d) Strategies of Library management.

(e) Financial management.

(f) Time management.

(g) Human resource Management.

(h) Activities of Information Communication Technology of Sri Lanka.

(i) Computerizing systems and network of library activities.

**N.B.** – Candidates should obtain 40% of marks for each subject to pass this Examination.

14. The decision of the Director General of Combined Services will be final in respect of any matter not provided for in this notification.

15. In case of any inconsistency among Sinhala, Tamil and English texts of this notification, the Sinhala notification shall prevail.

K.V.P.M.J. GAMAGE,  
Director General of Combined Services,  
Ministry of Public Administration, Disaster Management and  
Rural Economic Affairs.

Ministry of Public Administration, Disaster Management and  
Rural Economic Affairs,  
Independence Square,  
Colombo 07,  
19th of July, 2019.

(For Office use only)

### SPECIMEN APPLICATION FORM

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF THE SRI LANKA  
GOVERNMENT LIBRARIANS' SERVICE - 2017(11)2019

Medium of Language in which You are appearing  
for the exam

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant Number in the cage)

The Service to which you belong

(Please refer Note of para 1.0 of the *Gazette*  
Notification carefully before filling this section)

1.0 1.1 Name in Full (in block capitals) : \_\_\_\_\_.

(E.g : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Names with initials at the end (In block capitals) : \_\_\_\_\_.

(E.g: GUNAWARDHANA, H.M.S.K)

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

2.0 Place of work and Address:-

2.1 Name and Address of the Office/ Department/ Institution (In English block capitals) : \_\_\_\_\_.

2.2 Name and Address of the Office/ Department/ Institution (In Sinhala/ Tamil) : \_\_\_\_\_.

2.3 Address to which the admission card should be sent (In English block capitals) : \_\_\_\_\_.

3.0 3.1 Gender : - Female - 1   
Male - 0

(Indicate the relevant Number in the cage)

3.2 N.I.C No. :

3.3 Contact Number : Mobile :  Office :



4.0 Subject offering and respective subjects Numbers :

| Subject | Subject No. |
|---------|-------------|
|         |             |
|         |             |

5.0 Date of Birth : Date :  Month :  Year :

6.0 Present Post :-

6.1 Post :\_\_\_\_\_.

6.2 Number of the Appointment Letter :\_\_\_\_\_.

7.0 7.1 Are you applying for the examination for the first time? :\_\_\_\_\_.

7.2 If not, examination fees paid :\_\_\_\_\_.

7.3 Post office/ Sub post office or any Divisional/ District Secretariat Office :\_\_\_\_\_.

7.4 Receipt Number :\_\_\_\_\_.

7.5 Date :\_\_\_\_\_.

Affix the cash receipt firmly here  
(Keep a photocopy of the receipt)

8.0 Certificate of the Candidate :

I declare that the particulars furnished above are true, that I am eligible to appear for the examination in the medium indicated above, and that I have not been subjected to any form of disciplinary punishment. Further, I agree to *abide by* the rules and regulations imposed by Commissioner General of Examinations on conducting the examination and issuance of results.

\_\_\_\_\_,  
Signature of candidate.

Date :\_\_\_\_\_.

9.0 Certificate of the Head of the Department :

I certify that,

- This candidate is employed in this Department as an officer in Grade II of the Librarians' Service
- The particulars furnished above are correct.
- His/her work and conduct have been Satisfactory throughout: and he/she has not been subjected to any form of disciplinary punishment (excluding warning) during the past 5 years period; and
- He/she is eligible to sit for this examination.
- He/she has paid the prescribed examination fee and the receipt has been affixed. (Delete if inapplicable).

\_\_\_\_\_  
Signature of the Head of Department and official stamp.

Date :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

### Amendment

#### THE GAZETTE NOTIFICATION ISSUED TO RECRUIT B.SC. (NURSING) GRADUATES FOR THE ORIENTATION AND CO-ORDINATION COURSE IN NURSING- 2018 -2019

THE Sections 03 (f), 03 (g), 04 (d), 06 of the *Gazette* Notification and 07 (b) of the specimen form of application published in the *Gazette* No. 2118 dated 05.04.2019 for calling applications from Sri Lankan citizens who have obtained a BSc (Nursing) degree to recruit to the Orientation and Co-ordination Course in Nursing of the Ministry of Health Nutrition and Indigenous Medicine, are amended as follows. Other Sections of the notification remain unchanged.

WASANTHA PERERA,  
Secretary,  
Ministry of Health, Nutrition and  
Indigenous Medicine.

At the Ministry of Health, Nutrition and  
Indigenous Medicine,  
Rev. Baddegama Wimalawansa Thero Mawatha,  
No. 385,  
Colombo 10,  
On 19th July, 2019.

#### Ministry of Health, Nutrition and Indigenous Medicine

#### RECRUITMENT B. SC. (NURSING) GRADUATES FOR THE ORIENTATION AND CO-ORDINATION COURSE IN NURSING- 2018 -2019

##### 03.(f)

Should be not less than 18 years and not more than 35 years of age as at 16.08.2019.

3.(g) The effective date of the degree should be a date prior to 16.08.2019.

##### 04.(d)

On the top left hand corner of the envelop in which the application is enclosed, it should be mentioned the words “Recruitment of B.Sc. (Nursing) Graduates for Orientation and Co-ordination Course in Nursing -2018 2019 - and the relevant degree and the academic year. The applications should be sent by registered post to reach the Director (Admin) 01, Ministry of Health, Nutrition and

Indigenous Medicine, “Suwasiripaya” 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, before 16.08.2019.

*Note* : Candidate should have satisfied qualifications given under above (2) and (3) and all other qualifications by 16.08.2019 in all respects.

06. Applications which are not in compliance with the terms of the general circular, incomplete, not in compliance with the specimen form of application, not completed the basic qualifications and in which no bank receipt is affixed and not registered on or before 16.08.2019 will be rejected without any notice and receipt of applications is not acknowledged.

*Specimen Form of Application 7.(b).*

Age as at 16.08.2019 :

Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_,

08–179

#### MINISTRY OF PUBLIC ADMINISTRATION, DISASTER MANAGEMENT AND RURAL ECONOMIC AFFAIRS

#### Efficiency Bar Examination for Officers in Grade III of the Sri Lanka Librarians’ Service - 2017(II)/2019

EFFICIENCY Bar Examination for the Officers in Grade III of the Sri Lanka Librarians' Service will be held in Colombo in the month of November 2019 as provided for in Appendix 03 of the Sri Lanka Librarians' Service Minute published in the *Gazette* Extraordinary No. 2024/35 of the Democratic Socialist Republic of Sri Lanka dated 21.06.2017. Only the officers in Combined Service in the Public Service can apply for the relevant Efficiency bar examination as per this notification.

*Note*: Provisions for Provincial Librarians’ Service shall be issued by the relevant Provincial Public Service Commissions and provisions shall be issued by the relevant institutions for other institutions concurrently to this *Gazette* Notification.

In order to identify the applications of the officers in each provincial public service and other institutions conveniently code number should be used when indicating the relevant

service or institution in the application. **Accordingly, for the officers in combined service, code number is 10.** This number should be entered in the upper right side of the application where you have to mention the service you belong to.

- 02 (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates are bound by the rules and regulations imposed by the Commissioner General of Examination on conducting the examination and issuance of results.

- (ii) Rules prescribed for candidates are printed separately at the beginning of the *Gazette* Notification. Candidates will be liable to any punishment imposed by the Commissioner General of Examinations for breach of these rules.

03. The specimen form of application for this examination is published at the end of this notice. Candidates should prepare their own applications correctly and legibly in accordance with the specimen form of application and send through the respective Heads of Departments by registered post to reach the Commissioner-General of Examinations, Organization (Institution and Foreign Examination) Branch, Department of Examinations Sri Lanka, P.O. Box 1503, Colombo on or before 2nd of September 2019. The name of the examination and the relevant grade should be indicated at the top left-hand corner of the envelope in which the application is enclosed. Applications received after the closing date will be rejected.

4. *Identity of the candidates.*– Candidates should prove their identity to the satisfaction of the supervisor of the examination hall for each subject they offer. Any of the following documents will be accepted for this purpose :

- (a) The National Identity Card ;
- (b) A valid Passport ;
- (c) A valid Driving license.

The candidature of any candidate who is unable to submit any of the above mentioned documents is liable to be cancelled on the discretion of the Commissioner General of Examinations.

*Applications.*– Applications should be prepared using both sides of a paper of A4 size in such a way that Nos. 1.0 to 6.0 appear on the 1st page whilst the Nos. 7.0 to 10.0 appear on the 2nd Page

The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. It would be advisable to keep a photocopy of the completed application form. Please indicate the title of the examination appearing in the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and the application is perfected accurately including all the particulars and the prescribed examination fee has been paid and the relevant particulars are included in the application and the receipt is affixed. Indicate "Efficiency Bar Examination for Officers in Grade III of Sri Lanka Librarians' Service"- 2017(II) 2019 in top left-hand corner of the envelope in which the application is forwarded.

*Penalty for furnishing false information.*– Application should be perfected very carefully with correct information. If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/ her candidature is liable to be cancelled at any state prior to, during or after the examination.

Candidates who apply for the examination for the first time need not pay examination fees. However, for subsequent sittings, candidates should pay Rs. 500/- for the whole examination, and Rs. 250/- for one subject. The cash receipt obtained from any post/ sub post office island - wide or any Divisional/ District Secretariat Office to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations, should be affixed in the due place of the application. It is advisable to keep a photocopy of the cash receipt with the candidate. It is kindly informed that no fee shall be charged in addition to the examination fee. The fee will not be refunded under any circumstance and will not be transferred in respect of any other examination.

06. On the assumption that only those who possess the qualifications mentioned in the *Gazette* notification have sent applications, the Commissioner General of Examinations will issue Admission cards along with copies of the time table to all candidates who have paid the relevant fees, whose applications have been filled properly and received along with the relevant receipt on or before the closing date. Candidates appearing for the examination should get their signatures on the admission cards attested in advance and produce to the supervisor of the examination hall.

Candidates without admission cards will not be permitted to sit for the examination.

A notification will be published in newspapers by the Department of Examinations 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 notification. Name of the examination, full name of the applicant, address and national identity card number should be mentioned when making such inquiry. In case of applicants outside Colombo, it would be advisable to send a letter of request furnishing a fax number to which the admission card should be sent, to the fax number mentioned in the notification further to keep the following in hand at the time of calling the Department of Examinations: *i.e.* Copy of the application form and the receipt kept at your possession if it is relevant to payment of examination fee, receipt of registration.

Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination.

07. The signature of the applicant placed on the application and admission card shall have been attested by the Head of the Institution or an officer authorized by him.

08. The admission card in which the signature has been attested should be produced to the supervisor of the examination center on the first day of the examination.

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

10. This examination will be held in Sinhala, Tamil and English media and candidates should answer both question papers in the language medium of the entry examination to the relevant service or in the official language. Candidates who entered the service without a Competitive Examination should answer both papers in the language medium of their education or in the official language.

It would not be allowed to change the language medium of examination indicated in the application subsequently.

11. The officers may appear separately for each subject and at different occasions. However, for a pass, officers should obtain at least 40% of the total marks for each subject.

12. Commissioner General of Examinations will release the results of the examination to the Director General of Combined Services and the results will be published in the website of Ministry of Public Administration, Disaster Management and Rural Economic Affairs.

13. *Scheme of Examination.* – Examination consists of 2 questions papers

**01. Subject No. (01) - General Administration and Financial Procedure - (100 marks)**

**• Part I - General Administration -Duration - 1 1/2 Hours (50 marks).**

(a) Chapters VI to VIII and XII, XIV, XXIV, XXVII, XXVIII of the Establishment code are included.

(b) Procedural Rules of Public Service Commission published in *Gazette Extraordinary* No. 1589/30 dated 20.02.2009.

(c) Sri Lanka Library Association (Incorporation) Act, No:20 of 1974 and Amended Act, No:7 of 2004.

**• Part II - Financial Procedure -Duration - 1 1/2 Hours (50 marks).**

(d) Financial Regulations - (Except Chapter X) Accounting activities of libraries and related regulations.

**02. Subject No. (02) -Library Organizations - Duration 03 hours - (100 marks)**

(a) Provincial Library Charter.

(b) Library Committees

(c) Conversation of library materials.

(d) User education and public relations.

(e) Types of Libraries and Services.

(f) Simple principles and methodologies of library management.

(g) Extension services that can be implemented in a library.

**N.B.** – Candidates should obtain 40% of marks for each subject to pass this Examination.

14. The decision of the Director General of Combined Services will be final in respect of any matter not provided for in this notification.

15. In case of any inconsistency among Sinhala, Tamil and English texts of this notification, the Sinhala notification shall prevail.

K.V.P.M.J. GAMAGE,  
Director General of Combined Services,  
Ministry of Public Administration, Disaster Management and  
Rural Economic Affairs.

Ministry of Public Administration, Disaster Management and  
Rural Economic Affairs,  
Independence Square,  
Colombo 07,  
19 th of July 2019.

(For Office use only)

### SPECIMEN APPLICATION FORM

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III OF THE SRI LANKA  
GOVERNMENT LIBRARIANS' SERVICE - 2017(II)2019

Medium of Language in which You are appearing  
for the exam

Sinhala - 2  
Tamil - 3  
English - 4

(Indicate the relevant Number in the cage)

The Service to which you belong  
(Please refer Note of para 1.0 of the *Gazette*  
Notification carefully before filling this section)

- 1.0 1.1 Name in Full (In Block Capitals) : \_\_\_\_\_.  
(E.g : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)  
1.2 Names with initials at the end (In block capitals) : \_\_\_\_\_.  
(E.g: GUNAWARDHANA, H.M.S.K)  
1.3 Name in Full (In Sinhala/ Tamil) : \_\_\_\_\_.

2.0 Place of work and Address:-

- 2.1 Name and Address of the Office/ Department/ Institution (In English block capitals) : \_\_\_\_\_.  
2.2 Name and Address of the Office/ Department/ Institution (In Sinhala/ Tamil) : \_\_\_\_\_.  
2.3 Address to which the admission card should be sent (In English block capitals) : \_\_\_\_\_.

3.0 3.1 Gender : - Female - 1  
Male - 0

(Indicate the relevant Number in the cage)

3.2 N.I.C No. :

4.0 Subject/ Subjects offering :

| Subject | Subject No. |
|---------|-------------|
|         |             |
|         |             |



**PUBLIC SERVICE COMMISSION**

**Open/Limited – Competitive Examination for  
Recruitment to Grade III of the Sri Lanka  
Accountants’ Service –2017/2018**

APPLICATIONS are called from Sri Lankans, who satisfy the following qualifications, for recruitment to Grade III of Sri Lanka Accountants’ Service.

In this notice “Service” means the Sri Lanka Accountants’ Service (S.L. Ac. S.)

1. *Date of Examination.*— Examination will be held in November, 2019 in Colombo and in Jaffna by the Commissioner General of Examinations. The Public Service Commission reserves the right to postpone/cancel the Examination.

2. Number of Vacancies to be filled through this examination is as follows :

Open - 86  
Limited - 60

3. *Method of Recruitment.*— Candidates who have scored 40% of marks or above in each subject at the written examination shall be called for the interview in order of merit of the aggregate marks and the selection for appointment will be made by the Board of Interview appointed by the Public Service Commission on perusal of their qualifications.

3.1 Number of persons to be appointed to the said post and the effective date of appointment to be determined by the order of the Public Service Commission. The Public Service Commission has authority to fill any number of vacancies or all the vacancies.

4. *Qualifications:-*

4.1 Open Competitive Examination :

(a) *Educational Qualifications :*

(i) Should possess a Degree in Commerce, Management, Accountancy or Economics from a University recognized by the University Grants Commission ;

or

(ii) Should be a holder of a Higher Diploma in Accountancy or Commerce from the Sri Lanka Technical College or Sri Lanka Institute of Advanced Technological Education;

or

(iii) Should have passed the Licentiate II or Intermediate Examination or Accounting and Business Certificate Examination II or Business Level Examination or any other higher examination of the Institute of Chartered Accountants of Sri Lanka or an Institute of Chartered Accountants in any other commonwealth country ;

or

(iv) Should have passed the Parts I and II of costs and management Examination or Higher Examination conducted by the Chartered Institute of Management Accountants of the United Kingdom or in any other Commonwealth Country;

or

(v) Should have passed the First Professional Level or Higher Level Examination of the Institute of Certified Accountants of the United Kingdom or any other Commonwealth Country;

or

(vi) Should have passed parts I and II Examination or higher Level Examination of Association of Chartered Certified Accountants of United Kingdom or in any other Commonwealth Country;

or

(vii) Should have passed the final Examination of the Institute of Chartered Secretaries and Managers of the United Kingdom.

(b) *Physical Fitness.*— All candidates should be physically fit in all aspects to serve in any part of Sri Lanka.

(c) *Other Qualifications :*

(i) Should be a citizen of Sri Lanka ;

(ii) Should be of excellent moral character ;

(iii) No candidate will be permitted to sit for the Open Competitive Examination (including the Special Open Competitive Examination held for Northern and Eastern Provinces) held for the recruitment to Sri Lanka Accountants’ Service, more than two occasions.

(iv) A person holding priesthood in any of the religious sects will be ineligible to sit this examination.

(v) A person will be deemed as qualified to sit the Competitive Examination for appointment to the service, if the candidate has fulfilled necessary qualification in Para 4.1 (a) in all respects as at 02<sup>nd</sup> August 2019.

(D) *Age.*– Candidate should not be less than 22 years and not more than 30 years as at 02<sup>nd</sup> August 2019 (Maximum age will be considered as 30 years strictly for this occasion).

#### 4.2 *Limited Competitive Examination :*

##### (a) *Qualifications for Experience :*

(i) Possession of any of the qualifications set out in Para 4.1 (a) above with not less than 5 years of satisfactory, uninterrupted permanent service in the Public Service or in the Provincial Public Service on 02<sup>nd</sup> August 2019 having earned a minimum of 5 increments on the due date ;

or

(ii) Possession of not less than 10 years satisfactory period of service in the Public Service or in the Provincial Public Service in a permanent and pensionable post which carries the salary scale of MN 1- 2006 (A) or above having earned a minimum of 10 increment on the due date.

(b) *Physical Fitness.*– All candidates must be physically fit in all aspects to serve in any part of Sri Lanka.

##### (c) *Other Qualifications :-*

(i) Candidates must be of excellent moral character.

(ii) Should have earned all the increments on due dates during the five years immediately preceding the date of gaining eligibility.

(iii) Possession of five years satisfactory service during the five years immediately preceding 02<sup>nd</sup> August 2019.

(iv) No candidate will be permitted to sit for the Limited Competitive Examination (including the Special Limited Competitive Examination held for Northern and Eastern provinces) held for the recruitment to Sri Lanka Accountants' Service, more than two occasions.

(v) Any person holding priesthood in any of the religious sects will be ineligible to sit this examination.

(vi) A person will be deemed as qualified to sit the competitive examination for appointment to service, if the candidate has fulfilled necessary qualifications in Para 4.2 (A) in all respects as at 02<sup>nd</sup> August 2019.

5. *Conditions of Service.*– This appointment shall be subject to general conditions governing the appointments of the Public Service, procedural rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government and other departmental orders. A selected candidate will be appointed to the Grade III of Sri Lanka Accountants' Service subject to conditions prescribed in the minute of the Sri Lanka Accountants' Service published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1670/33 dated 10<sup>th</sup> of September 2010 and the amendments made thereto or to be made hereafter.

(a) For the officers appointed under open stream, this post is permanent and pensionable. You are subjected to the policy decisions taken by the government on the pension scheme to which you are entitled, in future. You are required to make contributions to the Widows'/ Widowers' and Orphans' Pension Scheme. Accordingly, you should make contributions as prescribed by the government from time to time.

For the officers appointed under limited stream, this post is permanent. You are subjected to the policy decisions taken by the government on the pension scheme to which you are entitled, in future.

(b) The officers who are appointed shall be subjected to a probation period of three years. They should pass the First Efficiency Bar Examination prescribed for the officers of the Sri Lanka Accountant's Services within 03 years from the date of appointment.

(c) The officers shall prove that they have acquired the proficiency in official language within 5 years in terms of the Public Administration Circular 01/2014 dated 21.01.2014 and circulars incidental thereto.



6. *Structure and Monthly Salary Scales :*

SL 1-2016-Rs. 47,615 -10x1,335- 8x1,630 – 17x2,170 – Rs. 110,895.

(Salaries shall be paid as mentioned in Schedule II in line with the provisions in Public Administration Circular No. 03/2016 dated 25.02.2016)

7. *Examination Fee.*— The fee for the Open Competitive Examination is Rs. 1,000. The Fee for the Limited Competitive Examination is Rs. 1,000. If a candidate applies for both Examinations the total fee is Rs. 1500. This fee should be paid before closing date of applications at any of the Post/ Sub Post office in the island in order to credit to the Revenue Head 20-03-02-13 of the Commissioner General of Examinations. The receipt issued from the Post Office should be pasted to the relevant cage in the application form. It is advisable to keep a photocopy of the receipt with the applicants. The fee is nonrefundable. Further, no stamps or vouchers are accepted as the examination fees.

8. *Method of Application :-*

- (a) The applications should be prepared strictly in accordance with the specimen form annexed to this notification; using both sides of a paper size A4 and should be filled by the candidate himself.
- (b) Item No. 01 to 03 of the application should be on the first page. The application should be in the Language in which the candidate is eligible to sit the examination. The name of the examination should be written in English in both Sinhala and Tamil applications. Applications which are not complying to the prescribed specimen application form and incomplete shall be rejected without notice. The loss cause by not completing the application shall be borne by the applicants themselves. It is advisable to keep a copy of the application and the applicant should make sure to prepare the application in line with the specimen form in the notification of examination. Unless, the application may be rejected.
- (c) The applications for the Open Competitive Examination should be sent by Registered Post to reach The Commissioner General of Examinations, Organizations (Institutional and Foreign Examinations) Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo on or before 02<sup>nd</sup> September 2019. “Open Competitive Examination/Accountants-2017/2018” should be clearly written on the top left hand corner of the envelope containing the

application. No application received after that date will be accepted.

**Note** - Applicants who are already in Public Service/ Provincial Public Service/State Corporations should forward their applications through their Head of Departments/Institutions.

- (d) The applications for the Limited Competitive Examination must be forwarded through the Head of Department to reach The Commissioner General of Examinations, Organizations (Institutional and Foreign Examinations) Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo on or before 02<sup>nd</sup> September 2019. “Limited Competitive Examination/ Accountants- 2017/2018” should be clearly written on the top left hand corner of the envelope containing the application. No application received after that date will be accepted.

If a candidate is sitting for both examinations, “Open/Limited Competitive Examination / Accountants – 2017/2018” should be written on the top left hand corner of the envelope.

- (e) The post and the working place of the applicants at the time of applying for the examination are related to all matters pertaining to the examination and any change in that respect will not be considered thereafter.
- (f) A press notice to that effect will be published in the newspapers by the Department of Examination, Sri Lanka as soon as the admission cards are dispatched to the respective candidates. If admission card is not received even after 2 or 3 days of such an advertisement steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations ;i.e. a certified photocopy of the application form and the receipt at your possession, receipt of registration and in case of applicants outside Colombo, letter of request furnishing a fax number to which admission cards should be sent.

9. *Admission to the Examination :-*

- (a) The Commissioner-General of Examinations will issue Admission Cards to every person who has

sent a perfected application on the assumption that applications have been sent by those who have completed the qualifications mentioned in the *Gazette*. A candidate presenting himself for the examination must produce his Admission Card with signature certified, to the Supervisor of the Examination Centre. A candidate, who fails to produce his Admission Card, will not be permitted to sit the Examination.

- (b) The candidate must sit the Examination at the Examination Hall assigned to him. Every candidate should hand over their Admission Card of the relevant examination hall to the Supervisor of the Examination Centre on the first day presenting himself for the examination at the hall. A set of rules to be observed by all candidates are published in the *Gazette*.
- (c) The issuance of an Admission Card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit the examination.
- (d) All candidates are bound to abide by the rules laid down by the Commissioner-General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner-General of Examinations.

10. *Identity of the Candidate.*— A Candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor of the Examination Centre for each subject he/she offers. For this purpose, one of the following documents will be accepted.

- I. National Identity Card;
- II. Valid passport.
- III. Valid driving license

Candidates should enter the examination hall without covering their face and ears in order to prove their identity. Further, any candidate who refuses to assist for proving his/her identity will not be allowed to enter the examination hall. The candidates should remain in the examination hall from the time of entering up to leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate. However, a candidate may be allowed to appear for the examination if any objection is made by such candidate regarding this condition. Results will not be issued to such candidate since it is not possible to prove the identity of the candidate.

11. *Furnishing False Information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by candidate is found incorrect and has been done so within the knowledge of him or if he has willfully suppressed a material fact, he will be liable to dismissal from the Public Service.

12. Any matter not provided in these regulations will be dealt with as determined by the Public Service Commission.

13. *Scheme of Examination :-*

(i) Language of Examination:

- (a) The Examination will be held in Sinhala, Tamil and English
- (b) A candidate can sit for the examination in the language he/she passed the examination from which he/she became qualified or in official language
- (c) If any candidate has passed the subjects of the examination from which he/she became qualified, in two or more languages, he/she shall sit for the examination in the language he/she passed most of the subjects.
- (d) If any candidate who holds a special degree in which he/she passed the main subject in one language and additional subject in another language, shall sit for the examination in the language he/she passed the main subject.

*Note:-*

- I. “examination from which he/she became qualified” mentioned in (a), (b) and (c) means the examinations indicated in para 4.1 (a)
- II. A candidate must sit all the papers of examination in one and the same language.
- III. A candidate will not be permitted to change the medium of the examination given in his application.

14. *Method of Testing :-*

- (a) A written examination consisting of the following subjects : All the question papers consist compulsory questions and the Candidates should answer all the questions.
  - (i) Financial Accounting Paper I - 3 hours – 100 marks
  - (ii) Financial Accounting Paper II - 3 hours – 100 marks

- |  |                       |
|--|-----------------------|
| (iii) Cost and Management Accounting       | - 3 hours – 100 marks |
| (iv) Auditing and Investigations           | - 3 hours – 100 marks |
| (v) General Intelligence and Comprehension | - 3 hours – 100 marks |
| (vi) Public Finance Management             | - 3 hours – 100 marks |

Syllabus is given in at the end of this notice.

(b) Interview :-

Only candidates who secured a minimum of 40% marks in each subject at the written examination will be summoned for the interview. The number of candidates to be called for the interview will be determined by the Public Service Commission in order of merit of the marks obtained by the candidates at the written examination and according to the number of existing vacancies as the case may be. Results of the written examination will be sent to all candidates by the Commissioner General of Department of Examination on instructions of the Public Service Commission.

15. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

16. *Method of Selection for Appointment.*— Candidates who have scored higher marks in Order of the merit at the Open and Limited Examinations and duly filled basic qualifications at the interview will be selected. Marks will not be given for interview. In the event of candidate having tied for a place, the final decision on the selection for such a place will be made by the Public Service Commission.

By order of the Public Service Commission,

J.J. RATHNASIRI,  
Secretary,

Ministry of Public Administration, Disaster Management  
and Rural Economic Affairs.

Ministry of Public Administration, Disaster Management  
and Rural Economic Affairs,  
Colombo 07,  
July, 2019.

#### APPLICATION

OPEN/LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE SRI LANKA  
ACCOUNTANTS' SERVICE – 2017/2018

|   |                      |
|---|----------------------|
| Index No :<br>(for official use only)   |                      |
| Town in which the applicant sits for the examination  | Town No.             |
| Indicate the Town Number in which the applicant sit for the examination and the number of the same.<br>(Colombo 1, Jaffna 2)                            |                      |
| Medium of the Examination:<br>Sinhala 2 Tamil 3, English 4,<br>(Please write relevant number in the cage)<br>Changing of given medium is not permitted  | <input type="text"/> |
| Indicate whether the candidate applies for Open/Limited Examination or Both<br>Limited – 1 Open-2 Both -3<br>(Please write relevant number in the cage) | <input type="text"/> |
| <ul style="list-style-type: none"> <li>It is not allowed to change the examination applied for, at a later occasion</li> </ul>                          |                      |

## 1.0 Name:

- 1.1. Full Name (In English Block Letters) :\_\_\_\_\_.  
(Ex. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name with initials at the end (In English Block Capitals) :\_\_\_\_\_.  
(Ex: GUNAWARDHANA, H.M.S.K.)
- 1.3 Full Name :\_\_\_\_\_.  
(In Sinhala/Tamil)

2.0 Permanent Address :\_\_\_\_\_.  
(In English capital letters)

- 2.1 Permanent Address :\_\_\_\_\_.  
(In Sinhala/Tamil)
- 2.2 Official address :\_\_\_\_\_.  
(In English capital letters)
- 2.3 Official address :\_\_\_\_\_.  
(In Sinhala/Tamil)
- 2.4 Address to which the Admission Card should be sent: (In English Capital Letters) :\_\_\_\_\_.  
(Officer in Public Service/Provincial Public Service/Corporations should mention his official address and any subsequent change should be notified immediately.)

3.0 3.1 National Identity Card No. : 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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3.2 Sex : Female - 1, Male - 0 (Please write relevant number) 



3.3 Marital Status :- Married - 1 Single - 2 (Please write relevant number) 



3.4 Mobile phone number : 

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3.5 Date of Birth : Year : 

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 Month : 

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3.6 Age as at 02nd August 2019: Years: 

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 Months : 

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 Days: 

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## 4.0 (To be filled by candidates for the Open Competitive Examination) Please State :

- 4.1 The qualification obtained to be eligible to sit this Examination under Para 4.1 :\_\_\_\_\_.
- 4.1 The Institutions from which such qualification has been obtained :\_\_\_\_\_.

## 5.0 (To be filled by candidates for the Limited Competitive Examination) Please State.

- 5.1 The qualification obtained to be eligible to sit this Examination under Para 4.2 :\_\_\_\_\_.
- 5.2 The Institutions from which such qualification has been obtained :

(a)

| Department | Post | From | To | Period |
|------------|------|------|----|--------|
|            |      |      |    |        |

(b) (i) Service/Post :\_\_\_\_\_.

(ii) Class : From \_\_\_\_\_ to \_\_\_\_\_

(iii) Class : From \_\_\_\_\_ to \_\_\_\_\_

(iv) Total Service period under the Government as at 02nd August 2019. :

Years :\_\_\_\_\_ Months :\_\_\_\_\_.

(a) Service in ii above : Years : \_\_\_\_\_ Months : \_\_\_\_\_

(b) Service in iii above : Years : \_\_\_\_\_ Months : \_\_\_\_\_

(v) Annual Salary as at 02nd August 2019 :\_\_\_\_\_.

6.0 6.1 The years in which you have sat the Limited Competitive Examination for recruitment to the Sri Lanka Accountants' Service (Including the Special Limited Competitive Examination held for Northern and Eastern provinces).

Years :

1. ....
2. ....
3. ....

6.2 The years in which you have sat the Open Competitive Examination for recruitment to the Sri Lanka Accountants' Service(Including the Special Open Competitive Examination held for Northern and Eastern provinces).

Years:

1. ....
2. ....
3. ....

7.0 The cash receipt should be pasted to the application firmly:

To affix the receipt of the examination fees (Keep a photocopy of the receipt)

- (i) Amount Paid : Rs..... (iii) Receipt No. : .....  
(ii) Place of amount paid: ..... (iv) Date of payment .....

8.0 Certificate by Candidate :

8.1 I declare that to the best of my knowledge and belief, the information given in this form is true and that I have affixed receipt No..... dated ..... being payment of the Examination Fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to during or after the examination if it is found that I am ineligible according to the regulations of the examination. Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations with regard to issuance of the results.

8.2 I declare that during the five years preceding 02<sup>nd</sup> August 2019 I have earned all the increment (excluding those conditional to passing service or departmental examination) and that I have not been subject to any form of disciplinary punishment (excluding warning) for any offence committed during the immediate proceeding five years.

\_\_\_\_\_  
Signature of Candidate.

Date :\_\_\_\_\_.

9.0 9.1 Certificate of the Head of Department: (To be filled by candidates for the Open Competitive Examination only where relevant and by all Candidates for the Limited Competitive Examination) the Head of Institution in which the applicant personal file is been maintained, should sign as the Head of the Institution.

I hereby certify that the candidate named .....has been serving in this office since ..... and his/her work and conduct has been satisfactory and I have checked all the particulars mentioned in Para 6 above with the records available in the office and found that they are correct and He/ She has paid the prescribed examination fee and affixed the relevant receipt herein and that she/he has signed in my presence on ..... 2019.

\_\_\_\_\_  
Signature of the Head of the Department.

Date :\_\_\_\_\_.

Attester's Full Name :\_\_\_\_\_.

Post :\_\_\_\_\_.

Address : (Should be supported by a Rubber Stamp) :\_\_\_\_\_.

9.2 Attestation (To be filled by candidates for the Open Competitive Examination only where relevant.)

I do hereby certify that Mr./Mrs./Miss .....who forwards this application is known to me personally and placed his/her signature in my presence on this ..... day of .....2016 and that he/she has paid the relevant examination fee and affixed the receipt obtained thus.

\_\_\_\_\_,  
Signature of the Attester and Seal.

Attester's Full Name :\_\_\_\_\_.

Post :\_\_\_\_\_.

Address :\_\_\_\_\_.

Date :\_\_\_\_\_.

**Note :** The signature of the applicant should be attested in the application and also in the admission card. An applicant who is forwarding the application through any institution should get his/her signature attested by the Head of the Institution or by any other officer authorized by him and other applicants should get their signature attested by a Head of a Government School, Grama Nladhari of the relevant division, a Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public or a permanent officer in the Staff Grade of the Public Service or Provincial Public Service.

**Appendix I**

Particulars regarding Open/Limited Competitive Examinations conducted for appointment to the Sri Lanka Accountants Service.

The examination will consist of the following examination papers.

| No. | Subjects                               | Maximum Marks | Pass Marks | Time     |
|-----|--|---------------|------------|----------|
| 1   | Financial Accountancy -I               | 100           | 40         | 03 hours |
| 2   | Financial Accountancy -II              | 100           | 40         | 03 hours |
| 3   | Cost and Management Accountancy        | 100           | 40         | 03 hours |
| 4   | Auditing and Investigation             | 100           | 40         | 03 hours |
| 5   | General Intelligence and Comprehension | 100           | 40         | 03 hours |
| 6   | Public Financial Management            | 100           | 40         | 03 hours |

**Syllabus:**

**Subject No. 01 and 02 - Financial Accountancy I and II**

Purpose of Financial Accountancy and users of accounts and information required by them.

*Accounting Principles :*

Accounting Equation, Double Entry Book keeping and Accounting Systems, Prime Entry Books and Ledgers. Trial balance, Accumulated pre-payments and Adjustments, Capital Expenditure and income, Depreciations, Suspense Accounts, Correction of Errors, Control Accounts, Reconciliation Statements, Incomplete records.

*Final Accounts :*

Manufacturing Accounts, Trading Profit and Loss Accounts, Balance Sheet, Fund Flow Statement and Appropriation Account.

*Accounting for Partnerships :*

Partnership Agreements, Book keeping for partnerships, Fixed Capital Accounts, Current Accounts, Accounting for debts, Drawing Accounts, Preparation of Final Accounts for Partnerships, Changes in the composition of a Partnership, Treatment of goodwill and action on other assets and liabilities in admission of partners and dissolution of partnerships, Joint ventures.

*Accounting for Limited liability Companies :*

Nature of Limited liability Companies, Public listed Companies and Share market/share and loan capital, Distributable profits, Final Accounts for internal and external use, Defining Statements of Accounts, Interpretation of financial statements, Accounting ratios.

*Accounting for Specialized Transactions :*

Societies and associations, consignments, Branches, hire purchase and credit sale, Leasing, investments, bill of exchange, long-term contracts, royalties, container accounts, foreign currency transactions.

*Application of Computers for accounting :*

Types of Computer/Hardware and software, Computer Operating Software, Electronic Spreadsheets, Computer based Accounting.

**Subject No. 03 – Cost and Management Accounting**

Cost Accounting, Financial Accounting and Management Accounting, Purpose of Cost accounting. Accounting as a management aid.

*Material Cost :*

Purchasing procedures, Store Routines, Methods of valuing material issues, Incentive allowances, and bonuses.

*Labour Cost :*

Time keeping, time allocations, methods of remuneration, payment of incentive allowances and bonuses, Accounting for salaries and wages.

*Overhead Costs :*

Allocation and apportionment of costs, Absorption methods, Overhead administration & distribution, Selling and Distributions.

*Integrated and non-integrated Accounts :*

Cost control account, reconciliation of costs and financial accounts, integral accounts.

*Methods of Costing :*

Contract Costing, Job Costing, Departmental Costing, Batch Costing, Process Costing, Unit Costing, Services Costing, unrealized profits under different methods of costing.

*Marginal Costing :*

Contributions/Sales, break-even charts, application of marginal costing, accounting entries in marginal costing.

*Standard Costing :*

Standard Costs, actual Costs, basic variances, accounting procedures.

*Budgetary Control :*

Functional budgets, master budgets, flexible budgetary control, continuous budgeting, Operation of budgetary control.

**Subject No. 4. Auditing and Investigation**

The nature and objectives of auditing - The role of the Auditor

Internal audit, external audit, statutory – in relation to the Government Departments, Ministries and Corporations Under the Constitution of Sri Lanka and Finance Act, No. 38 of 1971 relating to Non-statutory-under companies Act, No. 17 of 1982 – Auditing Standards, Auditing Opinions, Auditing concepts, Independence and other personal qualities of Auditor, Evidence, Truthfulness and Fairness, Materialism, Audit Risk, Auditors Responsibilities, Responsibilities of person subjected to Auditing.

*Scope and Limitations :*

Determining the Scope, Assumptions and limitations, Role of Auditing standards and Guidelines.

The role of engagement letters, Management letters and representation letters, Basic auditing methods and Evaluation of internal control procedures.

Quantity Charts, Questionnaires

**Subject No. 5 – General Intelligence and Comprehension**

Audit Planning and Control

PART ‘A’

Audit Planning, timing, interim and final audits, assignment of responsibilities for functions, Audit Control, Recording the work done including the use of internal control, prepared questionnaires and forms for evaluation of internal control.

Questions will be asked from candidates based on a passage given in the comprehension question paper. Another passage is given and the candidates have to summarize it to one third of the original number of words giving its prime meaning.

Values, Concepts and Characteristics for financial auditing.

PART ‘B’

Its relevance to the Public Sector, Analytical auditing.

Intelligence

Subject No. 6 - Public Financial Management

Auditing of Computerized Accounting Systems – Auditing Limited Companies

Legal framework of Public Finance

Statutory books, powers and duties of Directors, Divisional profits, Appointment of auditors, wages and removals. Action to be taken before accepting new Auditors, Powers and duties of Auditors.

The Consolidated Fund, Special Law Expenditure, Contingencies Fund, Public Debt. Foreign aid, Fiscal Measures.

Nature and extent of inspections.

The Role of the Parliament, The Minister of Finance, The Treasury, The Auditor General, Public Accounts Committee, Committee on Public Enterprises, The Chief Accounting Officer, Department of national Planning Monetary Board.

Compliance inspections, independent inspections, Sample techniques, Balance sheet verifications, Verification of income and expenditure accounts.

The Annual Appropriation Bill.

Professional responsibilities of Auditors and Accountants

Budgetary System and Procedures, Annual estimates of Revenue and Expenditure.

Budget Implementation

Professional conduct and ethics legal rights and responsibilities, Legal responsibility of Accountant and Auditor and Law relating to the subject of knowledge on incidents.

Organizational Structure for the implementation of the budget, Revenue collection procedures, Imprest for making payments, Supervision of financial operations, Delegation of functions, Virement procedure, supplementary estimates, Budgetary control, Procurement Procedure.

*Investigations :*

Government Accounting Systems and Procedures

Planning the scope of investigations, Techniques and procedures to be used, Examples of intention for conducting investigations, Feasibility studies Evaluation of business institutions for the purchase, Sale, Credit rating etc., Accountant's and Auditor's reports for prospectus, Reporting activities, fraud investigations, Project evaluations.

Custody, security and control of government properties, Accounting for revenue and other receipts, Accounting for foreign aid, Accounting for losses, waivers and write-offs.

*Review :*

Reporting Functions

Reporting to the management about the weaknesses in the internal control systems, special reporting functions relating to Government and corporation audits, Reports for the prospectus, Reports on investigations.

Flash reports summary of monthly accounts, Review of financial and physical performance, the annual appropriation account, The Auditor General's report on the island's accounts, the report of the Public Accounts Committee, The report of the Committee on Public Enterprises.



**PUBLIC SERVICE COMMISSION**

**Ministry of Public Administration, Disaster Management and Rural Economic Affairs**

**OPEN COMPETITIVE EXAMINATION TO FILL THE VACANCIES IN GRADE III OF SRI LANKA SCIENTIFIC SERVICE - 2018 (2019)**

APPLICATIONS are called from the qualified citizens of Sri Lanka for the Open Competitive Examination to fill 37 vacancies in Grade III of Sri Lanka Scientific Service in following Departments and Ministries on the order of the Public Service Commission. The examination is due to be held in November 2019. Applications prepared in line with the specimen application indicated at the end of this notification should be sent by registered post on or before the closing date of application to reach Commissioner General of Examinations, Organization (Establishment and Foreign Examination) Branch, Department of Examination Sri Lanka, P.O. Box 1503, Colombo. "Open Competitive Examination to fill Vacancies in Grade III of Sri Lanka Scientific Service- 2018 (2019)" should be clearly indicated on the top left corner of the envelope. Further, the name of the examination should be indicated in English in Sinhala and Tamil applications along with Sinhala or Tamil languages.

| Serial No | Department to which the vacant post belongs | Designation                                | No of Vacancies | Code No. |
|-----------|---|--|-----------------|----------|
| 01        | Department of Government Analyst            | Assistant Analyst                          | 27              | 01       |
|           |   | Assistant Examiner of Questioned Documents | 04              | 02       |
| 02        | Department of Wildlife Conservation         | Deputy Director/<br>Assistant Director     | 03              | 03       |
| 03        | Department of Irrigation                    | Geologist                                  | 02              | 04       |
| 04        | Department of Labour                        | Research Officer (Occupational Health)     | 01              | 05       |

- Closing date of application is 30/08/2019

**Note.**– No complaint that an application has been lost or delayed in post shall be considered. The loss which may occur by delaying the applications should be borne by the candidates themselves.

When an applicant applies for more than one post, he/she should not submit separate applications but mention the preference in order, in one and the same application. The order of the preference cannot be changed at a later occasion.

01. *Method of Recruitment to the Service.*– Recruitment shall be made on the results of a written examination, on the order of the highest marks obtained and the preferences out of those who secure 40% of marks for each question paper. Number of persons to be called for interview shall be determined by the Public Service Commission and the qualifications of the applicants shall be verified by a board of interview appointed by the Public Services Commission. No marks shall be allocated for the interview.

**Note.**– When applying for the post of Assistant Examiner of Questioned Documents in the Department of Government Analyst, two (02) posts out of four (04) vacancies shall be filled in line with the educational qualifications (a), (b), and (c) of (04) in the recruitment notification and the other two posts shall be filled under (d), (e) and (f).

02. *Conditions of Engaging in service :*

- I. This post is permanent and pensionable. You are bound to the policy decisions taken by the government with regard to the pension scheme you are entitled to. Further you shall contribute to Widows and Orphans/ Widowers' and Orphans Pension Scheme. You shall make the contributions as determined by the government from time to time.

- II. The officers appointed to the post are subjected to a probation period of 03 years and the First Efficiency Bar Examination should be passed within the period of said 03 years.
- III. As per the provision in the Public Administration Circular No. 01/2014 dated 21.01.2014 and consequent circulars the proficiency level of the other official language should be obtained within 05 years. Officers who join the service in a non-official language, should obtain the proficiency in one of the official languages within a period of 03 years and the relevant proficiency level in other official language should be acquired within five (05) years.
- IV. The appointment is subject to the Procedural Rules of the Public Service Commission, the provisions in the service minute of the Scientific Service published on the *Gazette* No. 1877/27 dated 28<sup>th</sup> August 2014 and accordingly the conditions of the approved recruitment procedures of each department.

03. *Salary Scale.*– This post is entitled to the monthly Salary Scale of Rs. 47,615 -10X1,335-8X1,630-17X2170 - Rs. 110,895 (SL-1-2016) as per the Public Administration Circular 03/2016. (Your salary is paid as per the provisions in Schedule II of the Public Administration Circular No. 03/2016 dated 25.02.2016)

04. *Educational Qualifications:*

| Serial No. | Department                       | Post  | Educational and other Qualifications   |
|------------|----------------------------------|---|--|
| 01         | Department of Government Analyst | 1. Assistant Government Analyst               | <p><i>Shall have obtained</i></p> <p>(a) Bachelor of Science Special Degree in Chemistry with a First or Second Class</p> <p><i>or</i></p> <p>(b) Bachelor of Science Special Degree in Chemistry with a general pass and a Post Graduate Degree in Chemistry</p> <p><i>or</i></p> <p>(c) Bachelor of Science General degree with Chemistry as a subject and a Post Graduate Degree in Chemistry</p> <p>from a university recognized by the University Grants Commission</p>   |
|            |                                  | 2. Assistant Examiner of Questioned Documents | <p>Shall have obtained</p> <p>(a) Bachelor of Science Special Degree in Physics or Chemistry with First or Second Class</p> <p><i>or</i></p> <p>(b) Bachelor of Science Special Degree in Chemistry or Physics with a general pass and a Post Graduate Degree in Chemistry or physics</p> <p><i>or</i></p> <p>(c) Bachelor of Science General degree with Chemistry or Physics as a subject and a Post Graduate Degree in Chemistry or Physics</p> <p>from a university recognized by the University Grants Commission</p> <p>Shall have passed G.C.E. (A/L) in science stream and shall have obtained</p> |

| Serial No. | Department                          | Post                                   | Educational and other Qualifications   |
|------------|-------------------------------------|--|--|
|            |                                     |  | <p>(d) A Special Degree in Computer Science or Information Technology with First or Second Class</p> <p><i>or</i></p> <p>(e) A Special Degree in Computer Science or Information Technology with a general pass and a Post Graduate Degree in Computer Science or Information Technology</p> <p><i>or</i></p> <p>(f) A General Degree in Computer Science or Information Technology and a Post Graduate Degree in Computer Science or Information Technology from a university recognized by the University Grants Commission</p>  |
| 02         | Department of Wild life Cnservation | Deputy Director/<br>Assistant Director | <p>Shall have obtained</p> <p>(a) Bachelor of Science Special Degree in Biology and Botany with First or Second Class</p> <p><i>or</i></p> <p>(b) Bachelor of Science Special Degree with First or Second Class in Zoology with Botany and Biology as subjects</p> <p><i>or</i></p> <p>(c) Bachelor of Science Special Degree with First or Second Class in Chemistry with Botany, Biology, Forestry, Natural resource Management as a subject</p> <p><i>or</i></p> <p>(d) Bachelor of Science Special Degree in Ecology or Agriculture or Natural Resource Management with a First or Second Class</p> <p><i>or</i></p> <p>(e) Bachelor of Science General Degree with a First or Second Class with two subjects out of Zoology, Botany or Biology</p> <p><i>or</i></p> <p>(f) Bachelor of Science Special or General Degree in any of the following, Ecology, Environmental Conservation and Management, Plant Biotechnology, Molecular Biology and Biotechnology, Animal Science and Fisheries with a First or Second Class</p> <p><i>or</i></p> <p>(g) Bachelor of Science General Degree and a Post Graduate Degree in Wildlife Conservation or Wildlife Management or Forestry or Environmental Conservation.</p> <p>from a University recognized by University Grants Commission or an Institution recognized by University Grants Commission as an Degree Awarding Institute</p> |

| Serial No. | Department               | Post                                   | Educational and other Qualifications   |
|------------|--------------------------|--|--|
| 03         | Department of Irrigation | Geologist                              | Shall have obtained<br>(a) Bachelor of Science Special Degree in Geology<br>or<br>(b) Bachelor of Science General Degree with a First or a Second Class with Geology as a main subject from a University recognized by University Grants Commission or an Institution recognized by University Grants Commission as an Degree Awarding Institute   |
| 04         | Department of Labour     | Research Officer (Occupational Health) | Shall have obtained<br>(a) Bachelor of Science Special Degree in Chemistry with a First or Second Class<br>or<br>(b) A Postgraduate Degree in Chemistry, Industrial Toxicology, Industrial Hygiene or Environmental Applied Chemistry from a University recognized by University Grants Commission or an Institution recognized by University Grants Commission as an Degree Awarding Institute<br>or<br>(c) Membership of Institute of Chemistry Ceylon or Royal Society of Chemistry in Ireland or Great Britain |

05. *Age Limit.* – Minimum age of 22 years and maximum age of 36 years as at the closing date of application. Accordingly, the age requirement is satisfied by the individuals whose date of birth is fallen on or before 30.08.1997 and on or later 30.08.1983.

06. *Physical Qualifications.* – All the applicants should be physically and mentally fit to serve in any part of the island and to perform the duties of the post.

07. *Other Qualifications :*

- I. Applicants should be citizens of Sri Lanka ;
- II. Applicants should be of good character ;
- III. No applicant should be ordained in any religious sect ;
- IV. Should have not appeared for open competitive examination of Sri Lanka Scientific Service more than two times ;
- V. The qualifications required for the recruitment to the post should have been fulfilled in each and every way as at the closing date of applications mentioned in the notification calling for application.

08. 8.1 *Written Examination :*

8.1.1 The examination shall be conducted by the Commissioner General of Examinations.

| Question Paper            | Duration | Total Marks | Pass Marks |
|---------------------------|----------|-------------|------------|
| 1. Intelligence Test      | 01 hour  | 100         | 40         |
| 2. General Question Paper | 03 hours | 100         | 40         |

8.1.2 *Syllabus* :

| <i>Question Paper</i>     | <i>Syllabus</i>   |
|---------------------------|---|
| 1. Intelligence Test      | This paper which is designed to test the candidate's ability of critical reasoning, general intelligence and ability of decision making shall consist of 50 questions of multiple choice.   |
| 2. General Question paper | This is a question paper which aims at testing general knowledge and it shall be designed to test the understanding of the candidate on political, social, cultural and economic environment of Sri Lanka, matters which are currently important in national and international aspects and national and international scientific and technical development. This question paper shall consist of two parts. The first part shall consist of questions for short answers and 25 marks shall be allocated. The second part shall consist of questions in structured nature. There are 05 questions and all should be answered. 75 Marks |

8.1.3 *Nature of the Question Paper* :

1. Intelligence Test: A Multiple Choice Question Paper with 50 questions and 04 choices for each question. All the questions should be answered (Marks 2 X50 = 100)
2. General Question Paper: This paper consists of 02 parts  
Part I: 25 Questions to which short answers are required (Marks 1X25= 25)  
Part II: 05 Semi Structured Questions (Marks 15 X 5 = 75)  
All the questions should be answered.

8.2 *Results of the Examination* :

The results sheet with the names of the qualified applicants from the written examination will be sent to the Secretary, Public Service Commission. Results will be personally informed to those who appeared at the examination or published on the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

09. *Conditions of the Examination* :

- I. This Examination will be held in November 2019 in Colombo
- II. This examination will be held in Sinhala, Tamil and English media. Candidates can appear for the examination in any language he/she prefers. Candidates should answer all the questions in one language. Candidates are not allowed to change the language medium applied initially. Every candidate should appear for all the question papers.
- III. The examination fee is Rs.600/= This fee can be paid to any Post Office/ Sub Post Office or District/ Divisional Secretariat under the head 2003-02-13 of the Commissioner General of Examination. One edge of the receipt obtained thus should be affixed in the relevant cage of the application so as not to be detached. It is advisable to keep a photocopy of the receipt.
- IV. The application should be prepared on paper of size 22cm X 29cm (A-4) and titles 1.0 to 3.11 appear on the first side of the paper and titles from 3.12 on the other pages. Application should be filled by the candidate in his/her own handwriting. Applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice. It is advisable to keep a photocopy of the application with candidate. It is the responsibility of the candidate to make sure that the application form perfected by him/ her complies with the specimen given in the examination notice as otherwise the application may be rejected. Prepare the applications in line with the specimen application attached herewith.

**Note:-** A duly perfected application can be downloaded from the official website of the Ministry of Public Administration, Management and Law & Order ([www.pubad.gov.lk](http://www.pubad.gov.lk)) for your convenience.

**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.

- V. Receipt of applications shall not be acknowledged. The Commissioner-General of Examinations shall issue admission cards to all the candidates on the assumption that only the individuals who have satisfied the qualifications in the *Gazette* notification have applied for the examination. A notice shall be published in the newspapers by the Department of Examinations as soon as admission cards are issued to applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, steps shall be taken to inquire from Organization and Foreign Examination Branch of the Department of Examinations in the manner specified in the notification. It would be advisable to keep the following in hand at the time of calling the Department of Examinations: i.e. certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent. Further, 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.

**Note:-** No candidate is allowed to enter the examination hall without the admission card. The admission card in which the signature of the candidate is attested should be presented to the supervisor on the date of commencement of the examination.

The issue of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination.

- VI. The Commissioner General of examination reserves the right to postpone or cancel the examination on the approval of the Public Service Commission.
- VII. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination for the purpose of conducting examinations and release of results and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examination for violation of these rules and regulations.
- VIII. *Identity of the Candidate.*– A candidate shall be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents shall be accepted.
- (i) National identity card issued by the Department of Registration of Persons:
  - (ii) A valid passport.
  - (iii) A valid Driving License

**N.B.**

- (a) No document or a copy should be attached to the application
  - (b) Applications of the candidates who fail to submit relevant documents at a time of informing to do so shall not be considered.
- IX. Examination fees are not refundable under any circumstance and it cannot be transferred to any other examination. Stamps or Money orders are not accepted.

10. Signature of the applicant should be attested both in the application and in the admission card. Officers who are serving in Public Service/ Provincial Public Service, Government Corporations should send their applications through their Heads of Departments/ Heads of Institutions. It is compulsory for the applicants to get their signatures attested before appearing at the examination. Any applicant who is appearing for the examination through his/her institution should get his/her signature attested by the head of the institution. Signature of the other applicants should have been attested by a Principal of a Government School, Grama Niladhari, a Justice of the Peace, Commissioner for Oaths, Notary Public, Commissioned Officer in the armed forces, an officer holding a staff grade post in the Public Service, Chief Incumbent of a temple or any religious leader in a reputed status.

11. In the event of any inconsistency between the Sinhala, Tamil and English text of this Examination Notification, the Sinhala text shall prevail.

On the Order of the Public Service Commission,

J. J. RATHNASIRI,  
Secretary,  
Ministry of Public Administration, Disaster Management and  
Rural Economic Affairs.

19th July, 2019.

ශ්‍රී ලංකා විද්‍යාත්මක සේවයේ III ශ්‍රේණියේ තනතුරු පුරප්පාඩු පිරවීම සඳහා වන විවෘත තරග විභාගය - 2018(2019)

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III POSTS OF  
SRI LANKA SCIENTIFIC SERVICE - 2018 (2019)

(For Office Use Only)

01. Medium:- Language medium of the examination

|         |   |
|---------|---|
| Sinhala | 2 |
| Tamil   | 3 |
| English | 4 |

(Write relevant number in the cage)

(Application should be perfected in the language medium in which the candidate appears for the examination)

02. Post/Posts Applied :

| <i>Designation</i> | <i>Code Number</i> |
|--------------------|--------------------|
| <br>               | <br>               |

03. Personal Information :

- 3.1 Name in Full (In English Block Capitals) : \_\_\_\_\_.  
(Ex. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 3.2 Name with initials at the end (In English Block Capitals):- Mr./Mrs./Miss : \_\_\_\_\_.  
(Ex:- GUNAWARDHANA, H.M.S.K.)
- 3.3 Name in Full (In Sinhala/ Tamil) : \_\_\_\_\_.
- 3.4 Permanent Address in English Block Capitals : \_\_\_\_\_.  
(Admission cards are posted to this address)
- 3.5 Permanent Address (In Sinhala/ Tamil) : \_\_\_\_\_.
- 3.6 Postal Town/Code : \_\_\_\_\_.

3.7. National Identity Card No. :

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

3.9. Telephone No : Mobile :

Land :

3.10 Birthday:- Year :  Month :  Date :

3.11. Age as at the closing date of the Application : Years :  Months :  Days :

3.12. Race : Sinhala - 1, Tamil - 2, I. Tamil - 3, Muslim - 4, Other - 5

3.13. Marital Status : Married - 1 Unmarried - 2  (Write the relevant number in the cage)

3.14 Email Address : \_\_\_\_\_.

#### 4.0 Qualifications:-

4.1 Date of Graduation : \_\_\_\_\_.

( Please read (4) of the notification to ensure you have this qualifications)

| <i>Examination/ Degree</i> | <i>Class</i>         | <i>Year</i>          | <i>Subjects</i>      | <i>University/ Institution</i> |
|----------------------------|----------------------|----------------------|----------------------|--------------------------------|
| <input type="text"/>       | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>           |

#### 5.0 Affix the receipt so as not to be detached :

(It is advisable to keep a photocopy of the receipt)

Receipt No. : \_\_\_\_\_.

Post Office/ Sub Post Office to which the fee was paid : \_\_\_\_\_.

Date : \_\_\_\_\_.

6.0 Have you ever been convicted of any offence in a court of Law, if yes, give details : \_\_\_\_\_.

#### 7.0 Certification of the applicant :

I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I am aware and declare 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 without any compensation and that I abide by all the rules and regulations.

\_\_\_\_\_,  
Signature of the Applicant.

Date : \_\_\_\_\_.



8.0 Attestation of the signature of the Applicant (According to 10 in *Gazette* Notification) :

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 : \_\_\_\_\_.

Full Name of the Officer attesting the signature : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

(To be confirmed by official stamp)

9.0 Report of the Head of the Department/ Institution :

(Only for the applicants serving in Public/ Provincial Public/ Government Corporations)

Mr./Mrs./Miss ..... who submits this application is serving at this Ministry/ Department as ..... And I recommend his/ her application. Actions can be taken to release the officer upon selecting for this post.

\_\_\_\_\_,  
Signature of the Head of the Department.

Name : \_\_\_\_\_.

Post : \_\_\_\_\_.

Date : \_\_\_\_\_.

(To be confirmed by official stamp)

08-112

**OPEN COMPETITIVE EXAMINATION  
FOR RECRUITMENT TO THE POST  
OF INSPECTOR OF EXCISE IN EXCISE  
DEPARTMENT OF SRI LANKA - 2018(2019)**

APPLICATIONS are hereby called from Sri Lankan candidates for Thirty-Eight (38) Posts of Inspector of Excise of the Excise Department of Sri Lanka.

1. *General Duties of the Post.*– Fulfilling duties related to the Excise Ordinance, Poisons, Opium and Dangerous Drugs Ordinance and the Tobacco Tax Act, Office Administration and carrying out Supervisory Duties.

*Method of Recruitment to the Service.*– A written examination will be conducted by the Commissioner General of Examination, and the candidates who are successful at the written examination, will be called for a structured interview and the qualified applicants will be recruited to posts based on the number of prevailing vacancies, in order of merit based on the aggregate marks obtained for the written examination and the structured interview.

*Details of the Written Examination :*

| <i>Question Paper</i> | <i>Time</i> | <i>Total Marks</i> | <i>Pass Mark</i> |
|-----------------------|-------------|--------------------|------------------|
| 01. Aptitude          | 02 hours    | 100                | 40%              |
| 02. General Paper     | 02 hours    | 100                | 40%              |

*Scheme of the Examination :*

| <i>Question Paper</i> | <i>Scheme of Examination</i>   |
|-----------------------|--|
| 01. Aptitude          | This paper will test the candidate's aptitude, ability in logical reasoning and the ability in decision making. (It will also consist of questions on Mathematics/pictorial quiz, synonyms/antonyms writing, making phrases/sentences, filling blanks) |
| 02. General Paper     | This paper will test the candidate's awareness in current & social affairs of Sri Lanka & the Globe and General Knowledge  |

*Date of Examination.*– This examination will be held at the examination centres established in towns given in the undermentioned Schedule 01 in November 2019. Commissioner General of Excise reserves the right of postponing or cancelling this examination.

This examination will be held only at the examination centres established in towns given in the Schedule 01. Candidates should select the town they expect to sit for the examination as per said Schedule and mention the town of their choice and the relevant number accurately on the application.

Changes will not be allowed later with regard to the town mentioned in the application. In the event a certain

examination centre is not established in a certain town due to insufficient candidates, they are referred to a centre as per their second choice or a centre closer to that city and in the event sufficient number of candidates have not applied to establish centres for all or most of the proposed towns, Commissioner General of Examinations will hold the examination only in Colombo.

*Structured Interview.*— Candidates who are successful at the written examination, will be called for a structured interview and the qualified applicants will be recruited to posts based on the number of prevailing vacancies, in order of merit based on the aggregate marks obtained for the written examination and the structured interview. However, a certain number of vacancies may not be filled at the discretion of Excise Department.

Marks will be allocated for the undermentioned qualifications at the Structured Interview :

| <i>Qualifications/Skills</i>  | <i>Maximum Mark Awarded</i> | <i>Minimum Mark Considered for Selection</i> |
|---|-----------------------------|--|
| 1. Additional Educational Qualifications :<br>Post Graduate Degree, Post Graduate Diploma, Degree in addition to the basic qualification and as per the Class obtained for the first Degree | 20                          | Not applicable                               |
| 2. Language Skills  | 10                          |  |
| 3. Sports Skills<br>For recorded talents displayed in various sports at National, Provincial, District, Divisional and School level   | 35                          |  |
| 4. Other Skills<br>Special Training<br>Cadets/Voluntary Service/ Self Defensive Martial Arts or Technical Training<br>Extra-Curricular Activities   | 30                          |  |
| 5. Skills demonstrated at the interview   | 05                          |  |
| Total   | 100                         |  |

## 02. Service Conditions :

- 2.1 I. Appointees will be bound by the Provisions of the Official Language Act, No.33 of 1956 and subsequent Provisions imposed.
- II. Appointees should acquire language proficiency of relevant level as per the Public Administration Circular 01/2014 and circulars incidental to it.
- III. Conditions stipulated in Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary* No. 1589/30 dated 20.02.2009 and the provisions of the Establishment Code will be applicable.
- IV. Physical requirements of the candidates will be examined before the structured interview.
- 2.2 I. This post is permanent. Appointees will subject to the policy decision taken by the Government, regarding the pension scheme in future. Further, Appointees should contribute to the Widow's/Widower's, Orphans' Pension Scheme. Appointees should pay the relevant contribution fee in the manner ordered by the Government from time to time.
- II. Appointees will be ordered to serve any part of the island.

*Period of Training.*— Selected candidates will be directed to a 03-month training. Those who do not pass the examination held at the end of the training period will be terminated. In the event it is revealed that the trainee failed said examinations owing to matters beyond his subject limit, he can be allowed to re-sit the examination having extended the training period by another three (03) months. Trainees will be paid a monthly consolidated allowance of Rs.10,000.00 during the training period.

2.3 Candidates who successfully completes the training will be appointed to the posts of Excise Inspectors subject to a probationary period of three (03) years. If the appointees pass the relevant departmental examinations which they are required to pass at the end of their probationary period, such appointees will be made permanent in the post. Subsequent to being appointed to the Post of Inspector of Excise of the Excise Department of Sri Lanka, Candidates are required to pass the first and second Efficiency Bar Examinations within 03 years and 06 years respectively.

2.4 In accordance with the Public Administration Circular No. 01/2014 and its subsequent amendments, and the Section 9.1 of the Scheme of Recruitment of the Inspectors of Excise, relevant language proficiency of the level related to the Post of Excise Inspector should be attained within a period of 05 years from the date of appointment to the post.

2.5 Commissioner General of Excise Department of Sri Lanka reserves the right to annul the appointment conferred to the candidates who fail and / or reject or ignore to assume duties in the post or area appointed on the due date.

03. *Monthly Salary Scale.*— Monthly salary scale attached to the Post as per the Public Administration Circular No. 03/2016 (RS 4-2016) Rs. 37,030 - 660 x 24 - Rs. 52,870 and you will be entitled to said salary with effect from 01.01. 2020 only. Salaries will be paid from the effective date of appointment to the post as per the provisions stipulated in the Schedule 2 of the aforementioned circular.

#### 04. *Qualifications for Recruitment :*

##### (a) Educational Qualifications :

- I. Should possess a degree awarded by a University recognized by the University Grants Commission.
- II. Should have Credit Passes for Mathematics and English at the General Certificate of Examination (Ordinary Level).

##### (b) Physical Requirements :

- I. All candidates are required to possess adequate physical and mental fitness to serve in any part of the island and fulfill the duties of the post.
- II. Minimum height (without shoes) should be 5 feet 06 inches. Chest measurement should be 33 inches (83.8 cm) without inhalation.
- III. Eyesight/ vision including that of identify items without wearing spectacles or contact lenses, should be at least 6/6 and 6/12.

##### (c) Other Requirements ;

- I. Candidate should be a Sri Lankan Citizen.
- II. Candidate should possess an excellent character.

##### (d) *Age* - Candidates should be not less than 21 years and not more than 27 years of age on the date of closing of applications.

Accordingly, those who are born on or before 30.08.1998 and on or after 30.08.1992, are eligible to apply for this post.

(Graduates who already holds departmental posts of the Excise Department can apply as external candidates, irrespective of the maximum age limit, if they have fulfilled other necessary qualifications.)

P.S. It is compulsory to fulfill all the qualifications relevant to the post by all candidates on or before 30.08.2019, the closing date of applications given in the *Gazette* Notification.

05. *Examination Fee.*— Fee for the examination is Rs. 1,200.00. Receipt obtained to the name of the candidate, by payment of the above fee to any Post/Sub-Post Office or District/Divisional Secretariat of the island to be credited to Government Revenue under the Revenue Head 20-03-02-13 of the Commissioner General of Examinations before the

closing date of applications, should be affixed securely by its one border on the relevant place of the application. Money Orders or Stamps are not accepted for the examination fee. Examination fee will not be refunded for any reason or transferred to another examination. It would be advisable to keep a photocopy of the receipt with the candidate.

06. *Method of Application :*

- (a) Special attention should be drawn to prepare the application in conformity with the specimen form attached to this notification, in A4 size papers using both sides, having heading numbers 1.0 to 3.4 on the first page, and the rest in next pages. Applications prepared by computer / type setting can be used for this purpose. The title of the examination should be written in English too in Sinhala and Tamil applications. Candidates should fill the application in their own clear handwriting and, prior to sending the application, it is strictly noted to check whether the application conforms to the specimen form, is filled accurately with all the required information, and the receipt of the payment of the prescribed examination fee is affixed and its particulars are given in the application since the applications which do not conform with the specimen form, and those filled with incomplete information are rejected without any notice. Further, it is advisable to retain a photocopy of the application and the relevant receipt of the payment of the examination fee with the candidate.
- (b) Candidates should prepare the applications in the medium they intend to sit the Examination.
- (c) The completed application form should be sent by Registered Post on or before 30.08.2019, to reach the Commissioner General of Excise, Excise Department of Sri Lanka, No.353, Kotte Road, Rajagiriya. The top left- hand corner of the envelope in which the application is enclosed should be marked as “Open Competitive Examination for Recruitment to the Post of Inspector of Excise in Excise Department of Sri Lanka - 2018 (2019)”. Any application received after the closing date will not be accepted.
- (d) The signature of the candidate should be attested by a Principal of a Government School, Justice of the Peace, a Commissioner of Oaths, Attorney - at - Law, a Notary Public, a Commissioned Officer

of the Navy, Air Force or Army, an Officer holding a *gazetted* post in Sri Lanka Police or a permanent Public Officer holding a staff grade post.

- (e) Incomplete applications will be rejected. Any complaint on lost or delayed Application in the post will not be accepted.
- (f) Receipt of application will not be acknowledged. Examination fee will not be refunded for any reason or transferred to another examination. Further, Money Orders or Stamps are not accepted for the examination fee.

07. *Admission to the Examination :*

- (a) On the presumption that applications have been forwarded by persons who have fulfilled the qualifications referred in the *Gazette* Notification, admission cards will be issued by the Commissioner General of Examinations to all candidates who are within the age limit mentioned in the *Gazette* Notification and have paid the prescribed examination fee and submitted the accurately completed applications on or before the closing date. Immediately after the issuance of admission cards to the candidates, a newspaper advertisement will be published by the Department of Examinations of Sri Lanka. If a candidate does not receive his / her admission card even after two or three days of such advertisement, should inform the Organization and Foreign Examination Branch of Department of Examinations of Sri Lanka, regarding the non-receipt of the admission cards, as mentioned in the notification. In making such an inquiry, name of the examination applied, full name of the candidate, National Identity Card No. should accurately be mentioned. In case of a candidate residing outside Colombo, it would be more appropriate to contact the Department forwarding a letter of request including the above details and a fax number to receive the admission card to the fax No. 011-2784232. It would be useful to keep the photocopies of the application, receipt obtained by payment of the examination fee and the receipt of the registered post readily available with the candidate as a proof of such information requested by the Department of Examinations at such inquiry.

Admission cards will be issued to the eligible candidates who have sent complete applications by the Commissioner General of Examinations. Candidates who fails to produce his/her admission card will not be allowed to sit the examination.

- (b) Candidate must sit the examination at the examination hall assigned to him/her. Every candidate should get his/her signature attested in advance and hand over the admission card to the supervisor on the first day he/she present himself/herself for the examination. The rules which should be followed by all candidates have been given in the beginning of this *Gazette* Notification. Candidates will be subject to the rules and regulations enacted by the Commissioner General of Examinations with respect to the conduct of examinations. In case of violating these rules and regulations, he/ she will be liable to a punishment to be imposed by the Commissioner General of Examinations.

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

08. *Identity of Candidates.*– Any of the following documents will be accepted to prove the identity of the candidates at the examination hall to the Supervisor, at examinations conducted by the Department of Examinations of Sri Lanka.

1. National Identity Card,
2. Valid Passport,
3. Valid Sri Lankan Driving License.

09. *Penalty for Furnishing False Particulars.*– If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false to the best of his/her knowledge or if he/she has willfully suppressed any material fact, he/she will be liable to immediate dismissal from the service.

All candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations with respect to conducting the examination and the release of

results. If the candidates breach such rules and regulations, he or she be subject to the punishment imposed by the Commissioner General of Examinations.

10. Any matter not provided for in these regulations will be dealt with at the discretion of the Commissioner General of Excise.

11. (a) The examination will be conducted in Sinhala and Tamil language media.

(b) Candidates should sit this examination in the same medium in which they passed the qualifying Degree or the official language.

(c) In case the candidate has passed the subjects of the qualifying Degree in two or more languages, he should sit the examination in the medium of which he passed the majority of the subjects of the degree or the official language.

(d) Candidate who has passed the main subject in one language and the additional subject in another language of the Special Degree he possesses, should sit the examination in the medium he passed the main subjects or the official language.

**Note :-**

(i) Candidates should answer all the papers of the examination in one and the same language.

(ii) Candidates will not be allowed to change language medium given in his/her application.

(iii) Results of the Examination - Results of the examination will be communicated to the candidates by the Commissioner General of Examination , by post or by the official web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

12. In the event of any inconsistency between the Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text will prevail.

H. G. SUMANASINGHE,  
Commissioner General of Excise,  
Excise Department of Sri Lanka.

### Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO POST OF  
INSPECTOR OF EXCISE IN EXCISE DEPARTMENT OF SRI LANKA - 2018 (2019)

(for office use only)

Medium in which you sit this examination

Sinhala - 2

Tamil - 3

(Write the relevant Number inside the box)

| Town | Town Number |
|------|-------------|
| (i)  |             |
| (ii) |             |

1.0 1.1 Name in Full (in Block Letters) : \_\_\_\_\_.  
Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

1.2 Name with Initials at the end : \_\_\_\_\_.  
(in Block Letters) (Eg. GUNAWARDHANA, H.M.S.K)

1.3 Name in Full : \_\_\_\_\_.  
(in Sinhala/ Tamil)

1.4 National Identity Card No. :

2.0 2.1 Permanent Address : \_\_\_\_\_.  
(in Block Letters)

2.2 Permanent Address : \_\_\_\_\_.  
(in Sinhala/ Tamil)

2.3 Address to which the admission card should be sent: (in Block Letters) : \_\_\_\_\_.

3.0 3.1 Date of Birth : Year :     Month :   Date :

3.2 Age as at the closing date: Years :   Months :   Days :

3.3 Telephone Number (Mobile) :

3.4 Telephone Number (Fixed) :

4.0 4.1 State whether you are a citizen of Sri Lanka : \_\_\_\_\_.  
(mention whether by descent or registration)

4.2 Nationality : \_\_\_\_\_.

4.3 Marital Status : \_\_\_\_\_.

4.4 Nearest Excise Station : \_\_\_\_\_.

4.5 Educational Qualifications :

I.

| Name & Year of the Degree | University | Subjects | Class Obtained |
|---------------------------|------------|----------|----------------|
|                           |            |          |                |

II. Passes of the G.C.E (O.L.) Examination :

| Passes for Mathematics / English | Index No. & Year |
|----------------------------------|------------------|
|                                  |                  |
|                                  |                  |

I. If employed at present, particulars of the job : \_\_\_\_\_.

II. Particulars of Sports Certificates & Extra-Curricular Activities : \_\_\_\_\_.

III. Particulars of any other special trainings / voluntary army service, If applicable : \_\_\_\_\_.

IV. 1 Height: .....cm (.....Feet .....inches)  
Chest Size (without inhalation) .....cm .....inches

V. Have you ever been convicted of any offence in the Court of Law? If yes, give details : \_\_\_\_\_.

VI. Name of the Institute to which examination fee was paid : \_\_\_\_\_.

Receipt No. : \_\_\_\_\_.

7.0 (Applicable only for those who are already in Public Service.) :

*Certification of the Head of the Department*

I certify that the particulars given in the application by Mr./Mrs./Miss ..... who is employed as ..... in this institute were checked and found to be accurate. In the event of his/her selection for the above post he/she can / cannot be released.

\_\_\_\_\_,  
Head of the Department  
(Official Stamp should be placed.)

Date : \_\_\_\_\_.

SCHEDULE No. 01

Paste the receipt securely.

5.0 I do hereby state that the particulars given by me in the application are true and correct. I am aware that if any particulars contained herein are found to be false or incorrect before selection, I am subject to be disqualified or dismissal from service without any compensation if it is revealed after selection. Furthermore, I agree to be bound by rules and regulations of the Commissioner General of Examination regarding the conduct of the examination.

\_\_\_\_\_,  
Signature of Applicant.

Date : \_\_\_\_\_.

6.0 *Attestation of Applicant's Signature :*

I certify that Mr./Mrs. / Miss ..... who is submitting this application is personally known to me and that he/she placed his/her signature in my presence under the above paragraph 5, on this ..... day of ..... 2019. I also certify that he/she has paid the due examination fee and has attached the paid receipt.

\_\_\_\_\_,  
Signature of the Attester.

Date : \_\_\_\_\_.

Attester's name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

(Official Stamp should be placed)

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

**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE  
“GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA”  
EFFECTIVE AS FROM JANUARY 01st, 2013**

**All the Gazettes could be downloaded from the [www.documents.gov.lk](http://www.documents.gov.lk)  
(Issued every Friday)**

1. All Notices and Advertisements are published at the risk of the Advertisers.
2. All Notices and Advertisements by Private Advertisers may be handed in or sent directly by post together with full payments to **the Government Printer, Department of Government Printing, Colombo 8.**
3. The office hours are from 8.30 a.m. to 4.15 p.m.
4. Cash transactions will be from 9.00 a.m. to 3.00 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements sent directly by post should be accompanied by Money Order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements. Post Office - Borella will be the paying office for Money Orders.
6. To avoid errors and delay “copy” should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale of charges for Notices and Advertisements is as follows from January 01st, 2013 :-**

| <i>Rs.</i>                                | <i>cts.</i> |
|---|-------------|
| One inch or less                          | 137 0       |
| Every addition inch or fraction thereof   | 137 0       |
| One column or 1/2 page of <i>Gazette</i>  | 1,300 0     |
| Two columns or one page of <i>Gazette</i> | 2,600 0     |

*(All fractions of an inch will be charged for at the full inch rate.)*

11. The “**Gazette of the Democratic Socialist Republic of Sri Lanka**” is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.
12. All Notices and Advertisements should reach the **Government Printer, Department of Government Printing, Colombo 8**, as shown in Schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.
13. All communications regarding non-receipt, change of address and of the *Gazette* of the Democratic Socialist Republic of Sri Lanka should be addressed to the Government Printer, Department of Government Printing, Colombo 08.
14. **REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 2013 :**

**\*Annual Subscription Rates and Postage**

|  | <b>Price</b><br><i>Rs. cts.</i> | <b>Postage</b><br><i>Rs. cts.</i> |
|--|---------------------------------|-----------------------------------|
| Part I :   |                                 |                                   |
| Section I  | 4,160 0                         | 9,340 0                           |
| Section II (Advertising, Vacancies, Tenders, Examinations, etc.) | 580 0                           | 950 0                             |
| Section III (Patent & Trade Mark Notices etc.)                   | 405 0                           | 750 0                             |
| Part I (Whole of 3 Sections together)                            | 890 0                           | 2,500 0                           |
| Part II (Judicial)   | 860 0                           | 450 0                             |
| Part III (Lands)   | 260 0                           | 275 0                             |
| Part IV (Notices of Provincial Councils and Local Government)    | 2,080 0                         | 4,360 0                           |
| Part V (Stage carriage permits and Book List)                    | 1,300 0                         | 3,640 0                           |
| Part VI (List of Jurors and Assessors)                           | 780 0                           | 1,250 0                           |
| Extraordinary Gazette  | 5,145 0                         | 5,520 0                           |

Subscription to the “**Gazette of the Democratic Socialist Republic of Sri Lanka**” are booked per periods of not less than 12 months so as to terminate at the end of a calendar year only.

**\* Rates for Single Copies (if available in stock)**

|   | <b>Price</b><br><i>Rs. cts.</i> | <b>Postage</b><br><i>Rs. cts.</i> |
|---|---------------------------------|-----------------------------------|
| Part I :  |                                 |                                   |
| Section I   | 40 0                            | 60 0                              |
| Section II  | 25 0                            | 60 0                              |
| Section III   | 15 0                            | 60 0                              |
| Part I (Whole of 3 Sections together)                         | 80 0                            | 120 0                             |
| Part II   | 12 0                            | 60 0                              |
| Part III  | 12 0                            | 60 0                              |
| Part IV (Notices of Provincial Councils and Local Government) | 23 0                            | 60 0                              |
| Part V  | 123 0                           | 60 0                              |
| Part VI   | 87 0                            | 60 0                              |

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### 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 Printer.

#### 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> |          |         |
|--------------|----------------------------|----------|---|---|----------|---------|
|              | 2019                       |          |   |   |          |         |
| AUGUST       | 02.08.2019                 | Friday   | — | 19.07.2019  | Friday   | 12 noon |
|              | 09.08.2019                 | Friday   | — | 26.07.2019  | Friday   | 12 noon |
|              | 16.08.2019                 | Friday   | — | 02.08.2019  | Friday   | 12 noon |
|              | 23.08.2019                 | Friday   | — | 09.08.2019  | Friday   | 12 noon |
|              | 30.08.2019                 | Friday   | — | 16.08.2019  | Friday   | 12 noon |
| SEPTEMBER    | 06.09.2019                 | Friday   | — | 23.08.2019  | Friday   | 12 noon |
|              | 12.09.2019                 | Thursday | — | 30.08.2019  | Friday   | 12 noon |
|              | 20.09.2019                 | Friday   | — | 06.09.2019  | Friday   | 12 noon |
|              | 27.09.2019                 | Friday   | — | 12.09.2019  | Thursday | 12 noon |
| OCTOBER      | 04.10.2019                 | Friday   | — | 20.09.2019  | Friday   | 12 noon |
|              | 11.10.2019                 | Friday   | — | 27.09.2019  | Friday   | 12 noon |
|              | 18.10.2019                 | Friday   | — | 04.10.2019  | Friday   | 12 noon |
|              | 25.10.2019                 | Friday   | — | 11.10.2019  | Friday   | 12 noon |

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Colombo 08,  
01st January, 2019.