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

අංක 1,622 - 2009 ඔක්තෝබර් 02 වැනි සිකුරාදා - 2009.10.02  
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(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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#### 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 09th October, 2009 should reach Government Press on or before 12.00 noon on 25th September, 2009.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2009.

### 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 other 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

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars – Marriages, Births and Deaths, Hambantota District

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

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

03. Both Male and Female can apply for these posts.

04. Applicants should be not less than 21 years and not more than 65 years of age.

05. Applicants should be married.

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

07. Application forms are obtainable from the offices of District Secretaries (Government Agents) and Land and District Registries. Applications should be sent by registered post to the address given in the Schedule on or before 30th October, 2009.

E. M. GUNASEKARA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbakaduwa Mawatha,  
Baththaramulla,  
01st September, 2009.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which applications are called</i>	<i>Address to which applications should be sent</i>
Hambantota	Beliatta	Post of Registrar of marriages (General) of Giruwa Pattu South Division and Births and Deaths of Getamanna Division	District Secretary/Addl. Registrar General, District Secretariat, Hambantota.

10-17

### MINISTRY OF JUSTICE AND LAW REFORMS

#### Recruitment of Assistant Legal Draftsmen to the Legal Draftsman's Department — 2009

APPLICATIONS for recruitment to the Post of Assistant Legal Draftsman in the Legal Draftsman's Department are invited from persons who are Citizens of Sri Lanka who possess the qualifications set out below:—

01. *Age Limit* .— Applicants should be not less than 25 years and not more than 35 years of age as on the last date for accepting the completed applications. The upper age limit will not apply to persons who are already employed in the Public Service or in the Provincial Public Service.

02. *Educational and Professional Qualifications* :

The Applicant –

(i) should be a person who has been enrolled as an Attorney-at-Law of the Supreme Court of Sri Lanka; and

- (ii) should have passed at least six subjects in not more than two sittings at the General Certificate of Education (Ordinary Level) with a Credit either in the Sinhala or Tamil Language and a Credit in the English Language.

03. *Salary Scale* .— This post carries the salary scale of Rs. 28,095 - 5 x 645 - 5 x 790 - 15 x 1,050 - Rs. 51,020 per month (S.L. - 5-2006 salary scale under the Public Administration Circular 06/2006).

04. (a) *Method of Recruitment* .— Candidates who are possessed of the qualifications specified above and who have forwarded applications, will be called for a Structured Interview by an Interview Board as approved by the Cabinet of Ministers. The selection of candidates for recruitment shall be done on the basis of the Marking Scheme as approved by the Cabinet of Ministers, which is set out below :—

Marking scheme for the Structured Interview		Total marks
01.	General principles of Law : The Constitution of the Democratic Socialist Republic of Sri Lanka and Principles of Statutory Interpretation including the Interpretation Ordinance	30
02.	Language Proficiency (Additional qualification) : Should have obtained a Distinction for either Sinhala/Tamil/English, for language at the G. C. E. (Ordinary Level) Examination (03 marks per subject)  A pass in Sinhala/Tamil/English at the G. C. E. (Advanced Level Examination) or a higher qualification from an institution recognized by the government on submission of a Diploma or similar Certificate in respect of the above mentioned subjects. (The duration of the course should be not less than 06 months) (05 marks per language)	9  15
03.	Additional Educational qualifications : (i) A Degree in Law (ii) A Postgraduate qualification in Law (iii) Degree in other fields - (other than in the language field)	10 15 5
04.	Personality :	8
05.	Experience : At least 02 years experience in the legal profession (02 marks per year for 04 years)	8
Total		100

- (i) Only applicants who have forwarded applications which are complete in every aspect shall be summoned for the Structured Interview.
- (ii) The Structured Interview shall be conducted in Sinhala and English/Tamil and English. Candidates should have the ability to understand and answer the questions in their first language and in English.
- (iii) To be eligible for selection a candidate should obtain 40 marks or above. The selection will be done by choosing the candidate who has obtained the highest marks and so on till all the vacancies are filled.

(The original Certificates or certified copies of such Certificates should be brought to the interview)

(b) *Terms of Employment*.— The post is permanent and pensionable.

(c) *Conditions of Service* .— The appointment will be subject to Paragraphs 10 to 12 of Chapter II of the Establishment Code of the Democratic Socialist Republic of Sri Lanka.

The Rules of the Public Service Commission relating to appointment, service conditions, discipline and other administrative measures shall be applicable along with the conditions specified in the Establishments Code.

Within 05 years of recruitment, every officer shall obtain Language Proficiency in the identified second language in terms of Public Administration Circular 07/2007.

05. (a) Applications should be forwarded under registered cover to reach the following address on or before 23.10.2009. Applications received after such date will be rejected.

Secretary,  
Ministry of Justice and Law Reform  
Superior Courts Complex,  
Colombo 12.

- (b) A Specimen Application form appears at the end of this notification. Applicants should forward their applications prepared on A4 size paper and it should be filled by the applicants themselves in their own handwriting. (Particulars under Paragraphs 01 to 08 should appear on the first page, particular under Paragraphs 09 to 11 should appear on the second page and the particular required by Paragraphs 12 I to 12 II on the third page.)
- (c) The words "Application for Recruitment of Assistant Legal Draftsmen to the Legal Draftsman's Department" should be written on the top left hand corner of the envelope containing the application.
- (d) The Candidate's Signature on the application should be attested by a Principal of a Government School/Justice of the Peace/Commissioner for Oaths/Attorney-at-Law/Notary Public/Commissioned Officer of the Armed Forces/or an Officer holding a permanent government post receiving a consolidated salary of over Rs. 20,030 per mensem.
- (e) Candidates presently employed in the Public Service or the Provincial Public Service should forward their applications through the Head of the Department in which they are serving.
- (f) Applications which are not complete in every respect will be rejected. No complaint of delay or loss of application will be entertained.

06. *Identity of Applicants* .—

Only applicants who have forwarded applications which are complete in every aspect shall be summoned for the Structured Interview.

Any of the following will be accepted for the purpose of proving identity at the Structured Interview :—

- (i) The National Identity Card issued by the Commissioner for Registration of persons.  
(iii) A valid passport.

07. *Tendering of False information* .— If it is revealed at any time prior to recruitment that the candidate has submitted an application containing false or incorrect information the candidature of the candidate shall be subject to cancellation. If the submitting of false or incorrect information is discovered at any time after recruitment, steps shall be taken to dismiss such officer in terms of the applicable procedures.

By Order of the Cabinet of Ministers,

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

Ministry of Justice and Law Reforms,  
Colombo 12,  
15th September, 2009.

**SPECIMEN APPLICATION FORM**  
(Application form should be prepared as follows)

- (a) Size : A4  
(b) Page 1 : Nos. 1-8  
Page 2 : Nos. 9-11  
Page 3 : Nos. 12 I - 12 II

**APPLICATION FOR RECRUITMENT OF ASSISTANT LEGAL DRAFTSMAN**

01. Name :

- (a) Surname with initials Mr./Mrs./Miss (in English block capitals) : \_\_\_\_\_.  
In Sinhala/Tamil : \_\_\_\_\_.  
(b) Names denoted by initials (in English block capitals) : \_\_\_\_\_.  
In Sinhala/Tamil : \_\_\_\_\_.

02. Address to which the admission card should be sent:\_\_\_\_\_.

In English block capitals:\_\_\_\_\_.

In Sinhala/Tamil :\_\_\_\_\_.

03. Permanent Address :\_\_\_\_\_.

District to which it belongs :\_\_\_\_\_.

04. Sex: Male - 1

Female - 2

05. Medium in which you will appear at the Structured Interview :

Sinhala and English - 1

Tamil and English - 2

06. Whether you are a citizen of Sri Lanka :\_\_\_\_\_.

Yes - 1

No - 2

07. National Identity Card No. :\_\_\_\_\_.

08. Date of Birth :

Year:\_\_\_\_\_, Month :\_\_\_\_\_, Date:\_\_\_\_\_.

09. (i) Professional and other qualifications:\_\_\_\_\_.

(ii) Highest qualification obtained in the Second Language:\_\_\_\_\_.

(iii) Highest qualification obtained in the first Language :\_\_\_\_\_.

(In case of G. C. E. (O/L) of (A/L.) the year of examination and the Grades obtained (e.g. Credit, Distinction) should be given.)

(iv) (i) Degree qualifications:

<i>Degree</i>	<i>Subjects</i>	<i>Qualification (Grade)</i>	<i>Year</i>	<i>Name of University</i>

(ii) Post Graduate Qualifications:

<i>Name of Post Graduate Degree</i>	<i>Year in which Post Graduate Degree was awarded</i>	<i>Name of University</i>

(v) Experience as an Attorney-at-Law :

(Please attach a Service Certificate)

10. Have you ever been convicted in a Court of law for any offence: Yes/No.

If yes, please give particulars -

11. Applicant's Certificate :

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

(b) I am aware that if this statement made by me is found to be false or incorrect, I am liable to disqualification before selection and to dismissal in terms of applicable procedures, if the falsehood or inaccuracy is detected after appointment.

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

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

## 12. (i) Attestation of applicant's Signature :

I do hereby certify that Mr./Mrs./Miss. \_\_\_\_\_ who is forwarding this application is personally known to me and that he/she placed his/her signature in my presence on this \_\_\_\_\_ day of \_\_\_\_\_ 2005.

\_\_\_\_\_,  
Signature of Attestor.

Full Name of Attestor : \_\_\_\_\_;

Designation : \_\_\_\_\_;

Address : \_\_\_\_\_;

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

## 12. (ii) Certificate of the Head of the Department

I do hereby certify that I have checked the particulars furnished above by the applicant, and certify that they are correct, and that the work, attendance and conduct of the applicant is satisfactory. If the candidate is selected for the post through the Structured Interview, the applicant can be/cannot be, released from service.

\_\_\_\_\_,  
Signature of Head of Department

Designation : \_\_\_\_\_;

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

10-98

## Examinations, Results of Examinations & c.

### SRI LANKA LIBRARIANS' SERVICE - 2009

#### Efficiency Bar Examination for Officers in Grade III and II

AN Efficiency Bar Examination for the Officers in Grade II and III of Sri Lanka Librarians' Service will be held in Colombo in the month of January, 2010 as provided for in paragraphs 09 and 10 of the Sri Lanka Librarians' Service Minute published in the *Gazette Extraordinary* No. 1002/13 of the Democratic Socialist Republic of Sri Lanka dated 19.11.1997.

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.

- (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, Department of Examinations, Organization and Foreign Examination Branch, Pelawatta, Battaramulla on or before 03rd November, 2009. 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 Cards*.— 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 issued by the Commissioner of the Department of Registration of Persons.
- (b) A valid Passport.

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 8" x 12" 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 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 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.

Candidates who sit the examination for the first time need not pay examination fees. However, for subsequent sittings, candidates should pay Rs. 175 for the whole examination and Rs. 90 for one subject. The cash receipt obtained from any post office by making the payment to be credited to revenue head 4000-20-03-20-13 of



the Commissioner General of Examinations, should be affixed in the due place of the application. The fee will not be refunded under any circumstance and will not be transferred in respect of any other examination. It is advisable to keep a photocopy of the cash receipt with the candidate.

06. 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 on or before the closing date. Candidate 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 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. 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.

07. 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.

08. 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.

09. 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.

10. *Release of the results of the examination.*— The Commissioner-General of Examinations will issue the results to the Director General of Combined Services. The list of names of officers who have passed the Examination will be published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka.

#### 11. *Scheme of Examination :*

##### 11.1 Efficiency Bar examination for the officers in Grade III of the Librarians' Service.

- (i) General Administration - Duration - 02 Hours (Subject No. 01) - 100 marks.  
Chapters I to VIII and XII, XIV, XXIV, XXVII, XXVIII, XXXI, XXXII, XXXIII of the Establishment Code are included. (The situation before the implementation of procedural rules of Public Service Commission published in the

*gazette extraordinary* No. 1,589/30 dated 20.02.2009 will be applicable in this regard.)

- (ii) Financial Procedure - Duration 02 Hours (Subject No. 02) - 100 marks.  
Financial Regulations - Part I (excluding Chapter X)  
Accounts work performed by librarians and the relevant regulations.

*N. B.*— Candidates should obtained 40% of marks for each subject to pass this examination.

##### 11.2 Efficiency Bar Examination for the officers in Grade II of the Librarians' Service.

##### 1. General Administration and Financial Procedure - duration 03 hours (Subject No. 03) - 100 marks. Part I - Administration (duration 1 1/2 hours) - 50 marks.

- (i) Constitution of the Democratic Socialist Republic of Sri Lanka.
- (ii) Chapters I to VIII and XIV, XXIV, XXV, XXVII, XXVIII, XXXI, XXXII, XXXIII of the Establishment Code. (The situation before the implementation of procedural rules of Public Service Commission published in the *Gazette Extra Ordinary* No. 1,589/30 dated 20.02.2009 will be applicable in this regard.)
- (iii) Sri Lanka Library Association Incorporation Act, - 714.
- (iv) Sri Lanka Library Service Board Act.
- (v) Intellectual Property Act.

Part II – Financial Procedure (duration 1 1/2 hours) - 50 marks.

- (i) Financial Regulations – Part I
- (ii) Accounts work performed by librarians and relevant regulations

##### 2. Library Organization - duration 03 hours (Subject No. 04) - 100 marks.

- (i) Categories and Services of Libraries,
- (ii) Library sources and Organization,
- (iii) Government Publications and the usage.

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

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

B. P. P. S. ABEYGUNARATHNA,  
Director General of Combined Services.

Combined Services Division,  
Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07,  
17th September, 2009.

## SPECIMEN APPLICATION FORM

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III AND II OF  
THE SRI LANKA LIBRARIANS' SERVICE - 2009

(For Office use only)

Medium of Language in which you are appearing for the exam

Sinhala - 2  
Tamil - 3  
English - 4 (Indicate the relevant number in the cage)

- 1.0 1.1 Name with initials : Mr./Mrs./Miss : \_\_\_\_\_.  
(In Sinhala/Tamil)  
1.2 Names denoted by initials (In Sinhala/Tamil) : \_\_\_\_\_.  
1.3 Last name with initials (in block capitals, e. g.- SILVA,  
A.B.)

2.0 Place of work and address :

- 2.1 Name of the Ministry/Department/Office : \_\_\_\_\_.  
2.2 Office Address : \_\_\_\_\_. (Admission cards will be  
sent by post to this address)

3.0 Sex : Female - 1  
Male - 0

(Indicate the relevant No. in the cage)

4.0 Indicate "x" opposite the Efficiency Bar Examination you are  
applying for in the Sri Lanka Librarians' Service :

- 4.1 Grade III of the Librarians' Service ☐  
4.2 Grade II of the Librarians' Service ☐  
4.3 Subjects offering and respective Subjects Numbers :

Subject	Subject No.

5.0 5.1 National Identity Card No. :

5.2 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 sitting the examination for the first time ? : \_\_\_\_\_.  
7.2 If not, give following particulars of the affixed cash receipt,  
received from any post office at the time of paying  
examination fees :

No. : \_\_\_\_\_. Amount : \_\_\_\_\_.  
Date : \_\_\_\_\_. Office issued : \_\_\_\_\_.

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 indicate above  
and that I have not been subjected to any form of disciplinary  
punishment. I agree to abide by the rules and regulations of this  
examination.

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

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

9.0 Certificate of the Head of the Department :

I certify that,

- (i) This candidate is employed in this department as an officer  
in Grade II/III of the Librarians Service.  
(ii) The particulars furnished above are correct.  
(iii) 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 year period ; and  
(iv) He/she is eligible to sit for this examination.  
(v) 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.

Designation : \_\_\_\_\_;  
Address : \_\_\_\_\_;  
Date : \_\_\_\_\_.

**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE  
"GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA"  
EFFECTIVE AS FROM JANUARY 01, 2009**

*(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 direct 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 direct 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.
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 01, 2009 :-**

	<i>Rs.</i>	<i>cts.</i>
One inch or less	137	00
Every addition inch or fraction thereof	137	00
One column or 1/2 page of <i>Gazette</i>	1,300	00
Two columns or one page of <i>Gazette</i>	2,600	00

*(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. **REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 2009 :**

**\*Annual Subscription Rates and Postage**

	<b>Price</b>	<b>Postage</b>
	<i>Rs. cts.</i>	<i>Rs. cts.</i>
Part I :		
Section I	2,080 00	3,120 00
Section II (Advertising, Vacancies, Tenders, Examinations, etc.)	1,300 00	3,120 00
Section III	780 00	3,120 00
Part I (Whole of 3 Sections together)	4,160 00	6,240 00
Part II	580 00	3,120 00
Part III	405 00	3,120 00
Part IV (Notices of Provincial Councils and Local Government)	890 00	2,400 00
Part V	860 00	420 00
Part VI	260 00	180 00
Extraordinary Gazette	5,145 00	5,520 00

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>	<b>Postage</b>
	<i>Rs. cts.</i>	<i>Rs. cts.</i>
Part I :		
Section I	40 00	60 00
Section II	25 00	60 00
Section III	15 00	60 00
Part I (Whole of 3 Sections together)	80 00	120 00
Part II	12 00	60 00
Part III	12 00	60 00
Part IV (Notices of Provincial Councils and Local Government)	23 00	60 00
Part V	123 00	60 00
Part VI	87 00	60 00

**\*All remittances should be made in favour of the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05, who is responsible for booking subscriptions and for sale of single copies.**

### IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

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

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

**The Government Printer does not accept payments of subscription for the Government Gazette.** Payments should be made direct to the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05.

*Note.*—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer and not by the Superintendent, Government Publications Bureau.

#### SCHEDULE

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
	<b>2009</b>					
<b>OCTOBER</b>	02.10.2009	Firday	—	18.09.2009	Friday	12 noon
	09.10.2009	Friday	—	25.09.2009	Friday	12 noon
	16.10.2009	Friday	—	02.10.2009	Friday	12 noon
	23.10.2009	Friday	—	09.10.2009	Friday	12 noon
	30.10.2009	Friday	—	16.10.2009	Friday	12 noon
<b>NOVEMBER</b>	06.11.2009	Firday	—	23.10.2009	Friday	12 noon
	13.11.2009	Friday	—	30.10.2009	Friday	12 noon
	20.11.2009	Friday	—	06.11.2009	Friday	12 noon
	27.11.2009	Friday	—	13.11.2009	Friday	12 noon
<b>DECEMBER</b>	04.12.2009	Firday	—	20.11.2009	Friday	12 noon
	11.12.2009	Friday	—	27.11.2009	Friday	12 noon
	18.12.2009	Friday	—	04.12.2009	Friday	12 noon
	24.12.2009	Thursday	—	11.12.2009	Friday	12 noon

**LAKSHMAN GOONEWARDENA,**  
Government Printer.

Department of Government Printing,  
Colombo 08,  
January 01, 2009.