

N. B.— Part I:III of the Gazette No. 2,112 of 22.02.2019 was not published.



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No. 2,113 – FRIDAY, MARCH 01, 2019

(Published by Authority)

## PART I: SECTION (IIA) – ADVERTISING

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

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### 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 22nd March, 2019 should reach Government Press on or before 12.00 noon on 08th March, 2019.

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

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

GANGANI LIYANAGE,  
Government Printer.

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

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



**1. General Qualifications required :**

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A “Sri Lankan” is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the “New Entrants” Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

**2. Conditions of Service-General :**

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

**3. Conditions of Service applicable to Public Officers holding permanent appointments :**

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such

Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

**4. Terms of Engagement :**

4:1 Public officers appointed to permanent and pensionable posts should contribute to the ‘Widows and Orphans’ Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

**5. Serving Officers in the Public Service :**

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

**6. Definition of Salary for the purpose of Eligibility :**

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

**7. New National Policy on Recruitment and Promotions :**

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

### Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare

everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrar of Births, Deaths and Registrar/Additional Registrar of Marriages (Kandyan/General)

##### GAMPAHA DISTRICT

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

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

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

3. Applicants should be not less than 40 years and not more than 62 years of age.

4. Applicant should be married and marriage should be aged more than 5 years and should not be a Divorced person or Widow/Widower.

5. Additional details of Village list/Grama Niladhari Divisions within the related Division of Birth, Death and Marriage and Education and other qualifications related to the subjected Division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurdhi Development Societies and Post Offices as given in the following Schedule.

6. Related applications and "Attachment I" including Village List and List of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agent's) or Land and District Registries or Divisional Secretariats of the District.

7. Completed applications should be sent by Registered Post to the Address given in the Schedule on or before 01.04.2019.

N. C. VITHANAGE,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
On the day of 29th January, 2019.

##### SCHEDULE

<i>District</i>	<i>Divisional Secretariat</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Gampaha	Mahara	Post of Registrar of Marriages (General) in Siyane Korale West Division and Births and Deaths of Naranwala Division	District Secretary/Additional Registrar General, District Secretariat, Gampaha.
Gampaha	Negombo	Post of Registrar of Marriages (General) in Negombo Town Area of Aluthkuru Korale North Division	District Secretary/Additional Registrar General, District Secretariat, Gampaha.
Gampaha	Biyagama	Post of Additional Registrar of Marriages (General) in Adhikaripattuwa Area of Siyane Korale West Division	District Secretary/Additional Registrar General, District Secretariat, Gampaha.

**REGISTRAR GENERAL'S DEPARTMENT**

**Post of Registrar of Births and Deaths and Registrar/Additional Registrar of  
Marriages (Kandyan/General)**

**MATARA DISTRICT**

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

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

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

3. Applicants should be not less than 40 years and not more than 62 years of age.

4. Applicant should be married and marriage should be aged more than 5 years and should not be a Divorced person or Widow/Widower.

5. Additional details of Village list/Grama Niladhari Divisions within the related Division of Birth, Death and Marriage and Education and other qualifications related to the subjected Division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurdhi Development Societies and Post Offices as given in the following Schedule.

6. Related applications and "Attachment I" including Village List and List of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agent's office) or Land and District Registries or Divisional Secretariats of the District.

7. Completed applications should be sent by Registered Post to the Address give in the Schedule on or before 01.04.2019.

N. C. VITHANAGE,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
On the day of 12th February, 2019.

**SCHEDULE**

<i>District</i>	<i>Divisional Secretariat</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Matara	Weligama	Post of Marriages Registrar of Weligam Koralaya Division (General)	District Secretary/Additional Registrar General, District Secretariat, Matara.

### REGISTRAR GENERAL'S DEPARTMENT

#### Amendment to closing date of applications called for the Post of Registrar and the Title of the Post

##### RATHNAPURA DISTRICT

I do hereby notify that the closing date of the application for the post depicted in the Schedule hereunder that had been published in the *Gazette* No. 2104 and dated 28.12.2018, shall be extended until 01.04.2019 and the title of the post should be amended as "Additional Marriage Registrar".

02. Please note that only the closing date of the application and the title of the post should be amended while all other details stated in the said notification, shall remain unchanged.

N. C. VITHANAGE,  
Registrar General.

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

##### SCHEDULE

<i>District</i>	<i>Divisional Secretariat</i>	<i>Applicable Division and Post</i>	<i>Address of Applications to be Submitted</i>
Rathnapura	Kuruwita	Post of Additional Marriage Registrar for the Division of Kuruwita Korale	District Secretary/Additional Registrar General, District Secretariat, Rathnapura.

03-53

### REGISTRAR GENERAL'S DEPARTMENT

#### Depose from the Post of Registrar of Birth, Death and Marriage

##### KANDY DISTRICT

IN pursuant to the powers vested unto me by the Chapter (B) of Sub-section 05 of Birth and Death Registration Act, No. 37 of 2006 (Amended), it is hereby declared that Mrs. Hiddage Mudiyanseelage Chandra Hiddage shall be deposed from her post of Registrar of Birth, Death for Medasiyapattuwa Division No. 01 Registrar of Marriage (Upcountry and General) for Harispattuwa Division, Harispattuwa Divisional Secretariat in the District of Kandy with effect from 01.03.2019.

N. C. VITHANAGE,  
Registrar General.

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

03-52

### REGISTRAR GENERAL'S DEPARTMENT

#### Depose from the Post of Registrar of Muslim Marriage

##### KANDY DISTRICT

IN pursuant to the powers vested unto me by the Sub-section 09 of the Muslim Marriage and Divorce (Amended) Act, No. 40 of 2006, it is hereby declared that Mr. Muhammadu Muhideen Muhammadu Sadique shall be deposed from the post of Muslim Marriage Registrar for Delthota Division, Hewavissa Korale of Pathahewaheta Divisional Secretariat in the District of Kandy, with effect from the 01st day of March, 2019.

N. C. VITHANAGE,  
Registrar General.

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

03-51

## Examinations, Results of Examinations & c.

### JUDICIAL SERVICE COMMISSION

#### **Open Competitive Examination for Recruitment to Court Clerk Grade III of Court Management Assistants' Service in the Scheduled Public Officers' Service – 2018 (2019)**

01. APPLICATIONS are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for recruitment to Court Clerk Grade III of Court Management Assistants' Service of the Scheduled Public Officers' Service.

This examination will be held in June 2019 at the examination centers located in the towns mentioned in Schedule 01 given below. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

This examination will be held only in the examination centers located in the towns mentioned in Schedule – 01. The expected town to sit for the examination shall be selected as per said Schedule and the town expected to sit for the examination and the relevant number of the town should be mentioned correctly according to the Schedule - 01. The town requested to sit the examination that should be mentioned in the title of the application should be exactly in line with said Schedule.

Applicants are not allowed to change the town which they applied to sit the examination later. At the instances where the number of applicants apply for a certain town is not sufficient to hold an examination centre, they will be directed to an examination centre located in an adjoining town. In an instance where the number of applicants applied is not sufficient to hold examination centers in all or majority of proposed towns according to the number of applicants that have applied for the examination, the Commissioner General of Examinations will proceed to conduct the examination only in Colombo.

#### *02. Conditions of Service :*

2.1 A selected applicant shall be appointed to Court Clerk Grade III of the Court Management Assistants' Service subject to general conditions governing the appointment in the Public Service, terms and conditions set out by the Scheduled Public Officers' Service Minute published in the *Gazette Extraordinary of Democratic*

*Socialist Republic of Sri Lanka* No.2088/26 dated 11.09.2018, amendments already made and will be made thereto in due course to the said Service Minute, provisions of the Establishments Code and Financial Regulations.

2.2 This appointment is subject to a probation period of three years. The Efficiency Bar Examination should be passed within 05 years after recruiting to Court Clerk Grade III of Court Management Assistants' Service as prescribed in the Service Minute.

2.3 The appointments of the applicants who fail to assume duties in the post to which they are appointed on the due date and/or applicants who refuse or neglect to assume duties in a post or in an area into which they are appointed, shall be cancelled at the discretion of the Judicial Service Commission.

03. *Salary.*—As per Judicial Service Commission circular No. 386 dated 24/06/2016 issued subsequent to No. 03/2016 by the Judicial Service Commission, the monthly salary scale prescribed to Court Clerk Grade III of Court Management Assistants' Service of Scheduled Public Officers' Service is (MN 2 – 2016) Rs.28,940 - 10 x 300 – 11 x 350 – 10 x 560 – 10 x 660 - Rs.47,990 (Initial salary - Rs.28,940) and you will receive said salary from 01/01/2020. Salary will be paid from the effective date of the appointment in terms of provisions set out in Schedule II of above circular.

04. This post is permanent and pensionable. Though it has been stated above that the posts in the Scheduled Public Officers' Service are pensionable, the officers that are to be recruited to Court Clerk Grade III of the Court Management Assistants' Service in future will be subjected to the decisions taken by the Government and/or Judicial Service Commission in relation to the Pension Scheme applicable to them.

05. *Qualifications.*— Applicants shall have completed following qualifications to be recruited to Court Clerk Grade III of Court Management Assistants' Service in the Scheduled Public Officers' Service.

(a) Be a citizen of Sri Lanka,

(b) Should be not less than 18 years and not more than 32 years of age on the closing date of applications.

(Accordingly, only whose date of birth falls on 01/03/2001 or prior to said date and whose date of birth falls on 01/03/1987 or after said date will qualify to apply.),

(c) Be a person of excellent moral character,

(d) All the applicants recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to service in any part of the Island and to perform the duties of the post,

(e) Applicants should have fulfilled following educational qualifications :

(I) Shall have passed six (06) subjects including English with Credit passes for Four (04) subjects including Sinhala/Tamil Language and Mathematics at the G.C.E.(Ordinary Level) Examination at one sitting.

and

(II) Shall have passed all the subjects in G.C.E. (Advanced Level) Examination at one sitting (Except the Common General Test and General English paper) (Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.)

**N.B.-** It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 01st of March 2019, which is the date of *Gazette* notification, or prior to said date.

#### 06. Scheme of the examination :

(a) Examination will be held in Sinhala and Tamil media. Applicants may select only one language medium of their preferences and should answer all the question papers using that language medium. Applicants will not be allowed to change the language medium applied.

The examination consists of two (02) question papers.

	Question Paper	Time	Total Marks	Minimum marks required to pass
1	Language Proficiency	02 hours	100	40
2	Aptitude	01 hour	100	40

#### Syllabus of the examination :

##### 01. Language Proficiency:

This question paper may consist of subject related questions designed to test the applicant's ability of expression, comprehension, spellings, language and essay, drafting letters, making paragraphs and tables based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.

##### 02. Aptitude :

The paper may consist of subject related questions designed to test the applicant's skill at numbers, power of critical reasoning and general intelligence.

**Note :** Illegible hand writing will be penalized. These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.

07. A number of applicants equal to the number of vacancies allocated for said examination may be appointed following descending order beginning from the highest scorer of marks amongst the applicants who have passed all the subjects of the examination after an interview for verification of qualifications. However, the Judicial Service Commission may determine not to fill a certain number of vacancies.

**Examination results.**– Issuance of results to applicants will be made by the Commissioner General of Examinations by post or via the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

08. **Penalty for furnishing false information.**– If it is found that any applicant is not eligible, his/her candidature will be cancelled at any time before, during or after the examination. If any of the particulars furnished by the applicant is found to be false with his/her knowledge or if he/she has willfully suppressed any important fact, he/she will be dismissed from the Public Service.

09. **Examination Fees.**– The examination fee is Rs.400/-. The receipt obtained by paying said amount to People's Bank Dam Street Branch to the credit of the account of "Secretary, Judicial Service Commission" 297100199025039 should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photo copy of the receipt should be kept with the applicant for future use.) The examination fee will not be refunded under any



circumstances, while money orders and stamps will not be accepted in respect of the fee.

10. *Method of applying :*

- (a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 ½" x 12" (A4) and it should be completed in applicant's own handwriting. Computerized/Typed applications can also be used for this purpose. Application should be prepared including items 01 – 02.12 in the front page, items 03 – 06 in the second page and the remaining items in the third page. Application should be completed in applicant's own handwriting in the language medium in which the applicant wishes to sit the examination. The title of the application should be mentioned in English language in addition to Sinhala language in Sinhala medium applications and in English language in addition to Tamil language in Tamil medium applications.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form) It is the responsibility of the applicant to make sure that the application form perfected by him/her complies with the specimen given in the examination notice and that the details of the receipt relevant to payment of examination fee have been included into the application form and has pasted the receipt on the application, as otherwise the application will be rejected.

- (b) Application should be prepared in the language medium in which the applicant wishes to sit the examination.
- (c) Applications duly perfected should be sent by registered post to reach the address "Secretary, Judicial Service Commission Secretariat, P.O. Box 573, Colombo 12" on or before 01.04.2019.

The words "**Open Competitive Examination for recruitment to Court Clerk Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service – 2018 (2019)**" should be clearly written on the top

left-hand corner of the envelope in which the application is enclosed. Any application received after the due date will be rejected.

- (d) Applicant's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, an Attorney-at-Law, Notary Public, Commissioned Officer in the armed forces, an officer holding a Gazetted post in the Police Service or a staff officer holding a permanent post in the Public Service.
- (e) Incomplete applications will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.
- (f) Receipt of applications will not be acknowledged. The Department of Examinations Sri Lanka will publish a notice in news papers, departmental web sites, once the admission cards are issued to the applicants. However, if the admission card is not received even after 02 or 03 days of such advertisement, steps should be taken to notify the Department of Examinations, Sri Lanka in the manner specified in the advertisement. When informing, the name of the examination applied for, full name of the applicant, address and National Identity Card number should be mentioned. It would be advisable for applicants outside Colombo to fax a letter of request along with a fax number of the applicant to the Department of Examinations through the fax number 011 – 2784232 mentioned in the notification for sending a copy of the admission. Further to that, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the postal article of sending the application to prove any information requested by the Department of Examinations.

11. *Identity of applicants.* – Applicants will be required to prove their identity in the examination hall to the satisfaction of the Supervisor for each subject they offer. For this, any of the following documents will be accepted.

- (a) National Identity Card
- (b) A valid passport
- (c) A valid driving license

12. *Sitting the examination :*

## SPECIMEN APPLICATION FORM

- (a) The Commissioner General of Examinations will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit the examination.

- (b) Applicant should appear for the examination at the center specified for him/her. All the applicants should get the signatures placed in the admission card relevant to the examination centre ordered to, attested and present it to the head of the examination hall on the first day they sit the examination. A set of rules to be observed by all applicants is published at the beginning of this *Gazette*. Applicants shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Commissioner General of Examinations.

**Note.**— The issuance of an admission card to an applicant does not necessarily mean that he/she has the required qualifications to sit the examination.

13. Any matter not provided for in these rules will be dealt with as determined by the Secretary of the Judicial Service Commission subject to the instructions of the Judicial Service Commission.

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

By order of the Judicial Service Commission,

H.S. SOMARATNE,  
Secretary,  
Judicial Service Commission.

Judicial Service Commission Secretariat,  
Colombo 12,  
18th February 2019.

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO  
COURT CLERK GRADE III OF COURT MANAGEMENT  
ASSISTANTS' SERVICE IN THE SCHEDULED PUBLIC OFFICERS'  
SERVICE – 2018 (2019)

(For office use only)

## 01. Medium :

Language medium of examination

Sinhala - 2 ☐  
Tamil - 3 ☐

(Indicate the correct number in the cage)

- Indicate the town and the town number in which the applicant intends to sit the examination as per the *Gazette* notification. (See Schedule – 01 for the towns where the examination centers are located and for the respective numbers.)

Town	Number of the town
1.	

## 02. Personal details:

2.1 Name in full :\_\_\_\_\_.  
(In English block capitals)

2.2 Last name with initials: Mr./Mrs./Miss :\_\_\_\_\_.  
(In English block capitals )  
Eg. : SIRIWARDANA , A.P.K.

2.3 Name in full :\_\_\_\_\_.  
(In Sinhala/Tamil)

2.4 Personal Address (In Sinhala/ Tamil) :\_\_\_\_\_.

2.5 Residing district :\_\_\_\_\_.

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

2.7 National Identity Card No. :

2.8 Date of Birth :

Date :   Month :   Year :

2.9 Age as at 01.03.2019

Years :   Months :   Days :

2.10 Sex: Male-0 Female-1 ☐  
(Indicate relevant number in the cage)

2.11 Civil Status :  
Married - 1 ☐  
Unmarried - 2 ☐  
(Indicate relevant number in the cage)

2.12 Contact Number :  
Fixed:   
Mobile:

03. Educational Qualifications :

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

- (1) Year and month of the examination :\_\_\_\_\_.  
(2) Index number :\_\_\_\_\_.  
(3) Results :

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

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

- (1) Year and month of the examination :\_\_\_\_\_.  
(2) Index number :\_\_\_\_\_.  
(3) Results :

Subject	Grade
1.	
2.	
3.	
4.	
5.	

04. Other qualifications :\_\_\_\_\_.

05. Have you ever been convicted for any offence by any Court?  
(Indicate the mark (✓) in the relevant cage) (If yes, give particulars)

Yes : ☐ No : ☐

.....

06. Particulars of the receipt obtained by paying the examination fee:

Bank Branch to which the payment was made :\_\_\_\_\_.

Number and date of the receipt :\_\_\_\_\_.

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

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

07. Applicant's Certificate :

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

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

(c) Further to that, I hereby agree to abide by all the conditions imposed by the Commissioner General of Examinations for the purpose of holding this examination and issuance of results.

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

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

\_\_\_\_\_,  
Signature of applicant.

08. Attestation of applicant's signature :\_\_\_\_\_.

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

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

\_\_\_\_\_,  
Signature of the officer attesting the signature.

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

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

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

(To be confirmed by the Official Stamp)

*Certificate of the Head of Department*

I hereby recommend that Mr./Mrs./Miss. ....  
serving in this ..... has fulfilled educational  
qualifications required to apply for Court Clerk Grade III of  
the Court Management Assistants' Service, that he/she could  
be released from the present post if selected for this post,  
that he/she is not more than 32 years of age by the closing  
date of applications, that he/she placed his/her signature in  
my presence and that I submit his/her application herewith.

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

\_\_\_\_\_  
Signature of the Head of Department.  
(Official Stamp)

SCHEDULE – 01

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

**EFFICIENCY BAR EXAMINATION OF  
SRI LANKA AYURVEDIC MEDICAL  
SERVICE - 2017-(II)**

IT s hereby notify that an Efficiency Bar Examination for  
Ayurvedic Medical Service (For Ayurvedic Medical officers)  
will be held in Colombo by the Department of Ayurveda.

01. Candidates will be bound by the rules and regulations  
imposed by the Commissioner of Ayurveda.

02. The application for this examination should be in the  
form of the specimen appendix to this notification and should  
be prepared by the candidate him/herself. Application should  
be sent by those who are qualified according to the service  
minute of the Sri Lanka Ayurvedic Medical service, by the  
registered post through the respective heads of institution to  
reach the "Registrar. Examination Division, Department of  
Ayurveda, Nawinna, Maharagama on or before 15.03.2019  
Efficiency Bar Examination for Sri Lanka Ayurvedic  
Medical Service - 2017 (II) " should be indicated at the top  
left hand corner of the envelope containing the application.  
Applications received after the closing date will be rejected.

The candidates appearing for the examination for the  
first time need not to pay examination fees. However,  
stamps to the value of Rs.230/- should be affixed for the  
whole examinations for subsequent sittings and stamps to  
the value of Rs. 57.50 per subject should be affixed if not  
applying for the whole examination. The stamp should be  
duly cancelled by placing signature of the candidate and the  
date. Under any circumstance the fees will not be refunded  
or transferred.

03. *Identity of the candidates.*– Candidates will be  
required to prove their identity at the examination hall to  
the satisfaction of the supervisor for each subject they offer.  
For this purpose one of the following documents should be  
submitted to the supervisor.

I. The National Identity Card Issued by Department  
of Registration of Persons.

II. A valid Passport.

04. The Commissioner, Department of Ayurveda will  
issue the timetable and admission card to all candidates  
whose applications have been accepted. Candidates  
should get their signature on the admission card attested in  
advance and submit to the supervisor of the examination hall.  
Candidates without admission cards will not be permitted to

sit for the examination. If a candidate has not received his/her admission card at least seven days (07) before the day of examination, He / She should without delay inform the "Registrar, Examination Division, Department of Ayurveda, Nawinna, Maharagama" about the non - receipt of admission cards along with the following information :

- I. Name of the Examination :
- II. Full Name of the Candidate:
- III. Postal Address :
- IV. Name of the Post office, Registration Number and Date of the Receipt:-

05. Scheme of Examination. (According to the service minute of the Sri Lanka Ayurvedic Medical Service.) :

- I. Financial Regulation - One paper based on the following -
  - i. Financial Regulation of the Democratic Socialist Republic of Sri Lanka Part I (Except Chapter X)
- II. Establishment Code - One paper based on the following
  - i. Chapters - I, II, III, IV,V, VI, VII, VIII, XII, XIII, XIV, XXIII, XXVII, XXIX, XXX, XXXII of the Volume I of the establishment Code of the Democratic Socialist Republic of Sri Lanka and Procedural Rules Code of the Public Service Commission.
  - ii. Chapters - XLVII and XLVIII of Part II of the Establishment Code of Democratic Socialist Republic of Sri Lanka.
- III. Hospital Administration - One paper based on the following -
  - i. General rules and regulations relevant to the hospitals.
  - ii. Cleanliness in hospital.
  - iii. Rules and Regulations relevant to the patients.
  - iv. Supply proper meals to the patients.
  - v. Administration of drug manufactures.
  - vi. Rules and Regulations regarding the admission of patients.

- vii. Knowledge of the duties of all the employees in the hospitals.
- viii. General administration in hospitals.
- ix. General administration of the Department of Ayurveda.
- x. Regulation of the stores accounts of the Department of Ayurveda.
- xi. Manual of procedure of the Department of Ayurveda.

IV. Official Languages - Oral test. Sinhala/Tamil (15 minutes)

- i. For officers who joined the service in Sinhala medium -
  - (a) Answering the Tamil questions in Tamil Language.
  - (b) Translate Tamil sentences to Sinhala Language.
  - (c) Translate Sinhala sentences to Tamil Language.
- ii. For officers who joined the service in Tamil medium -
  - (a) Answering the Sinhala questions in Sinhala Language.
  - (b) Translate Sinhala sentences to Tamil Language.
  - (c) Translate Tamil sentences to Sinhala Language.

**Note.**- Candidate must obtain at least 40 marks to pass in each subject.

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

Ministry of Health Nutrition and  
Indigenous Medicine,  
385, Rev.Baddegama Wimalawansa Thero Mawatha,  
Colombo 10,  
15h February, 2019.

## SPECIMEN APPLICATION FORM

EFFICIENCY BAR EXAMINATION OF SRI LANKA  
AYURVEDIC MEDICAL SERVICE 2017 - (II)

Index No. :   
(For office use only)

Medium of Examination:  
(Write the relevant letter in the cage)   
Sinhala - S Tamil - T

01. Name with Initials: Mr./Mrs./Miss :\_\_\_\_\_.  
(In English Capital Letters)

02. Name with Initials :\_\_\_\_\_.  
(In Sinhala/Tamil)

03. Name denoted by Initials :\_\_\_\_\_.  
(In English Capital Letters)

04. Name denoted by Initials :\_\_\_\_\_.  
(In Sinhala/ Tamil Letters)

05. National Identity Card No. :

06. (i) Name and Address of the Office /Department /  
Institute - (In English Capital Letters) :\_\_\_\_\_.

(ii) Province of the Office / Department / Institute :  
\_\_\_\_\_.

07. (i) Name and Address of the Office /Department /  
Institute - (In Sinhala/ Tamil) :\_\_\_\_\_.

(ii) Telephone No. (Official) :\_\_\_\_\_.

08. (i) Post :\_\_\_\_\_.  
(ii) Number and date of the letter of appointment :\_\_\_\_\_.

09. Subject/ Subjects you wish to Face:-

Serial Number	Subject	Subject No.

10. Have you passed one or more subjects from any of the following subjects in previous examination sittings.

Financial Regulations/Establishment Code/ Hospitals  
Management/Oral Examination (Tamil/Sinhala).  
If so, Index No. Year and Month.

Subject	Index No.	Year and Month

11. Are you sitting the examination for the first time? :\_\_\_\_\_.  
If not, value of the stamps affixed :\_\_\_\_\_.  
Stamp cage:

stamp to the value of Rs.230/- for the whole examination  
and Rs 57.50 for each subject.

**Note:-** The candidate should affix stamps to the relevant  
value and cancel them by placing their signature and  
date. Stamps should not overlap each other.

I declare that the above particulars are true that I am  
eligible to appear for the examination in the language medium  
indicated above. I also certify that the Rs. ....  
stamps affixed here to are genuine and have not been used  
before. I agree to abide by the rules and regulations of this  
examination.

\_\_\_\_\_,  
Signature of the Candidate.

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

**Note:-** The candidate should sign in the presence of the  
Head of his/her Department /Institute or an officer  
authorized to sign on behalf of such Head of the  
Department.

*Attestation of the Signature*

I do hereby certify that ..... who  
forward this application is an officer attached to my office/  
known to me personally, and that he/she placed his/her  
signature before me on.....

\_\_\_\_\_,  
Signature and rubber stamp of the Attester.

Name of the Attester :\_\_\_\_\_.

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

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

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

**THIRD EFFICIENCY BAR EXAMINATION  
FOR THE OFFICERS IN GRADE I OF SRI  
LANKA TECHNOLOGICAL SERVICE - 2018  
(Three Month Certificate Course on Management)**

IT is hereby notified that the aforesaid course shall be commenced from July 2019 as a weekend course to be conducted on Saturdays for 15 weeks, by the Faculty of Management Studies and Commerce University of Sri Jayawardhanapura as per the Minute of Sri Lanka Technological Service published by the *Gazette Extra Ordinary* of the Government No. 1930/12 dated 2015.09.01.

02. (i) This course shall be conducted in English medium at the Faculty of Management Studies and Commerce of the University of Sri Jayawardhanapura and a final examination will be held for each subject at the end of the course. On the results of the said examination the passing of the course is determined and the applicants who have passed this course are treated as completed the Efficiency Bar Examination mentioned above. The applicants shall be subjected to the rules and regulations imposed by the Dean of the Faculty with regard to selection of officers for the course, conducting the course, conducting the examinations and issuing the results, issuing certificates and granting concessionary periods for the course. They shall be subjected to any punishment imposed by the University of Sri Jayawardhanapura and provisions of the Establishments Code for violation of the rules and regulations imposed by the University.

(ii) You shall be informed with regard to the rules and regulations imposed by the University of Sri Jayawardhanapura and the course by the University at the beginning of the course.

03. The specimen application for this course is published at the end of this notification. Applicants should prepare their own applications according to the specimen. In case where the officer belongs to the Sri Lanka Technological Service under the Central Government, application of such officer shall be sent through the Head of the Department and in the meantime the officers in Sri Lanka Technological Service under the Provincial Public Service shall send their applications through the Secretary of the Provincial Public Service Commission in the Provincial Council where they serve. The applications should be sent through registered post to Dean, Faculty of Management Studies and Commerce, University of Sri Jayawardhanapura, Gangodawila, Nugegoda on or before 08th of April 2019. "Third Efficiency Bar Examination for the Officers in Grade 1 of Sri Lanka Technological Service- 2018 (Three Month Certificate Course on Management)" shall be indicated in top left-hand corner of the envelope in which the application

is forwarded. The Dean is empowered to reject the applications received after the closing date of applications without any inquiry.

04. *Identity.*– Candidates shall be required to prove their Identity to the satisfaction of the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura. For this purpose, one of the following documents shall be kept at the possession of the applicants at the beginning and also during the course in order to submit on requirement.

- (a) The National Identity Card issued by the Department of Registration of Persons.
- (b) Office Identity Card issued by the respective institution.

or

A document issued by the respective institution to prove the Identity.

05. *Application :*

- (i) Applications should be prepared in a paper of A4 size. The application could be typewritten, but it should be filled in correctly and legibly in candidate's own handwriting. At the occasions where it is specially mentioned, the applications shall be filled in the language medium specially mentioned. Special attention should be paid to the name of the officer, since the name is used as it is indicated in the application at all occasions within the course duration. If the said particulars are changed within the course duration, it should be informed to the Dean, Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura in writing along with the recommendations of the Head of the Department.
- (ii) Please indicate the title of the examination appearing in the specimen in English Language as well, on both Sinhala and Tamil application forms. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the notification and further it would be advisable to keep a photocopy of the completed application form.
- (iii) A stamp size photograph of the applicant shall be pasted in the cage on the top right hand corner of the original application and another stamp size photograph shall be attached to the application.

06. *Course fee and examination fees :*

- (i) The officers appearing for this course shall pay either by a cheque issued by the employer or by a bank draft of amount of Rs. 17500/- to the Current Account of the Faculty Development Fund of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura No. of 097100140002229 at Peoples' Bank, Gangodawila Branch. The receipt obtained by the candidate depositing the relevant amount shall be submitted to the Dean of Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura before the date informed by the Course Coordinator. Institutional charges, printing fees, examination fees, allowances for resource providers and charges for coordination are included in the above amount.
- (ii) If the officers who are unable to complete the examination of the course at the first occasion wish to sit for the examination at the consequent sittings, they are required to pay a registration fees of Rs. 1,000 and an examination fee of Rs. 2,000. When making these payments, the instructions of the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura shall be followed.
- (iii) Under no circumstances, the course fee shall be refunded. The examination fee shall not be allowed to transfer in respect of any other examination or course or officer.

07. *Requirement to apply for the course*

- (i) All the officers shall pass the third Efficiency Bar examination for officers in Grade I of Sri Lanka Technological Service before the lapse of five (05) years from the date of promotion to Grade I.
- (ii) In addition to the officers in Grade I, the officers who have passed the second efficiency bar examination are also able to complete the course prescribed for the third efficiency bar.

**Note:** Kindly note to pay the attention of the Head of the Department regarding the seniority of each officer and the matters indicated in Para. 7 i and 7 ii above.

08. *Selection for the course.*— When officers are selected for the course, priority shall be given depending on the order of the seniority of the appointment of the officers who were promoted to Grade I of Sri Lanka Technological Service.

09. All the officers who have submitted applications shall be included in the data base maintained by the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura and 800 persons shall be selected annually for the course. A list of names of the applicants who are selected for the course shall be published on the official web site of the Ministry of Public Administration and it will be informed to the officers selected by the University of Sri Jayawardenapura. The university is not bound to re-inform the same to the applicants who do not participate in the course after that and action shall be taken considering it as an opportunity granted to an officer.

10. *Syllabus of the course :*

Serial No.	Syllabus	Number of credits	Credit Hours
01	Public Finance Management	02	30
02	Human Recourse Management (Basic theories)	02	30
03	Conflict Management (Practical application of the theories on Conflict Management in achieving the goals and objectives of the organization)	02	30
	Organizational Behavior	02	30
05	Project Report A research paper either on an issue in the professional field of candidate or the professional field itself	02	30
		10	150



11. The decision of the Secretary of the Ministry of Public Administration and Disaster Management shall be the final with regard to any matter not referred to herein.

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

Ministry of Public Administration and Disaster Management,  
Independence Square,  
Colombo 07,  
13th February, 2019.

(The *Gazette* Notification and the specimen application  
can be downloaded at [www.pubad.gov.lk](http://www.pubad.gov.lk))

**Specimen Application**

Affix a stamp size  
photograph here

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(Official use only)

**THIRD EFFICIENCY BAR EXAMINATION FOR  
THE OFFICERS IN GRADE I OF SRI LANKA  
TECHNOLOGICAL SERVICE - 2018  
(THREE MONTH CERTIFICATE COURSE ON  
MANAGEMENT)**

01. (a) Name with Initials: (Indicate the initials at the end  
of the name) :\_\_\_\_\_.  
(In English block capital letters)  
Eg. : GUNAWARDHANA M.G.B.S.K.

(b) Name in Full :\_\_\_\_\_.  
(In English block capital letters)

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

02. Indicate whether you belong to Provincial Public  
Service, if not to which public service you belong

--

(Public Service - 10/ Western Provincial Public Service  
- 01/ Central Provincial Public Service - 02/ Southern  
Provincial Public Service - 03/ Northern Provincial  
Public Service - 04/ Eastern Provincial Public Service -

05/ North Western Provincial Public Service - 06/ North  
Central Provincial Public Service- 07/ Uva Provincial  
Public Service - 08/ Sabaragamuwa Provincial Public  
Service- 09)

03. Designation (In English Block Letters) :\_\_\_\_\_.

04. Sub Department/ Division to which you belong:  
(In English Block Letters) :\_\_\_\_\_.  
(In Sinhala/ Tamil) :\_\_\_\_\_.

05. Department to which you belong :  
(In English Block Letters) :\_\_\_\_\_.  
(In Sinhala/ Tamil) :\_\_\_\_\_.

06. Official Address:  
(In English block capital letters) :\_\_\_\_\_.  
(In Sinhala/Tamil) :\_\_\_\_\_.

07. Personal Address:  
(In English Block Letters) :\_\_\_\_\_.  
(In Sinhala/ Tamil) :\_\_\_\_\_.

08. E-mail :\_\_\_\_\_.

09. Telephone Number:

Official : 

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

Personal : 

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

10. Gender:  
Male - M 

--

  
Female - F 

--

  
(Indicate the relevant letter in the cage)

11. National Identity Card:

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

(Affix a copy of the national identity card signed by the  
candidate to the effect that it is a true copy)

12. (a) If you are an officer in Grade I of Sri Lanka  
Technological Service,

(i) Date of promotion to Grade I:

Year : 

--	--	--	--

 Month : 

--	--

 Date : 

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(ii) Active service period in Grade I as at 08.04.2019:

Years : 

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 Months : 

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 Days : 

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(Submit the copy of the letter of promotion to Grade I certified to the effect that it is a true copy, as an attachment)

(b) If you are an officer in Grade II of Sri Lanka Technological Service,

(i) Date of promotion to Grade II :

Year :     Month :   Date :

(ii) Active service period in Grade II as at 08.04.2019 :

Years :   Months :   Days :

(iii) Date on which you passed the second efficiency bar examination :

Year :     Month :   Day :

(Submit the copy of the results sheet of the second efficiency bar examination issued by the Head of the Department, which has been certified by the candidate to the effect that it is a true copy, as an attachment.)

I declare that the foregoing particulars are correct and I am bound by the rules and regulations imposed by the Dean of the Faculty of Management Studies and Commerce, University of Sri Jayawardhanapura with regard to conducting the course, examination and issuing results and the rules and regulations specified in the Establishments Code and the application has been prepared in conformity with the specimen application.

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

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

*Attestation of the Signature*

I hereby certify that Mr./ Mrs./ Miss ..... who is an officer working at my office and is known to me personally placed his/ her signature before me on.....

\_\_\_\_\_  
Signature of the Attester and official stamp.

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

*Certification of the Head of the Department*

I hereby certify that the particulars mentioned in paragraphs 01 to 12 are accurate and the candidate is an

officer in Sri Lanka Technological Service who is eligible to follow this course as per the note in paragraph 07 and subject to the provisions in para 08 and 09 and it is possible for the Department to pay the prescribed course fee.

\_\_\_\_\_  
Signature of the Head of the Department and  
Official Stamp

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

### **Check List**

1. A copy of the National Identity Card signed by the candidate to the effect that it is a true copy is attached.

2. A stamp size photograph is affixed on the top right hand corner of the application.

3. A stamp size photograph is attached with the application.

4. Copy of the letter of promotion to Grade I certified to the effect that it is a true copy is attached.

or

Submit the copy of the results sheet of the second efficiency bar examination issued by the Head of the Department, which has been certified by the candidate to the effect that it is a true copy is attached.

03-175

## **MINISTRY OF TELECOMMUNICATION, FOREIGN EMPLOYMENT AND SPORTS**

### **National Institute of Sports Science**

#### **DIPLOMA COURSE IN SPORTS 2019**

APPLICATIONS are invited from suitably qualified candidates to follow the Diploma Course in Sports conducted in Sinhala medium by the National Institute of Sports Science of the Ministry of Telecommunication, Foreign Employment and Sports. The applicants should be between 18-35 years of age. (The upper age limit for those who are in government service should not exceed 45years)

01. *Educational and Other Qualifications :*

- 1.1 Should have passed G.C.E. Ordinary Level Examination in six (6) subjects with three (03) credits in not more than two sittings and two of the six subjects should be Sinhala or Tamil Language and Arithmetic or Mathematics.

In addition to the above, the applicants should have obtained:-

- (a) Should have successfully completed a course in Sports or Physical Education which is not less than six (06) months from a recognized school.

*Or*

- (b) Should have successfully completed a course in sports or Physical Education in a Training Institute or school of the Police, Armed Forces or Civil Defense Service

*Or*

- (c) Should have served as a Teacher in Sports or Ground Instructor in a local government body or should have shown special performance in the field of sports with at least five (05) years experience.

*Or*

- (d) Should be a member of a National Sports Team in any sports and should have participated in an International Competition.

*Or*

- (e) Should have obtained first or second place of a District Level Competition in National Sports Festival conducted by the Ministry of Sports or first, second or third place in a National level competition conducted by a National Sports Association.

- 1.2. Applications which do not conform to the specimen form will be rejected.

02. *Preparation of Application :*

- 2.1 Candidates possessing the necessary qualifications mentioned above should submit their applications in a paper of 8" x 13 1/2" in size as per specimen application form appearing at the end of this notice. Applications should be completed in applicant's own handwriting and sent by registered post to reach the Director,

National Institute of Sports Science, 100/7, Independence Avenue, Colombo 07, on or before 01.04.2019.

- 2.2 "Application for the Course of Diploma in Sports 2019" should be written at the top left corner of the envelope containing the application.

- 2.3 Applicants from the Government Service, Provincial Government Service, and Corporations should send their applications through the heads of their respective Departments/Institutions. The applications which do not conform to this requirement will be rejected.

3. *Selection of Candidates.*– Out of the applications received, all candidates who have fulfilled required qualifications will be called for a written examination. The candidates who are successful at the examination will be called for an interview and a physical fitness practical examination. Those who are successful will be selected to follow the course.

4. *Details of the course :*

- 4.1 Syllabus contains five sections as follows.

- (a) General Theory of Training Study of Physical Qualities, Skill Development Techniques & Strategies, Training Methods, Aspects of Planning , Principles of Training Load and Tests and a Viva voce examination.
- (b) Theory and Practical of at least ten major sports.
- (c) Specialization in Track and Field Athletics.
- (d) Within the duration of the Diploma course, specialization is required in one of sports for male and female candidates depending on the situation in addition to track and field athletics.
- (e) Knowledge of general subjects such as Sports Physiology, Sports Sociology, Sports Administration, Sports Statistics, Organizing Methods of Sports Festivals, Sports Medicine, Sports Biochemistry, Sports Nutrition and Sports Psychology.

- 4.2 The duration of the course is 12 months.

- 4.3 Those who are selected to follow the course should pay a Course Fee of Rs. 60,000/=

before commencement of the course which is not refundable by any means. In the event the Course fee being paid by a cheque, it should be deposited in favour of the “Secretary, Ministry of Telecommunication, Foreign Employment and Sports” Please note that only those who paid the Course fee in full prior to the commencement of the Course will be enrolled to follow the Course.

4.4 The selected candidates are bound to follow the rules and regulations of the National Institute of Sports Science.

4.5 Candidates who complete the course successfully will be awarded with a certificate of “Diploma in Sports”

5.2 However if the Ministry requires, those who are following this Course should enter into an agreement with the Director of the National Institute of Sports Science, they should do so accordingly.

5.3 Highest qualifications or required qualifications should be stated in the application and any data / details provided thereafter will not be entertained.

5.4 Any matter which is not specified in this notice will be decided at the discretion of the Director of the National Institute of Sports Science.

Director,  
National Institute of Sports Science.

5. Other Conditions :-

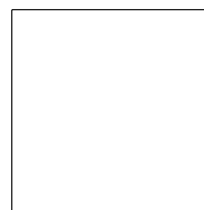
5.1 The Ministry does not hold responsibility to provide employment to those who complete the course.

100/7, Independence Avenue,  
Colombo 07.  
01st March, 2019.

SPECIMEN APPLICATION FORM

NATIONAL INSTITUTE OF SPORTS SCIENCE

*DIPLOMA IN SPORTS - 2019*



Passport size photo

01. (i) Full Name : Mr./Mrs./Miss : \_\_\_\_\_.  
(ii) Name with Initials : \_\_\_\_\_.  
(iii) Full Name (In English Block Capitals) :


(iv) National Identity Card No. : 

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02. Address :

- (i) Private : \_\_\_\_\_.  
(ii) Official : \_\_\_\_\_.  
(iii) Telephone Official : \_\_\_\_\_. Telephone Private : \_\_\_\_\_.

03. Date of Birth : Year : 

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 Month : 

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 Date : 

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Age on 30.04.2019 : Years : 

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 Months : 

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 Days : 

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04. State whether a citizen of Sri Lanka :\_\_\_\_\_.  
(by descent or by registration) :\_\_\_\_\_.

05. (i) Sex :\_\_\_\_\_.  
(ii) Marital Status :\_\_\_\_\_.

06. Whether you are employed or not :\_\_\_\_\_.  
(i) Post :\_\_\_\_\_.  
(ii) Duration of the service :\_\_\_\_\_.  
(iii) Working Place :\_\_\_\_\_.

07. Educational Qualifications:-

(i) G.C.E. (Ordinary Level)

Year :

Exam No. : .....

<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>

(II) G.C.E. (Advanced Level) :

Year :

Exam No. : .....

<i>Subjects</i>	<i>Grade</i>

(III) Other Education Qualification (Highest Exam/Degree)

Year :

Exam No. : .....

<i>Subjects</i>	<i>Grade</i>

08. Achievements in Sports :-(Please include your Certificates of highest achievements and special abilities - Please attach the photo copies)

1. Performance over 16 years of age at National School Competitions :

.....  
.....

2. Performance at National Sports Festival District/Provincial/National :

.....  
.....

3. Performance at National Competitions conducted by National Sports Associations :

.....  
.....

4. Participation in International Sports Competitions :

.....  
.....

09. (I) According to the *Gazette* notification, Please state, under which qualification category of 1.1 that you are eligible to apply for the course.

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>

(II) Give details of qualifications relevant to the category stated above:

.....  
.....

10. Any other special remarks :\_\_\_\_\_.

12. Whether you are prepared to pay a course fee of Rs.60,000 if selected :\_\_\_\_\_.

I certify that the particulars given above are true and correct. I am aware that if the Particulars furnished by me are found to be false or incorrect, I am liable to be disqualified and removed from the course.

\_\_\_\_\_,  
Applicant's Signature.

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

For Government / Local Government / Corporation Employees only :

Director,

National Institute of Sports Science:

I recommend herewith the application of Mr./Mrs./Miss .....employee of ..... working as ..... And I also agree to release him/her from the post he/she hold for the period of the course in the event of being selected.

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

\_\_\_\_\_,  
Signature of the Certifying Officer.  
Confirmation with the rubber frank)

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

Name of the Certifying Officer :\_\_\_\_\_.

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

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

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

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

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

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

- 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.
- 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.
- All communications regarding non-receipt, change of address and of the *Gazette* of the Democratic Socialist Republic of Sri Lanka should be addressed to the Government Printer, Department of Government Printing, Colombo 08.
- REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 2013 :**

**\*Annual Subscription Rates and Postage**

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

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

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

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

**\*All single copies could be obtained from Government Publications Bureau, No. 163, Kirulapone Mawatha, Polhengoda, Colombo 05.**

### IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

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

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

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

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

#### THE SCHEDULE

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
2019						
MARCH	01.03.2019	Friday	—	15.02.2019	Friday	12 noon
	08.03.2019	Friday	—	22.02.2019	Friday	12 noon
	15.03.2019	Friday	—	01.03.2019	Friday	12 noon
	22.03.2019	Friday	—	08.03.2019	Friday	12 noon
	29.03.2019	Friday	—	15.03.2019	Friday	12 noon
APRIL	05.04.2019	Friday	—	22.03.2019	Friday	12 noon
	12.04.2019	Friday	—	29.03.2019	Friday	12 noon
	18.04.2019	Thursday	—	05.04.2019	Friday	12 noon
	26.04.2019	Friday	—	12.04.2019	Friday	12 noon
MAY	03.05.2019	Friday	—	18.04.2019	Thursday	12 noon
	10.05.2019	Friday	—	26.04.2019	Friday	12 noon
	17.05.2019	Friday	—	03.05.2019	Friday	12 noon
	24.05.2019	Friday	—	10.05.2019	Friday	12 noon
	31.05.2019	Friday	—	17.05.2019	Friday	12 noon

GANGANI LIYANAGE,  
Government Printer.

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