

N. B. – Part III of the Gazette No. 1,538 of 22.02.2008 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,539 – 2008 පෙබරවාරි 29 වැනි සිකුරාදා – 2008.02.29
No. 1,539 – FRIDAY, FEBRUARY 29, 2008

(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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N. B.- (i) Srinivasa Prajagithra Sahayogitha Kendraya (Incorporation) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of January 18th, 2008

(ii) Economic Service Charge (Amendment) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of January 25th, 2008

(iii) Stamp Duty (Special Provision) (Amendment) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of January 25th, 2008

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

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

All notices to be published in every Part of the *Gazette* shall close at 12 noon of each Friday, a fortnight before the date of publication. All Departments, Corporations, Boards, etc., are advised that any notification fixing specific dates for closing times of applications in regard to vacancies, tender notices and the dates and times of auction sales, etc., should be prepared with due regard to this change, i.e., by giving adequate time both from the time of despatch of notice to the Government Press and from the date of publication thus enabling those interested in the contents of the notices to actively and positively participate.

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication e.g., Notices for publication in the weekly *Gazette* of 07th March 2008, should reach the Government Press on or before 12 noon on 22nd February, 2008.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2008.

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 or 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 traveling 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 (1 of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent public Administration Circulars.

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination hall. Should the Supervisor so requires each candidate is bound to declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Posts - Vacant

ATTORNEY GENERAL'S DEPARTMENT

Post of Temporary Acting State Counsel

APPLICATIONS are invited for the above post. Application forms can be obtained from the Office of the Attorney-General's Department Colombo 12 for this purpose.

(a) *Salary Scale.* - Rs. 28,095 (per month fixed).

(b) *Educational and Other Qualifications.* - Should be an Attorney-at-Law of the Supreme Court of Sri Lanka.

(c) *Method of Recruitment.* - Recruitment will be made by calling for applications and upon the recommendations made at the interview in accordance with the marking scheme approved by the Public Services Commission. Eligible candidates will be selected at the interview after considering the qualifications, performance, experience and the abilities of the candidates in the relevant field.

(d) *Terms of engagement.* - This post is not permanent and is non-pensionable.

Applications should reach Attorney General's Department before 4.00 p. m. on 24th March, 2008.

By order of the Public Service Commission,

SUHADA K. GAMALATH,
Secretary,
Ministry of Justice and Law Reforms.

11th February, 2008.

02-850

MINISTRY OF VOCATIONAL AND TECHNICAL TRAINING

Technical Education Development Project [2197-SRI (SF)]

APPLICATIONS are called for the following posts in the Technical Education Development Project which is Asian Development Bank (ADB) funded and which is under the Ministry of Vocational and Technical Training.

01. *Project Director.* - 01 Post

Duties & Responsibilities :

1. Efficiently manage the PIU with proper delegation of responsibilities to the PIU Staff, co-ordination and supervision of their activities and appraise performance.

2. Prepare annual and 5 years project implementation and disbursement plans with clearly defined responsibilities for project activities.
3. Implement the project with due diligence to achieve the agreed development objectives and in conformity with the Loan/Grant Agreement.
4. Effectively organize, co-ordinate and monitor the implementation of project activities.
5. Attend project procurement matters as specified in the Government Procurement Guidelines.
6. Ensure preparation of annual budget estimates submit to the relevant authorities in time.
7. Maintain an appropriate financial management system that will produce monthly/quarterly/annual financial statements in compliance with the Government Accounting Standards and procedures.
8. Ensure timely withdrawal/reimbursement of funds from the foreign financing agency for project expenditure.
9. Fulfill audit requirement of the Loan/Grant Agreement.
10. Fulfill audit requirements of the Ministry and the Government.
11. Identify problems promptly as they arise during implementation and take timely remedial actions.
12. Submit project progress and other reports through monitoring & Evaluation as required by the Loan/Grant Agreement and as requested by higher authorities.
13. Establish and maintain close and cordial relationships with the Foreign Financing Agency and other stakeholders pertaining to the implementation of the project.
14. Any other work assigned by the Secretary of the line Ministry from time to time.

Qualifications & Experience required :

Bachelors Degree in the field of Engineering Science, Law, Economics, Commerce, Agriculture Business Administration/Management, Accounting or any other relevant field ; with

Minimum of 12 years experience of which 5 years should be in Senior Managerial level ; or

Bachelor's Degree or any other qualification recognized as equivalent ; and

a Postgraduate Qualification (Masters/Diploma) in the relevant field or Corporate Membership of a recognized professional institution in the relevant field ; with

Minimum of 10 years post qualification experience in the Managerial level.

02. *Deputy Project Director.* - 01 Post.

Duties and Responsibilities :

1. Implementation of conceptual framework of the Project.
2. Guide the development team in developing methodologies, procedures, guidelines and operational manuals for the proposed Univotec and Colleges of Technology.
3. Develop a student selection and admission procedure for CoTs and UNIVOTEC with the required bridging programs.
4. Update TVEC registration procedure and undertake institutional audits.
5. Finalize competency standards and curricula/study packs for the identified courses in CoTs and Univotec.
6. Assisting identification of Teaching and Training equipment with the assistance of the Industry.
7. Assist the Project Director for the execution of the project.
8. Any other work assigned by the Project Director.

03. *Project Manager (Information and Communication Technology).* - 01 Post.

Duties and Responsibilities :

1. Facilitate procedure development on Output Based Budgeting System, Student Registration and Alumni Registration.
2. Identify, develop and install Software for Output Based Budgeting System, Student Registration and Alumni Registration.
3. Institutionalize the developed methodology, procedure, Software and manuals on implementation of Output Based Budgeting, Student Registration and Alumni Registration.
4. Institutionalization and sustainability of (3) above.
5. Technical and Vocational Training on special basis.
6. Responsible for automation of College of Technology and Univotec and operationalize the above.
7. Responsible to introduce innovative ICT development for the TEVT sector.

04. *Project Manager (Procurement).* - 01 Post.

Duties and Responsibilities :

1. Develop and ensure timely implementation of the procurement plan.
2. Establish appropriate procurement procedure in accordance with ADB and the Government procurement guidelines.
3. Ensure compliance with such procedure in the procurement of consultancy, goods and services, Civil construction with the assistance of the Project Managers and Project Stake Holders.

4. Prepare all documentation relevant to procurement activities such as bidding documents, RFP, Agreements etc.
5. Act as the Secretary in Project and Ministry procurement committees.
6. Identify competent personnel for Technical Evaluation and facilitate.
7. Evaluate bids and timely supply of goods and services.
8. Assist the Project Director in contract negotiations.
9. Establish and maintain close relationships with Donors, Government agencies, Suppliers, Project Participatory Institutions.
10. Submit necessary reports in relation to procurement activities to donor Agencies, National Procurement Bureau and other relevant institutions.
11. Any other duties assigned by the Project Director from time to time.

05. *Finance Manager.* - 01 Post.

Duties and responsibilities :

1. Establish sound accounting practices and systems to manage financial resources available to the project.
2. Provide accurate, complete and timely financial information for managing and monitoring project activities.
3. Prepare annual budget estimates and disbursement plans of the project.
4. Ensure accountability and promote the efficient use of financial resources allocated for the project based on Government and Foreign Financial Agency procedures.
5. Ensure timely withdrawal/payment/reimbursement of funds from the foreign financing agency for project expenditure.
6. Prepare monthly, quarterly and annual financial statement in time and dispatch as required by the donors, M/Finance, M/Plan Implementation and Project Participatory Institutions.
7. Comply with audit requirement.
8. Maintain close relationship with other /Government agencies involved in the disbursement of funds under foreign funded projects.

Professional Competencies :

- * Good knowledge on current international/local accounting standards and generally accepted accounting practices.
- * Good knowledge on accounting policies and practices in force in Sri Lanka ; knowledge of and experience in, public sector accounting and expenditure control systems.
- * Experience in the design, documentation and implementation of accounting systems at a project and/or entity level.

- * Computer literacy.
- * High level of proficiency in written and spoken English.

06. *Project Engineer*.— 01 Post.

Duties and Responsibilities :

1. Design and implement improvements/renovation of workshop and other facilities to conduct diploma level training programs at provincial levels.
2. Prepare cost estimates and drawings for the improvements/renovations involving civil construction activities.
3. Prepare Maintenance Plan for each CoT at provincial level.
4. Prepare a Master Plan for infrastructure work for the proposed University of Vocational Technology.
5. Prepare detail bills of quantities with the cost estimates for the Univotech.
6. Closely supervise implementation of the civil construction activities of the Project and make necessary recommendations for approval.
7. Facilitate procurement part of the civil construction activities.
8. Maintain close relationship with the Project Participatory Institutions, stake holders and other required parties.
9. Prepare reports as and when required by the donor agencies, PPIs etc.

Qualifications and Experience for above Posts 2 - 6.

Chartered/Corporate membership of recognized Professional Institution/post graduate degree in the relevant field and minimum of 08 years of post qualification experience in senior managerial level ; or

Class I Officer of a government all island services or similar status in the relevant field with minimum of 05 years experience in Class I level.

Professional Competencies for above Posts 2 - 6.

1. Ability to deliver technical services as required by the project and to assist the Project Director.

2. Proven ability to handle project activities related to the required area of specialization independently.
3. Ability to function effectively in a team environment, inspiring trust and co-operation of other team members.
4. Ability to analyze and resolve implementation problems resourcefully and consistently.
5. Computer Literacy.
High level proficiency in written and spoken English.

Age Limit.— Applicants for above posts should be below 57 years at the closing date of the applications.

Remuneration.— Negotiable, depending upon candidate's qualifications and experience. (Based on the Management Services Circular No. 33 of 05.04.2007).

General Conditions :

1. The employee's and employer's contribution to the Employee's Provident Fund (EPF) will be 8% and 12% of the salary respectively while Employer's contribution to Employee's Trust Fund (ETF) will be 3% of the salary.
2. The posts will be on full time and contract basis initially for a period of 01 year and will be renewed annually on the basis of performance.
3. Experience in Foreign Funded Projects will be an added qualification.

Applicants with required qualifications will be short listed and called for an interview.

Applications with the names and addresses of two non-related referees and completed bio-data along with photocopies of certificates should reach under registered cover to the following address on or before 24.03.2008. Please indicate the name of the post on the top left hand corner of the envelope.

Secretary,
Ministry of Vocational and
Technical Training.

"Nipunatha Piyasa",
No. 354/2, Elvitigala Mawatha,
Colombo 05,
15th February, 2008.

02-846

Examinations, Results of Examinations &c.

MINISTRY OF LIVESTOCK DEVELOPMENT

Amendment to Gazette Notification No. 1,535 of 01.02.2008

FOLLOWING amendments are made to the notification published with regard to the open limited competitive examination for the vacancies in class II Grade II, in Sri Lanka Animal Production and Health Service of the Ministry of Livestock Development.

* In Chapter one Address to reach the applications should be "No. 45, St. Micheals Road, Colombo 03".

* Statement II in Chapter 08 should be -

"should be a Livestock Development Officer/Research Assistant with two year Diploma in Animal Husbandry/Agriculture and presently employed at the Department of Animal Production and Health or Livestock Development Instructors employed in Provincial Service and an officer who has successfully completed 04 year service as Livestock Development Instructor in Sri Lanka Livestock Development Officers Service or Provincial Service or Sri Lanka Technicals Service special class or class I".

SUNIMAL SENARATHANA,
Secretary,
Ministry of Livestock Development.

11th February, 2008.

02-851

**FIRST EFFICIENCY BAR EXAMINATION FOR THE
OFFICERS BELONGING TO THE POSTS OF
DOCUMENT ASSISTANTS AND SCHOOL DATA
ENTRY OPERATORS RECRUITED UNDER THE
MINISTRY OF EDUCATION - 2008**

IT is hereby notified that an Efficiency Bar Examination will be held by the Commissioner General of Examinations in March 2008 in accordance with the provisions in the schemes of recruitment applicable to the officers recruited to the above posts.

02. (i) This examination will be held by the Commissioner General of Examinations and the candidates are bound by the rules and regulations prescribed by the him relating to conducting the examination.
- (ii) Rules and Regulations prescribed for the candidates are published separately in this *Gazette* Notification. In the event of violation of these rules and regulation they will be liable to be subjected to a punishment imposed by the Commissioner General of Examinations.

03. *Applications.*-Application should conform to the specimen form given at the end of this notification. This application may be typewritten and prepared in an A4 size paper but it should be filled in correctly and clearly in candidate's own hand writing. Duly perfected applications should be sent under registered post through their Zonal Director of Education/Head of the Department and addressed to Secretary, Ministry of Education, Isurupaya Battaramulla to be received before 29.02.2008. In forwarding the application the name of the examination should be written on the top left hand corner of the envelope. Applications received after the closing date will be rejected. A sum of Rs. 250 should be paid as examination fee to any District/Divisional Secretary's office to be credited to Object Code No. 4000-20-03-20-13 in the name of Commissioner General of Examinations and the receipt obtained should be firmly affixed at the place provided for in the application. It will be useful to keep a photo copy of the receipt with the candidate.

Applications which do not conform to the specimen form, and those where the examination fee has not been paid before the due

date as well as incomplete applications without placing the signature and official frank of the Head of Department/Institute will be rejected.

04. *Identity of Candidates.*- Candidates should prove their identity in the examination hall to the satisfaction of the Supervisor for every subject they appear. For this purpose any one of the following documents will be accepted.

- (i) National Identity Card issued by the Commissioner of the Department of Registration of Persons ;
- (ii) A Valid Passport

The candidature of any candidate who fails to produce a document indicated above may be cancelled at the discretion of the Commissioner General of Examinations.

05. The Commissioner General of Examinations will take action to issue an admission card together with a copy of the Time Table of the Examination to the candidates whose applications were accepted. Candidates appearing for the examination should submit their admission card to the Supervisor of the examination hall. Candidates will not be allowed to sit the examination without such admission card. Immediately after posting the admission cards a notification will be published to that effect in Dinamina, Thinakaran and Daily News papers if any candidate does not receive his admission card at least 07 days prior to the date of conducting the examination he/she should communicate the Commissioner General of Examinations to that effect along with the following details :

1. Name of examination,
2. Full name of candidate,
3. Postal Address,
4. Name of Post Office, registration number and date posted.

06. Heads of Departments should allow duty leave to the candidates who had received admission cards issued by the Commissioner General of Examinations to enable them to sit the examination. Travelling expenses will not be paid to them.

07. Both papers should be answered in the language medium the candidate received his education or in the Official Language.

08. This examination will be held only in Colombo.

09. *Examination Procedure.* - Examination relating to the above posts will consist of the following subjects :

01. Computer Test : Time 01 Hour - 100 Marks - 50 Multiple Questions.

02. Office Systems : Time 01 Hour - 100 Marks - 50 Multiple Questions.

03. Accounting Systems : 01 Hour - 100 Marks - Out of five structured questions answers expected for four questions.

10. *Syllabus :*

01. Office Systems - (01 Hour) - 100 Marks

It is expected to test basic knowledge relating to office systems used in Government Offices and ability for practical use of such knowledge, ability to properly understand the official documents and thereby to submit views/observations by clear and precise minutes and ability to draft a letter according to the order given.

02. Accounting Systems - (01 Hour) - 100 Marks

It is expected to assess the understanding and knowledge in basic accounts used in Government Offices and in cash control books.

03. Testing of Computer Literacy.- A practical test of 01 hour.

In instances where it is not possible to provide computer facilities candidates should pass a test in type writing as decided by the Secretary of the Line Ministry.

Candidates who have followed Computer Courses within a period not less than 06 months conducted by Institutes registered under the Ministry of Tertiary Education and Vocational Training will be exempted from this test.

(Candidates who are already engaged in service with a period of service exceeding three years and who have passed the first efficiency bar test will be granted a concessionary period of 03 years from the date of passing such test.)

The objective of this test to examine whether the candidates are having the following abilities :

Basic concepts relating to Information Technology

Window Operation system

File Management

Word Processing :

Basic skills, screen familiarization, text editing

Text alignment, fonts, sub paras, paras, change of space between lines,

Tab settings text search and placement,

Letters and grammar errors, synonyms,

Rows setting, page set up,

Document printing, Table creation, Setting in order,

File Management,

Preparation of a document to be sent to several addresses,

Macro use.

Spread Sheet :

Basic skills

Formatting

Editing

Columns and ranges new inclusions and deletions

Data Preparation in order

Graph setting

Printing

Function

Macro use, File Management.

Introduction of Data Base Basic skills :

Creation and use of data base

Forms

Allied Forms, Popup forms dialogues and message boxes

Queries

Sorting in order

Obtaining reports

Macro use

Internet : Introduction of Internet, World wide network, path finding Applied Internet

E-Mail : Mail response

Use of annexure, use of short terms to identify address

Message compilation.

11. The decision of the Secretary of the Ministry of Education shall be the final decision relating to any matter for which no provision has been made by this Notification.

M. M. N. D. BANDARA,
Secretary,
Ministry of Education.

Ministry of Education,
'Isurupaya', Battaramulla,
08th February 2008.

Specimen Application Form

EFFICIENCY BAR EXAMINATION FOR THE
 HOLDERS OF THE POSTS OF DOCUMENT ASSISTANTS
 AND DATA ENTRY OPERATORS IN THE MINISTRY OF
 EDUCATION - 2008

(For Office Use)

Medium appearing for Examination

Relevant letter to be written in the cage
 (Sinhala - 2, Tamil - 3, English - 4)

01. Candidate's name with initials at the end :_____.

(In English Capital Letters)

1.1 Names denoted by initials :_____.

(In English Capital Letters)

1.2 Name in full :_____.

(In Sinhala/Tamil)

1.3 National Identity Card No.

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02. Place of work and address :

2.1 Name of School/NCOE/Teacher's College/Office :_____.

2.2 Official address :_____.

(In English Capital Letters) (Admission Card to be posted to this address)

03. Post held at present :

3.1 Reference number in letter of appointment :_____.

3.2 Date of appointment :_____.

04. Subjects appear for :

No.	Subject	Mark
01	Computer Test	
02	Office Systems and Procedure	
03	Accounting Systems applied in Government Offices	

(Please insert mark x within the cage.)

05. Please affix here receipt for payment of fee to sit the examination
 No. :_____. Date :_____.

Receipt should be affixed here

I hereby declare that the particulars furnished by me above are true and correct and I am entitled to sit the examination in the language medium indicated above and I will abide by the rules and regulations prescribed for this examination.

_____,
Signature of candidate.

Date :_____.

Note : Candidate should sign in the presence of his/her Head of Department or an officer authorized to sign on his behalf.

CERTIFICATION OF SIGNATURE

I hereby certify that/Mr./Mrs./Miss.....
 who is an officer in my office/School College of Education/Teachers' College and known to me personally placed his/her signature in my presence on2008.

_____,
 Signature and Official Frank of certifying officer,
 (Principal/President/Teachers' College Principal/Staff Officer)

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

CERTIFICATE OF HEAD OF DEPARTMENT

I hereby certify that,

1. the information furnished above were verified and
2. that this officer is eligible to sit this examination.

_____,
 Signature and Official Frank of Certifying Officer.
 Zonal Director of Education/President.

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

02-719