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The Gazette of the Democratic Socialist Republic of Sri Lanka

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PART I: SECTION (IIA) – GENERAL

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

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Note.— Fiscal Management (Responsibility) (Amendment) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of May 27, 2016.

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 02nd September, 2016 should reach Government Press on or before 12.00 noon on 19th August, 2016.

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.”

B. K. S. RAVINDRA,
Government Printer (*Acting*).

Department of Govt. Printing,
Colombo 08,
21st June, 2016.



This Gazette can be downloaded from 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 Any one 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

MINISTRY OF IRRIGATION AND WATER RESOURCES MANAGEMENT

Irrigation Department

RECRUITMENT TO THE POSTS OF THAKSHANA SAHAYAKA (IRRIGATION) AND THAKSHANA SAHAYAKA (MECHANICAL) ON LIMITED BASIS - 2016

APPLICATIONS are hereby called from qualified officers of Public Service to fill the following vacancies in the service category of Management Assistant Technical Segment 03 in the Irrigation Department.

1.1 Posts expected to be recruited :

<i>Serial No.</i>	<i>Designation</i>	<i>Number of Vacancies</i>	<i>Grade to be recruited</i>
1	Thakshana Sahayaka (Irrigation)	182	Grade III
2	Thakshana Sahayaka (Mechanical)	19	Grade III

1.2 Nature of the duties :

<i>Serial No.</i>	<i>Designation</i>	<i>Assigned duties</i>
1	Thakshana Sahayaka (Irrigation)	<p>Following duties/tasks assigned under the supervision of an engineering assistant :</p> <ul style="list-style-type: none"> * To supervise the work of new constructions, improvements and repairs in the field, * To perform the responsibilities of such work according to the approved standards of Irrigation Department, * To supervise operational and maintenance work of projects like irrigation, lift irrigation and prevention of floods in the relevant field, * To be vigilant and to protect the irrigation of Irrigation Department, lift irrigation, flood prevention and salt water prevention projects, buildings, roads and their reservations.
2	Thakshana Sahayaka (Mechanical)	<ul style="list-style-type: none"> * To take over machines and vehicles brought to the mechanical workshops for repairs. * To supervise the duties of the junior employees attached to the mechanical section.

2.0 Method of Recruitment :

2.1 Qualified applicants will be selected by subjecting them to a structured interview.

2.2 *Structured interview*. - Qualified persons will be selected according to the rank of marks of those who have passed structured interview which is held to examine the applicants experience in the field, their educational and other qualifications.

<i>Topics for giving marks on Examination</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Experience, Education and Other Qualifications	100	40

2.3 Board of structured interview is appointed by the Director General of Irrigation.

3.0 *Salary Scale.*- According to the Schedule I of the Public Administration Circular No. 03/2016, the monthly salary scale attached to the post is Rs. 29,840 -10x300 -11x350 - 10x560 - 10x660 - Rs. 48,890 (MT1-2016). According to the Schedule II of the said circular for the period from 01.01.2016 to 31.12.2016 a consolidated salary of Rs. 17,508 and adjustment allowance of Rs. 9,831 is applicable.

4.0 *Nature of posts.*- Permanent and pensionable.

5.0 *Age limit.*- Not less than 18 years on the closing date of application and the maximum age limit will not be applicable.

6.0 *Required Qualifications :*

6.1 *Educational Qualifications.*- Thakshana Sahayaka (Irrigation) Thakshana Sahayaka (Mechanical).

Passing the General Certificate of Education (Ordinary Level) Examination in six (06) subjects including Language or Literature, Mathematics and Science in not more than two sittings.

6.2 *Experience :*

Thakshana Sahayaka (Irrigation) - Should have an experience of at least 10 years in one of the following permanent pensionable primary semi technical service category falling under salary Code No. PL 2-2006A (Public Administration Circular No. 03/2016 PL 2-2016 Salary Code) in the Irrigation Department and have completed 5 years active and satisfactory service period :-

1. Operator,
2. Tractor Operator,
3. Maintenance and Operational Labourer,
4. Water pump Operator,
5. Air Conditioner Repairer,
6. Mason,
7. Carpenter,
8. Plumber,
9. Equipment Technician,
10. Equipment Repairer,
11. Hydrology Meter Assistant,
12. Circuit Bungalow Keeper,
13. Store Keeper,
14. Plan Printer,
15. Plan Keeper,
16. Chronometer repairer

or

should be or an officer who has obtained a permanent appointment in Public Service with three (03) years continues active and satisfactory service completing the vocational qualifications having obtained the relevant certificate (NCT-Civil) for passing the three year part time National Technical Certificate (Civil) Course from a Technical College recognized by Tertiary and Vocational Education Commission or having obtained a similar certificate.

Thakshana Sahayaka (*Mechanical*).– Should have an experience of at least 10 years in one of the following permanent and pensionable primary semi technical services category following under Salary Code No. PL 2-2006A (Public Administration Circular No. 03/2016 Salary Code) in the Irrigation Department and have completed 5 years active and satisfactory service period :-

1. Technician,
2. Electrician,
3. Welder,
4. Painter,
5. Fitter,
6. Lathe Machine Operator,
7. Blacksmith,
8. Mechanist,
9. Tinsmith,
10. Fitter,
11. Minor Foreman.

should be or an officer who has obtained a permanent appointment in Public Service with three (03) years continues active and satisfactory service completing the Vocational Qualifications having obtained the relevant certificate (NCT-Mechanical) for passing the Three Year Part Time National Technical Certificate (Mechanical) Course from a Technical College recognized by Tertiary and Vocational Education Commission or having obtained a similar certificate issued by an institute recognized by Tertiary and Vocational Education Commission.

6.3 *Physical Qualifications.*- Every applicant should be sufficient physical and mental fitness to serve in any part of Sri Lanka and to discharge the duties of the post.

6.4 *Other Qualifications :*

- (i) Should be a Citizen of Sri Lanka,
- (ii) Appointment having been confirmed,
- (iii) Should be of excellent moral character,
- (iv) Qualifications required for appearing in the structured interview are accepted only if the applicant has completed all the relevant qualifications and the specified age limit by the date mentioned in the notification for calling the applications.

7.0 If any information mentioned in the application sent by you is found to be false or incorrect prior to the recruitment, your candidature will be cancelled. If such information is revealed after the recruitment, action will be taken to dismiss you from service, subject to relevant actions.

8.0 *Preparation and Submission of the application :*

- 8.1 The application should be prepared by the candidate themselves on paper sized 21x29cm (A4) using both sides. Topics from 1.0-7.0 should appear on the first page, from 8.0-11.0 on the second and from 12.0-16.0 on the third page.
- 8.2 All applicants should submit their applications through their heads of departments.
- 8.3 Applications that do not comply with the specimen application and are not completed in every aspect will be rejected without notice.
- 8.4 Receipt of applications will not be acknowledged. Complaints regarding applications lost in the post will not be considered.
- 8.5 According to the post you are applying for, the words "Recruitment for the post of Thakshana Sahayaka (Irrigation) or Recruitment for the Post of Thakshana Sahayaka (Mechanical)" shall be clearly mentioned on the top left corner of the envelope.
- 8.6 Final decision on filling vacancies, not filling vacancies or filling some of the vacancies and all other particulars is rested with the Director General of Irrigation.

9.0 *Sending the application.*- Completed application form should be sent by registered post to reach the following address on or before 29th August, 2016.

Director General of Irrigation,
Irrigation Department,
No. 230, Bauddhaloka Mawatha,
Colombo 07.

Eng. S. S. L. WEERASINGHE,
Director General of Irrigation.

Irrigation Department,
Colombo 07,
On the date 27th of July, 2016.

SPECIMEN APPLICATION

MINISTRY OF IRRIGATION AND WATER RESOURCES
MANAGEMENT

IRRIGATION DEPARTMENT

*Recruitment to the Post of Thakshana Sahayaka
(Irrigation/Mechanical) on Limited Basis - 2016*

(For office use only)

1.0 Post applied for

2.0 Name with Initials (Initials at the end) (Mr./Mrs./Miss)

:_____.

In Sinhala/Tamil :_____.

In English (In block capitals) :_____.

(Eg. : PERERA A. B. C.)

2.1 Name in full :

In Sinhala/Tamil :_____.

English (in block capitals) :_____.

3.0 National Identity Card No. :

4.0 Sex :

Male - M ☐

Female - F ☐

(Indicate the relevant number in the cage)

5.0 Official Address (legibly) :

In Sinhala/Tamil :_____.

In English block capitals :_____.

5.1 Personal Address :

In Sinhala/Tamil :_____.

In English block capitals :_____.

6.0 Telephone No. :

Fixed :_____.

Mobile :_____.

7.0 Residence :

7.1 District :_____.

7.2 Divisional Secretariat Division :_____.

8.0 Civil status :

Unmarried - 1 ☐

Married - 2 ☐

9.0 Date of Birth :

Date : Month : Year :

9.1 Age as at closing date (29.08.2016) of application : _____.

Years : Months : Days :

10.0 Post :

10.1 Current Post : _____.

10.2 Date appointed for the permanent post : _____.

11.0 Educational Qualifications :

11.1 Particulars of G. C. E. (Ordinary Level) examination :

First attempt :

(i) Year and the month of the examination : _____.

Admission No. : _____.

Results :

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

Second attempt :

(ii) Year and the month of the examination : _____.

Admission No. : _____.

Results :

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

12.0 Vocational Qualifications :

Studied course	Institute	Period	Certificate number and valid date

13.0 Experience : _____.

14.0 Other Qualifications : _____.

15.0 Declaration of the applicant :

I, hereby certify that all the particulars given here are three and correct and also certify that I have not been expelled from public service or not compelled to retire on inefficiency as sympathetic alternative or treated as giving vacated the post. I am aware that if any particulars contained herein are found to be false or incorrect I am liable to be disqualified before selection and dismissed from service without any compensation if it is found after selection. Further I agree to serve at work sites in the field of irrigation in any part of Sri Lanka if I am appointed to this post.

_____,
Signature of the Applicant.

Date : _____.

16.0 Certificate of the Head of the Department/Institute :

I, hereby certify that the work behavior of Mr./Mrs./Miss who is serving in the post of in this Ministry/Department/Institute is satisfactory, that there are no disciplinary actions against him/her and have not thought about taking such action. He/She can/cannot be released from the service if he/she is selected for this post.

_____,
Signature of the Head Department
Institute and the Official Seal.

Date : _____.

08-297/1

SRI LANKA REGULAR NAVAL FORCE

Vacancies

VACANCIES exist in the Sri Lanka Regular Naval Force for Officer Cadets.

2. Applications are invited from male candidates possessing the qualifications given below:-

(a) To follow Degree programmes offered by the General Sir John Kotelawala Defence University and be enlisted in the Executive, Provost, Logistics and Patrolman branches of the Sri Lanka Navy.

A minimum of six passes at the GCE (O/L) Examination with credit passes in English language and Mathematics in two sittings; Should have obtained 30 marks for the General

Test at the GCE (A/L) Examination; Should have obtained minimum entry qualification for university admission at the GCE (A/L) Examination, (A certified copy of the result sheet issued by the Commissioner General of Examinations should be attached) and applicants should have passed 03 subjects, at the GCE (A/L) Examination in one sitting of the following streams:-

- (1) Executive branch - Physical or Biological
- (2) Provost/ Patrolman branch - Science, Commerce, Technical or Arts
- (3) Logistics branch - Commerce

- (b) To follow degree programmes in Marine Engineering or Electrical Engineering and be enlisted in the Engineering branch or the Electrical Engineering branch, respectively, of the Sri Lanka Navy.

Should have passed Combined Mathematics, Physics and Chemistry at the GCE (A/L) Examination in one sitting; Should have obtained 30 marks for the General Test at the GCE (A/L) Examination; Should have passed Mathematics and English with credit passes at the GCE (O/L) Examination in not more than two sittings; Should have obtained minimum entry qualification for university admission at the GCE (A/L) Examination (A certified copy of the result sheet issued by the Commissioner General of Examinations should be attached)

3. *Other Requirements.*— Candidates must fulfill the following general conditions for enlistment in the Sri Lanka Regular Naval Force :

- (a) Nationality : - Must be a citizen of Sri Lanka.
- (b) Age :- Not less than 18 years and not more than 22 years as at 31st August 2016
- (c) Height : - 168 cm and above (171 cm and above for Provost Branch)
- (d) Weight : - 52kg or above
- (e) Chest : - 81cm (minimum)
- (f) Color Vision : - STD II
- (g) Visual Acuity : - Left eye 6/6 and right eye 6/6 (without spectacles and lenses)
- (h) Civil Status : - Candidates must be unmarried. No Officer Cadet will be permitted to get married whilst under training and for a further period of one (1) year from the date of Commissioning.

4. Due consideration will be given to outstanding achievements in the field of sports.

5. Applications of candidates who do not fulfill the requirements of Para 2 and 3 will be rejected. On arrival for the first interview the height, vision and weight will be measured. Candidates whose height, vision and weight are below the standard specified in the *Gazette* Notification and who have no exceptional skill will not be interviewed. Any candidate who may have a special skill or value to the service may at the discretion of the Commander of the Sri Lanka Navy be considered even though he may not have the requisite height provided he possess the requisite academic and professional qualifications.

6. *Conditions of service :-*

- (a) The candidate is to initially enlist in the Sri Lanka Navy as an Officer Cadet on a regular engagement in the same manner as for other Ranks and will undergo a Basic Training Course. On successful completion of training, the duration of which will depend on the branch, the status allocated on his enlistment as an other Ranks will lapse and will receive a permanent Commission in the rank of Acting Sub Lieutenant
- (b) Officer Cadets will be required to undergo training at a place in Sri Lanka or abroad as decided by the Commander of the Navy in consultation with the Ministry of Defence.
- (c) During the period of training as Officer Cadets and thereafter, personnel will be subject to Naval Law.
- (d) Every Officer Cadet will be provided all items of uniforms, equipment and medical facilities.
- (e) During the period of training, an Officer Cadet will be provided with food and accommodation by the Sri Lanka Navy.
- (f) In the event an Officer Cadet voluntarily terminates his candidature for a commission during training, he will be required to refund to the Republic of Sri Lanka all expenses incurred up to that time by the Republic of Sri Lanka on account of such Officer Cadet.
- (g) If at any time during his course an Officer Cadet is reported by the authorities as being unsuitable for reasons of misconduct or due to causes within his control to qualify for a commission, he will be required to refund to the Sri Lanka Navy all expenses incurred on his training and will be required to enter into a bond to this effect with the Commander of the Navy acting on behalf of the Government of Sri Lanka.

- (h) Candidates who possess the requirements as per Para 2 and 3 will be called for the Medical Examination, Physical Endurance Test and Officer Quality Test. Candidates who successfully complete these tests will be called for the preliminary interview and those who pass preliminary interview called for the Final Interview. The required number of candidates per branch will be selected according to merit at these interviews and tests.
- (i) A married Officer may be provided with a married quarter if available. Recovery of rental will be as applicable to public servants.
- (j) All Officers are liable to be posted for duty or training in any part of the world at any time.
- (k) All Officers are governed by Naval Law.

7. *Official Language Requirements.*— The selected candidates will be required to comply with any rules already made or may hereafter be made for giving effect to the Language Policy of the Republic of Sri Lanka and in particular for implementing the provisions the Official Language Act, No. 33 of 1956.

8. *Pay and Allowances:-*

- (a) Initial Salary - Rs. 32,380.00
- (b) Cost of living - Rs. 7,800.00
- (c) Uniform cleaning allowance - Rs. 255.00
- (d) Hardline allowance (Operational areas) - Entitled after basic training
- (e) Hardline allowance (Non-Operational areas) - Entitled after basic training
- (f) Other allowances - Special Allowance Rs. 1,000
- Special Additional Allowance Rs. 3,000

NOTE.— The initial salary of an Officer Cadets is Rs. 32,380.00 w.e.f. 01.01.2020 and it will be revised w.e.f. 01.01.2016 as follows.

- 01.01.2016 - Rs. 18,984.00 - Adjustment Allowance Rs. 9,778.00
- 01.01.2017 - Rs. 22,333.00 - Adjustment Allowance
- 01.01.2018 - Rs. 25,682.00 - Adjustment Allowance Rs. 3,080.00
- 01.01.2019 - Rs. 29,031.00 - NIL
- 01.01.2020 - Rs. 32,380.00 - NIL

- (g) Qualification pay where applicable (up to a maximum of Rs. 637.50 per month).
- (h) Three sets of holiday railway warrants per year (For Officer, spouse and children).
- (i) An additional set of railway warrants or the reimbursement of bus fare for Officers living in wardrooms to travel from the wardroom to their hometown once a month.
- (j) Free issue of uniforms and ancillary items.
- (k) Free medical facilities (including families, if applicable).
- (l) Rent allowances for married Officers not in occupation of a Government married quarter from Rs. 1,600.00 to Rs. 4,250.00 per month.

9. *Instructions to Applicants:-*

- (a) Application should be submitted as per the specimen application to **SENIOR STAFF OFFICER (RECRUITING), NAVY HEADQUARTERS, AND P.O. BOX 593, COLOMBO** under registered cover on or before **31ST AUGUST 2016**. The post applied should be indicated on the top left side of the envelope. Late application will not be entertained and application forms are not issued by the Sri Lanka Navy. [For further information, please contact 0112215154 or visit www.navy.lk.]
- (b) Candidates who are in Government Service / Corporations / Boards / Civil Establishments should forward their applications through their Heads of Department / Corporations / Boards / Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.
- (c) Candidates will be required to produce the originals of the following documents when summoned for interviews or when called upon to do so:-
 - (1) Certificate of Registration of Birth (Certificate issued for the purpose of the education code will not be accepted);
 - (2) Certificates in support of the educational qualifications required for the branch applied for;
 - (3) School leaving certificate;
 - (4) Grama Niladari certificate (Taken within six month to closing date);

- (5) Certificates of trade / technical training and / or experience (if any) obtained from a recognized institution;
- (6) Two recent certificates of character. One of these should be from the Principal of the last school attended and the other from a responsible person who has the know of the applicant for more than two years or from the present employer (if employed) ;
- (7) Certificates in support of sports activities, cadetting etc.,
- (d) Applications of candidates who fail to produce documents when requested to do so will not be considered.
- (e) No documents or original copies of documents should be attached to the application form.
- (f) The Sri Lanka Navy will not be responsible for loss of any originals of certificates if enclosed with the application form.
- (d) On every occasion an applicant is summoned for an interview he is to produce his National Identity Card issued by the Department of Registration of Persons.
- (e) Candidates likely to be suitable for their final interviews will be required to present themselves before a Sri Lanka Navy Medical Board.
- (f) Anyone who desires to recommend a candidate should do so by giving his testimonial. Any form of canvassing or attempt to influence in the selection of a candidate will result in disqualification of such candidate.
- (g) Candidates who are found unsuitable for enlistment will not be notified.
- RC WIJEGUNARATNE, WV, RWP & Bar, RSP, VSV, USP, ndc, psn,
Vice Admiral,
Commander of the Navy.

10. 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 for dismissal if discovered after selection.

11. *Selection Interviews etc.:-*

- (a) Preliminary selections will be made amongst those candidates who fulfill the above conditions. Candidates so selected will be required to undergo tests as may be prescribed by the Commander of the Navy. The final selection will then be made after an interview of those selected candidates by a selection board appointed by the Ministry of Defence.
- (b) Requirements to be fulfilled at the Physical Endurance Test

<i>Exercise</i>	<i>Rounds</i>	<i>Time (Minutes/ Seconds)</i>
1600m run	—	06-08 minutes
Push up	25 or more	02 minutes
Sit up	25 or more	02 minutes
Arm Bending	05 or more	02 minutes
Standing Board Jump	242cm or more	—
Rope Climbing	—	—
Shuttle Run	—	11 seconds

- (c) Candidates selected for interviews will be informed in writing of the place, time and date of such interviews. Travelling or other expenses will not be paid in this respect.

Naval Headquarters,
Colombo.

APPLICATION FOR OFFICER CADET IN THE
SRI LANKA NAVY

01. Nationality:———. (State whether citizen of Sri Lanka by descent or by registration and if latter, quote number and date of certificate)
02. Full Name (As per the National Identity Card) :———.
03. National Identity Card Number :———.
04. Permanent Address :———.
05. Postal Address :———.
06. Date of Birth :———,
07. Age:
Years :——— Months :——— Days :———.
(As 31st August ,2016) :
08. Height :———, (cm) Chest :———, (cm)
Weight :———, (Kg)
09. Nearest Police Station to permanent address :———.
10. District :———.
11. Electorate :———.
12. GS Division :———.

13. Telephone Number :_____.

14 Civil Status :_____.

15. Gender :_____.

16. Schools Attended :_____.

17. Particulars of School or university qualifications obtained:

<i>Name of School/ University</i>	<i>Type of Examination</i>	<i>Year of Examination</i>	<i>Subject passed (Including grading)</i>
	Ordinary Level : Advanced Level : Other		

18. Particulars of employment since leaving School/ University: - (if applicable)

<i>Name and Address of employer</i>	<i>Nature of employment</i>	<i>Period of service</i>	
		<i>From</i>	<i>To</i>

19. Particulars of parents :-

<i>Full Name</i>	<i>Place of Birth</i>	<i>Occupation</i>	<i>Present Address</i>
Father			
Mother			

20. Any special qualification for the post :_____.

21. Details of current achievements in sports (Give details of teams and competitions participated in with dates/ years etc. and standards / levels achieved) :_____.

22. Other achievements of note at School / University or with outside organizations (Give details with dates / years etc.) :_____.

23. Any previous service in the Armed Force or Volunteer Force, Cadet Corps or Boy Scout Organization :_____.

24. Have you applied earlier to join the Sri Lanka Navy or any of the Armed Services or Police, if so give details and the outcome of such applications :_____.

25. Have you being convicted or bound over by a civil or military court, if so give details :_____.

26. If employed earlier in a Government Department or in the Public Sector / Board / Corporation (including the Central Bank, National Bank, Universities, Joint Stock Companies controlled by the Government etc.) reasons for termination of employment :_____.

27. Particulars of testimonials:-

<i>Name</i>	<i>Designation</i>	<i>Postal Address</i>

28. Declaration to be signed by the applicant:-

I declare on my honor that answers given to the above questions are true and correct to the best of my knowledge and belief. I have read and understood the procedure which will be adopted and the rules which will apply in respect of those candidates who are selected for Commission in the Sri Lanka Navy published in the *Gazette* of the Republic of Sri Lanka.

_____,
Signature of applicant.

Date :_____.

08-454

SRI LANKA POLICE RESERVE

Police Hospital

VACANCIES FOR POSTS OF MEDICAL OFFICER

APPLICATIONS are invited for the Post of Medical Officers to fill the above said vacancies in the Police Hospital, from citizens of Sri Lanka.

02. Applications prepared in accordance with the specimen form given below should be sent by registered post to reach the "Director/Recruitment, Recruitment Division, No. 375, Sri Sambuddathwa Jayanthi Mawatha, Colombo 06" on or before 09.09.2016 Applications received thereafter will be rejected. The post, which you apply for, should be indicated on the top left hand corner of the envelope. Preference will be given to those applicants who are in Government Service at present.

03. *Educational and Professional Qualifications :*

- (a) MBBS (SL) or equivalent medical degree and permanent and full registration by the Sri Lanka Medical Council.
- (b) Preference will be given to the medical officers, who have undergone special professional training and/or experience in the fields relevant to the present requirements of the Police Hospital.

constitution of Democratic Socialist Republic of Sri Lanka and together with Inspector General of Police Circular No. 1693/2003 and 1804/2004.

- (c) All the applicants are liable to common conditions of Public Service Commission procedures, provisions of Establishment Code mentioned in Vol. I and II and other circulars and conditions, orders of Police Service, I. G. P. Circulars P. A. Circulars and FR Regulations and provisions thereof.

04. *Salary and other allowances and facilities :*

- (a) The selected applicants will be entitled to draw the salary and due increments with all allowances paid by the Health Department. In addition he or she will receive some of the allowances due to the active service officers of the Police Reserve.
- (b) Entitled to get the official vehicle with driver depending on the exigencies of service.

- (d) In the case of all appointments the conditions laid down in procedures published in the extraordinary *Gazette* No. 1589/30 dated 20.02.2009 of the Public Service Commission and Establishment Code provision will apply.

07. General Conditions published in this *Gazette* Section 1, para (II a) is relevant to the appointments of the Government Service.

08. Selected applicants should pass a Medical Examination prior to appointment. Those who are found unsuitable for the Police Service will be rejected.

05. *Terms of Employment :*

- (a) The selected applicants will be enlisted and in active service as Reserve Assistant Superintendent of Police/Reserve Women Assistant Superintendent of Police, in accordance with the rules and regulations of the Sri Lanka Reserve Police.
- (b) The selected applicants will continue to maintain his or her service seniority in the Health Department.
- (c) The selected applicants should be subject to the period of one year probation period. And he/she will be deployed in active service for a period of four years.

09. The applicants should attach copies of the following documents to their applications (Originals should not be attached).

- (a) Birth Certificate,
- (b) Certificates confirming the Educational Qualifications,
- (c) Professional Certificates,
- (d) Certificates regarding the professional experience.

10. Applicants should prepare their applications, on papers 11" x 8" in size and duly perfected applications should be posted together with copies of the certificates called for, to the address given in paragraph 2 above. Under no circumstance should the applications be handed over personally to any officer.

06. *Service Conditions.* - Conditions outside the common conditions laid down in the Public Service Commission Procedure.

- (a) The selected applicants will be required to comply with any rules already made or may hereafter be made to give effect to the Official Language policy of the Government.
- (b) Selected applicants should subscribe affirmation/oath to the effect that they comply with Police Code of conduct as per the

Note:- All applications, which do not conform to the requirements stipulated in this notification, will be rejected and such applicants will not be notified. Travelling expenses will not be paid to applicants who are summoned to appear for tests and interviews in respect of the above.

Inspector General of Police.

SPECIMEN APPLICATION FORM

09. Educational Qualifications (Details with Dates) :

01. Post applied for : _____.
02. Applicant's name with initials : _____.
- (i) Surname : _____.
- (ii) Other names : _____.
03. Permanent Address : _____.
- Police station belongs to the above address : _____.
04. Gender (Male / Female) : _____.
05. Date of Birth : _____.
- Age as at (09.09.2016) : _____.
- Years : _____. Months : _____. Days : _____.
06. Marital Status : Married/Unmarried/Widowed :
- (i) Spouse's Occupation : _____.
- (ii) Spouse's Place of Occupation : _____.
07. Present Employment :
- (i) Post held at present : _____.
- (ii) Grade of the present post : _____.
- (iii) Present working place : _____.
08. Dates of Appointments :-
- (i) Date of appointed of the present post : _____. Date : _____.
- (ii) Date of appointed for the Grade II : _____.
- (iii) Date of 1st appointment : _____. 08-509

(i) Professional Qualifications : _____.

(ii) Post Graduate : _____.

10. Posts held :

	Post	Working Place	Period of Service
(i)
(ii)
(iii)
(iv)
(v)

11. Special Qualifications and Experience : _____.

12. Any other qualifications related to this post : _____.

I certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars contained herein are found to be false or incorrect, my service in the Police Service in the event of my being appointed is liable to be terminated with out any compensation.

_____,
Signature of Applicant.

Examinations, Results of Examinations & c.

MINISTRY OF FOREIGN AFFAIRS

Limited Competitive Examination for filling vacancies in the Home Based Personal Assistants' Posts in Sri Lanka Missions/Posts Abroad – 2015(2016)

APPLICATIONS are hereby invited for selection of Home Based Personal Assistants who are competent in English Stenography and computer applications, for filling vacancies in Sri Lanka Missions Abroad, from Public Management Assistants' Service, Provincial Public Service and Local Government Service, State Corporations/State Banks and Semi Government Services such as other Statutory Boards.

02. Eligibility:-

- (a) Should be a Sri Lanka citizen and if the applicant is married, the spouse should also be a Sri Lanka citizen.
- (b) Permanent officers from the Public Management Assistants' Service, Provincial Public Service and the Local Government Service, State Corporations/State Banks and Semi Government Services such as other Statutory Boards, who are not more than 57 years of age on the closing date of applications having completed minimum of 05 years permanent and continuous service and possessing competence in English Stenography and computer applications.

- Note: (i) Those who are currently serving in Sri Lanka Missions abroad are not eligible to apply.
- (ii) Those who have served in Sri Lanka Missions earlier and returned to Sri Lanka may sit for the exam. However, appointment will be given on priority basis to those who have spent at least 12 months after returning to Sri Lanka on completion of their last posting.
- (iii) Those who are serving on contract basis, casual basis or temporary basis in the Services mentioned under 02 (b) are not eligible to apply.

03. Method of Selection :-

- 3.1 Applicants will be required to sit for a test in English Stenography. The test will be held in Colombo in the English medium only. The speed in Stenography required for the test will be 60 w.p.m. 100 marks will be allocated for this English Stenography Test. Those who have secured 40% or more at this test will be called upon to an interview. However, if there is an insufficient number of qualified applicants with the above mark level at the written examination, the Secretary/Foreign Affairs reserves the right to take the final decision on level of the cut-off mark at which the candidates are called upon for the interview.
- 3.2 Persons selected on merit from the written examination will be called for an interview. During the interview, the eligibility of candidates and their supportive documents will be verified. The interview will be conducted by a board appointed by the Secretary, Ministry of Foreign Affairs. The placement will be finalized at the discretion of the Secretary, Ministry of Foreign Affairs.
- 3.3 The decision of the Commissioner General of Examinations will be final with regard to conducting the examination and issuing results.
- 3.4 The result sheet prepared on the basis of merit order of the applicants who obtained marks not less than 40% in the written examination will be sent to the Ministry of Foreign Affairs by the Commissioner General of Examinations.

In addition to that, examination results will be personally conveyed to all the applicants who appeared for the examination or the same will be published in the website of the Department of Examinations, Sri Lanka: www.results.exams.gov.lk.

- 3.5 When a request is made to release successful candidates to be attached to the Ministry of Foreign Affairs, the candidates should assume duties in the Ministry of Foreign Affairs on the due date. In the event of an officer failing to do so, the Secretary/Foreign Affairs should be informed to that effect in writing and those who fail to report for the duty in the Ministry of Foreign Affairs within four weeks from the due date may be considered disqualified for the appointment and action will be taken at the discretion of the Secretary. Further, the selected candidates should inform the Secretary to the Ministry of Foreign Affairs within two weeks from the date of issuing letters of appointment whether the appointment is accepted or not. In case of a failure to do so, action will be taken to consider him/her as an applicant who does not accept the appointment.

04. Terms of Engagement:-

- 4.1 (a) An officer selected will be required to serve initially in Colombo at the Ministry of Foreign Affairs for a specified period prior to being posted to a Sri Lanka Mission abroad. If his/her work and conduct during this initial period of service at the Ministry of Foreign Affairs are found to be unsatisfactory, his/her selection is liable to be cancelled. The period of service in the Ministry can be changed according to the requirements of the Ministry.
- (b) Posting will be decided on the basis of requirements of respective Missions and the officer's suitability and competence (in foreign language etc.) and deciding on such postings, there is no obligation, on the part of the Ministry to consider the officer's personal needs and grievances (children's education etc.). Further the Ministry is not bound to fill the vacancies purely in accordance with the order of merit of the selection tests.
- 4.2 An officer selected on being posted to a Sri Lanka Mission abroad is normally required

to serve abroad for a period of three years in accordance with the terms and conditions as stipulated by the Secretary, Ministry of Foreign Affairs and to enter into an agreement to the effect. This period may be extended on the exigency of the service.

4.3 Officers in Government Service (Public Management Assistants' Service/Provincial Public Service /Local Government Service) if selected, will continue to be paid on the present salary scales. Others will be paid a fixed salary of Rs. 15,610/- per month. In addition, they will be paid an Overseas Allowance that is applicable, in accordance with existing rules and regulations while they are serving in Sri Lanka Missions abroad.

4.4 When a selected officer is posted to a Sri Lanka Mission abroad, the Government will meet the cost of air passage to the country of posting and back, accommodation there and other allowances as determined by the Secretary, Ministry of Foreign Affairs during his/her service abroad, only in respect of the officer, his/her spouse and two "eligible children". (For the purpose of this clause "eligible children" mean unmarried and dependent children under 21 years of age).

05. Method of Application :-

5.1 Printed application forms will not be issued. Application form should be prepared in an A-4 size paper as per the specimen appended to this notification, containing items from 01-09 on the first page, 10-19 on the second page and the rest on the third page and should be filled in applicant's own hand writing.

When the application form is prepared in Sinhala or Tamil languages, the name of the examination should be mentioned in the English language as well, in addition to the names in Sinhala or Tamil.

Note.— Applicants from Public Service/ Provincial Public Service /Local Government Service should use the specimen form No. 1 and applicants from other services should use the specimen form No. 2

Applications which are not in conformity with the specimen and those are not providing the required details will be rejected without any notice. Therefore, applicants are advised to keep a photocopy of the application.

Applications should be forwarded through the respective Heads of Department. Every application should carry an endorsement from the Head of Department as to the suitability of the applicant for service overseas, that the applicant, if selected, can be released from his/her present post immediately and that the particulars given in the application are correct.

5.2 The applications should be forwarded by registered post to reach the Commissioner General of Examinations, Organization and Foreign Examination Branch, Department of Examinations, Post Box 1503, Colombo, on or before 13th September, 2016 and should be marked "Examination for Selection of Home Based Personal Assistants to fill vacancies in Sri Lanka Missions Abroad" on the top left-hand corner of the envelope. English letter "P" should be clearly indicated within a cage (2cmx2cm) on the top of the left side of the envelope. No application received after the closing date will be accepted.

This examination will be conducted during the month of November 2016 in Colombo.

06. *Examination Fees.*— Examination fee is Rs. 500/-. The receipt obtained for payment of the fee in the name of the applicant at Post-Office/Sub-Post Office in the Island to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations should be firmly affirmed to the application by its margin at the place provided in the application. Details of the receipt such as number, the Post-Office/Sub-Post-Office where money is paid, date and the amount paid, should be indicated in the relevant space. Money Orders or stamps will not be accepted for payment of examination fees. Under no circumstances, will the examination fees be refunded. Applicants are advised to keep a photocopy of the payment receipt.

07. Applications which are not completed in all respects are liable to be rejected. No complaints that an application has been lost or delayed in the post will be considered.

08. Applications will not be acknowledged. Eligible applicants whose applications have been accepted will be summoned for the written examination, which will be conducted by the Commissioner-General of Examinations. As soon as the Admission Cards are issued, a notification to that effect will be published in the newspapers by the Department of Examinations. As instructed in the notification, the Department of Examinations should be informed in case the admission cards of any candidate is not received within 2 or 3 days after the appearance of the paper notification. Such applicants should inform the Department of Examinations about the non receipt of the admission card with certified photocopies of the application form, the receipt issued on payment of examination fees and the receipt issued on sending the application by Registered post. (In case of an appeal from out station, a Fax Number should be indicated in order to send the Admission Card).

According to the instructions given in the Admission Card, you should get your signature attested. On the first day of the examination itself, Admission Card with the signature attested should be submitted to your Supervisor of the Examination Hall.

09. Either a National Identity Card issued by the Department of Registration of Persons or valid passport will only be accepted to prove identity of a candidate to a supervisor at examinations conducted by the Sri Lanka Examinations Department.

10. Issuance of admission card to candidate shall not be in any way treated as that candidate had satisfied all the qualifications for the examination.

11. The designation and the work place of the applicant at the time of the application is made shall be relevant to all matters with regard to the examination and any request for change thereto after forwarding the application will not be considered.

12. Candidates will be subject to rules and regulations related to examination procedures imposed by the Commissioner General of Examinations. Further, a candidate who violates such rules shall be subjected to any penalty imposed on him/her by the Commissioner General of Examinations.

13. In case of any divergence in the text of this notification published in Sinhala, Tamil and English, the Sinhala text shall prevail.

14. The decision of the Secretary/ Foreign Affairs will be the final regarding filling of all the vacancies or a part

thereof or not filling any of the existing vacancies out of the qualified candidates of this examination.

CHITHRANGANEE WAGISWARA,
Secretary,
Ministry of Foreign Affairs.

Ministry of Foreign Affairs,
P.O. Box 583, Republic Building,
Colombo 01,
21st July, 2016.

SPECIMEN FORM No. 1

APPLICATION FOR THE POST OF HOME BASED PERSONAL
ASSISTANT IN SRI LANKA MISSIONS ABROAD– 2015(2016)
(Only for Applicants from Public /Provincial Public /
Local Government Services)

PART A

(For office use only)

01. (i) Name in Full (in block letters) :_____.
(Eg.: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
(ii) Name with the Last Name First and Initials of Other Names at the End (in block letters) :_____.
(Eg.: GUNAWARDHANA H.M.S.K.)
(iii) Name in Full (in Sinhala/Tamil) :_____.

02. Address:

- (i) Official (in English) :_____.
(ii) Private (in block letters) :_____.
(Admission card will be posted to this address)
(iii) Telephone No. :_____.

03. (i) Sex :

Female – 1
Male – 0

☐

(Give the relevant No. in the box)

(ii) N.I.C. No. :

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

(iii) Date of Birth :

Year :

--	--	--	--

 Month:

--	--

 Date :

--	--

(iv) Age as at closing date of applications:-

Years :

--	--

 Months :

--	--

 Days :

--	--

04. Civil Status :
Unmarried - 1
Married - 2

☐

(Give the relevant No. in the box)

(iii) Date : _____.

(iv) Amount : _____.

05. If married, Name of spouse and his/her nationality : _____.

06. Number of children, their Names, Dates of Birth and their Ages : _____.

07. If spouse is employed, particulars of employment (If a Government Officer, give full particulars) : _____.

08. Educational Qualifications (including medium) : _____.

09. Date of First Appointment under Public/Provincial Public/Local Government Sector : _____.

10. Date of Confirmation : _____.

11. Present Grade and Date of Entry to it : _____.

12. Present Annual Salary : _____.

13. Nature of Present Duties : _____.

14. Speed in :
(a) English Stenography : _____.
(b) English Typing : _____.

15. Proficiency in :
(a) English Language : _____.
(b) Sinhala/Tamil Language : _____.
(c) Computer Literacy : _____.
(d) Other Foreign Languages : _____.

16. Sri Lanka Missions (if any) in which the applicant had served earlier and the period : _____.

17. Any other qualifications : _____.

18. Remarks : _____.

Paste the receipt obtained from the Post Office/Sub Post Office for the payment of correct amount of examination fees, in the below cage

- (i) Receipt No. : _____.
(ii) Post Office/Sub Post Office : _____.

19. Certificate by Applicant:-

I declare that during the five years preceding 2016 have earned all increments and that I have not been subjected to any form of disciplinary punishment (excluding warning), and that to the best of my knowledge and belief the information given in this form is correct and accurate.

I further declare that I will be subject to rules and regulations imposed by the Commissioner General of Examinations in relation to examination procedures.

_____,
Signature of Applicant.

Date : _____.

PART B

CERTIFICATE OF THE HEAD OF DEPARTMENT (To be filled in by the Head of the Department)

I have ascertained that during the five years preceding 2016, Mr./Mrs./Miss..... has,
(a) earned all his/her increments,
(b) not been subjected to any form of disciplinary punishment (excluding warning).

I certify that the particulars given in the application are correct. I hereby certify that the examination fees have been paid and the receipt is attached herewith. The officer placed his/her signature in my presence and I certify his/her signature.

This officer, if selected, could be released from his/her present post immediately.

_____,
Signature of Head of Department.
(With the Official Frank)

Name : _____.

Designation : _____.

Date : _____.

SPECIMEN FORM No. 2

APPLICATION FOR THE POST OF HOME BASED PERSONAL
ASSISTANT IN SRI LANKA MISSIONS ABROAD– 2015(2016)
(For Applicants other than those from Public/Provincial
Public/Local Government Services)

PART A

(For office use only)

01. (i) Name in Full (in block letters) : _____.
(Eg.: HERATH MUDIYANSELAGE SAMAN
KUMARA GUNAWARDHANA)
(ii) Last Name with initials (in block letters) : _____.
(Eg.: GUNAWARDHANA H.M.S.K.)
(iii) Name in Full (in Sinhala/Tamil) : _____.

02. Address:

- (i) Official (in English) : _____.
(ii) Private (in block letters) : _____.
(Admission card will be posted to this address)
(iii) Telephone No. : _____.

03. (i) Sex :

Female – 1
Male – 0

(Give the relevant No. in the box)

(ii) N.I.C. No. :

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(iii) Date of Birth :

Year :

 Month :

 Date :

(iv) Age as at closing date of applications:-

Years :

 Months :

 Days :

04. Civil Status :

Unmarried - 1
Married - 2

(Give the relevant No. in the box)

05. If married, Name of Spouse and his/her nationality : _____.

06. Number of children, their Names, Dates of Birth and their Ages : _____.

07. If spouse is employed, particulars of employment (If a State Officer, give full particulars) : _____.

08. Educational Qualifications (including medium) : _____.

09. Name of the Institution and the period where the applicant has served during the five years preceding the closing date (Please annex service certificate) :

Name of Institution	Designation	Period	
		From	To

10. Date of Confirmation : _____.

11. Present Grade and Date of Entry to it : _____.

12. Present Annual Salary : _____.

13. Nature of Present Duties : _____.

14. Speed in :

(c) English Stenography : _____.

(d) English Typing : _____.

15. Proficiency in :

(e) English Language : _____.

(f) Sinhala/Tamil Language : _____.

(g) Computer Literacy : _____.

(h) Other Foreign Languages : _____.

16. Sri Lanka Missions (if Any) in which the applicant had served earlier and the period : _____.

17. Any other qualifications : _____.

18. Remarks : _____.

Paste the receipt obtained from the Post-Office/Sub Post-Office for the payment of correct amount of examination fees, in the below cage :

(i) Receipt No. : _____.

(ii) Post-Office/Sub Post-Office : _____.

(iii) Date : _____.

(iv) Amount : _____.

19. Certificate by Applicant:-

I hereby certify that the information given in this application is true and correct. I am aware that, should any of the information given by me above are found to be false or incorrect, I am liable for disqualification before selection and to dismissal without compensation, if the inaccuracy is detected after the appointment.

I further declare that I shall abide by the rules and regulations imposed by the Commissioner General of Examinations with regard to conducting this examination and decisions taken by him with regard to issuing results.

_____,
Signature of Applicant.

Date :_____.

PART B

CERTIFICATE OF THE HEAD OF INSTITUTION
(To be Filled in by the Head of the Institution)

I certify that the applicant Mr./Mrs./Miss is serving in this institution from his/her work and conduct are satisfactory, and placed his/her signature before me on I further certify that the prescribed examination fee has been paid and the receipt obtained by paying the above fee has been affixed.

This officer, if selected, could be released from his/her present post immediately.

_____,
Signature of the Head of Institution.
(With the official Frank)

Name of the Attester :_____.

Designation :_____.

Address :_____.

Date :_____.

08-413

JUDICIAL SERVICE COMMISSION

**Open Competitive Examination for the
Recruitment of Officers to the Post of Courts
Interpreter Grade III in the Courts Management
Assistants Service - 2016**

APPLICATIONS are invited to recruit Courts Interpreters (Sinhala/English, Sinhala/Tamil, Tamil/English) Grade

III of the Courts Management Assistant Service in the Scheduled Public Officers Service form those who possess the qualifications mentioned in this notice.

02. The post is permanent and pensionable.

03. *Salary scale.*- Rs. 28,940 - 10x300 - 11x350 - 10x560 - 10x660 - Rs. 47,990 (Payments will be made in accordance with Schedule II of P. A. Circular No. 03/2016 till 01.01.2020. The initial salary step would be Rs. 16,980 by 01.01.2016 and the Adjustment Allowance is Rs. 9,859. Apart from these Cost of Living Allowance will be paid).

04. *Age.*- The applicants should not be less than 18 years and not more than 30 years of age by the closing date (Upper age limit will not apply to applicants from Government Service).

05. *Educational Qualifications.*- Applicants should possess following qualifications.

(a) Should have passed G. C. E. (O/L) Examination in 06 subjects in one sitting with 04 credit passes for 02 subjects from Sinhala/Tamil or English Language/English Literature and Mathematics ;

and

(b) Should have passed G. C. E. (A/L) Examination in all subjects (except Common General Test) in one sitting. Passing G. C. E. (A/L) examination old syllabus in 03 subjects in one sitting would be sufficient.

(c) Applicant's knowledge in other international languages will be an additional qualification.

06. Applicants those who possess stipulated qualifications are required to appear for a written examination under following subjects. Applicants who have reached the required limit of marks will be recruited after a *Viva Voce*.

(i) *Syllabus.*- Language (Sinhala/Tamil/English). An essay on a literary or General subject and other tests of Comprehension, Precis Writing, vocabulary, usage and Idiom of Language correction of errors. This paper will be of the standard of the General Certificate of Education (A/L) Examination.

(ii) Translations.- This subject will comprise of three papers :

- (a) Translation of Sinhala into Tamil or English,
- (b) Translation of Tamil into Sinhala or English,
- (c) Translation of English into Sinhala or Tamil.

(Applicants are also required to translate a literary passage, a passage of general interest, an extract from an official report or document, a newspaper article or report)

It is compulsory for the applicants to answer two translation papers under 6(II) above according to their qualifications. In selecting the two translation question papers the selection should be done in such a manner that the two languages relevant to the post applied by the applicants are chosen for translation as per paragraph 01. Time duration for each paper is 02 hours.

Note.- In all written papers marks will be deducted for bad handwriting and mistakes in spelling.

07. The selected applicants should serve in any part of the island in which they are called upon to serve after recruitment.

08. The specimen form of application for this examination is published at the end of this notification. The applicants should prepare the application forms in compliance with the format set out below. The receipt obtained by paying a non refundable amount of Rs. 500 administrative fee from any People's Bank branch to the credit of the account of "Secretary, Judicial Service Commission" No. 297100199025039 of the People's Bank, Dam Street branch should be affixed on the due place of the application.

09. Applications should be sent under registered post addressed to the Secretary, Judicial Service Commission Secretariat, Colombo 12 to reach on or before 15.09.2016. The name of the examination should be indicated on the top left hand corner of the envelope in which the application is enclosed. Applications received after the closing date will be rejected. Applications from officers in Public Service should be submitted through their respective Heads of Departments.

10. Any questions with regard to the application, the decision of the Secretary, Judicial Service Commission will be final.

PRADEEP JAYATHILAKE,
Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
Colombo 12,
25th July, 2016.

OPEN COMPETITIVE EXAMINATION FOR THE
RECRUITMENT OF OFFICERS TO THE POST OF
COURTS INTERPRETER GRADE III IN THE COURTS
MANAGEMENT ASSISTANTS SERVICE - 2016

Index No. : _____.
(For office use only)

N. B.- The form should be correctly and legibly filled by own hand -writing of the applicant. First page should contain No. 1-10. Write the given number in the relevant cage.

01. (i) Last name with initials (Mr./Mrs./Miss) : _____.
(ii) Names denoted by initials : _____.
02. Gender : Female/Male : _____.
03. Permanent Address : _____.
04. Address to which the admission card should be sent to : _____.
05. Permanent District : _____.
06. Telephone Number : _____.
07. National Identity Card Number : _____.
08. (a) Date of Birth : _____.
- (b) Age as at the closing date :
Years : _____. Months : _____. Days : _____.
09. Interpreter post applied for :
1. Sinhala - Tamil ☐
2. Sinhala - English ☐
3. Tamil - English ☐
(Write the relevant number in the cage)
10. Medium of the language paper :
(i) 1. Sinhala ☐
2. Tamil ☐
3. English ☐
(Write the relevant number in the cage)
- (ii) Translation
1. Sinhala into Tamil or English language ☐
2. Tamil into Sinhala or English language ☐
3. English into Sinhala or Tamil language ☐
(Put a (✓) in front of the two question papers you wish to sit)

11. If already employed in the Government Service :

- (i) Ministry/Department :_____.
- (ii) Present Post :_____.
- (iii) Date of appointment to the present post :_____.
- (iv) Date of confirmation in the present post and reference No. :_____.
- (v) Official address :_____.

Certificate of the Head of Department :

I hereby certify that above applicant is an employee in this Ministry/Department and that the information furnished by him/her are correct, and that he/she could be / could not be released from his/her present post, if selected to the above post.

_____,
Head of Department.
Name :_____.
Stamp :_____.

12. Qualifications : Educational Qualifications :

(Indicate results of each Examination separately with their index numbers)

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

Index No. :_____. Year :_____.

Date :_____.

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Serial No.	Subject	Grade

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

Index No. :_____. Year :_____.

Serial No.	Subject	Grade

(c) Knowledge in other international languages :_____.

Note.- Affix below the receipt obtained by paying the relevant fee according to the instructions given in the circular so as not to be detached.

I certify that the above information given in this form are true and I also agree to be bound by the rules governing the examination. I am also aware that if any particulars contained herein are found to be false or incorrect before appointment. I am liable to be disqualified and if so found after appointment I am liable to be dismissed without any compensation.

_____.
Signature.

Date :_____.

CO-OPERATIVE DEVELOPMENT DEPARTMENT

Open Competitive Examination for Recruitment of Co-operative Development Officer Grade III

IN terms of the Section 7.2 of procedure of recruitment of Co-operative Development Officer Grade III at the Co-operative Development Department, an open competitive examination will be held by the Commissioner General of Examinations for selecting the qualified persons for 12 vacancies in the Grade III Co-operative Development Officers and applications are called from the those who qualified according to the notice attached herewith.

Date of Examination.- Examination will be held by the Commissioner General of Examinations in November, 2016 in Colombo. The Co-operative Development Commissioner and Registrar of Co-operative Societies are empowered to postpone or cancel this examination.

01. Number of appointments and the date of which the appointments are effective:-

The number of appointments and the date of which the appointments are effective will be decided by the Co-operative Development Commissioner/ Co-operative Society Registrar. The Co-operative Development Commissioner/Registrar of Co-operative Societies shall reserve power not to fill any number of vacancies or all the vacancies.

02. *Service Conditions :*

- (i) The selected applicants will be appointed for the post of Co-operative Development Officer Grade III subject to the general conditions for appointments in the government service published in the beginning of the Chapter (II b) of part I of the General *Gazette*, conditions

stipulated in the procedure of recruitment of Co-operative Development Officer, amendments done hereafter to that procedure of recruitment.

- (ii) This post is permanent and pensionable.
- (iii) The qualified applicants will be appointed to this service subject to 3 year probationary period.
- (iv) Confirmation of the service of those who are appointed for the post depends on the following matters also.
 - (a) Work, attendance and conduct should be satisfactory;
 - (b) Relevant efficiency bar examination should be passed before the probationary period is completed.
 - (c) A full time certificate course on "Co-operative Development" of not more than 01 year and 500 hours should be followed within a period of one from recruitment. Practical exercises of at least 03 months are included in this course. This course is held by National Institute of Co-operative Development and at the end of the course an institutional examination will be held. 12 question papers with 100 marks are for each subject. Cut off marks are 40. If this examination is failed the service of the post of Co-operative Development Officer will be terminated.
- (v) Inability to be confirmed in the service at the end of the probationary period will be resulted termination of his/her service.
- (vi) Competency of other official language should be achieved within a period of five (05) years according to the provisions in Public Management Circular No .01/2014 dated 21 January, 2014.
- (vii) Selected candidates are subjected to the condition of serving in any part of the country.
- (viii) This appointment is subjected to rules of the procedures of Public Services Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, orders and regulations issued by the government from time to time and circulars, instructions and orders issued from time to time by the Co-operative Development Commissioner and Registrar of Co-operative Societies.

3. *Salary Scale.*— According to the schedule I of Public Management Circular No.03/2016 and dated 25.02.2016, monthly salary scale for this post is MN -3-2016 (31,040-10x445-11x660-10x730-10x750-57,550) But you will be paid salaries in terms of provisions of that circular and according to its schedule II. (Eg. Basic salary from 01.01.2016 to 31.12.2016 will be 18,212.00 and an adjustment allowance of Rs. 9,794.00).

4. *Hygiene and discipline.*— Every applicant should be physically and mentally fit to serve in any part of the country and perform duties of the post.

5. *Qualifications.*— Every applicant should be,

- (a) a citizen of Sri Lanka;
- (b) not less than 18 years and not more than 30 years of age to the date of closing applications. Accordingly, the qualification regarding the age is fulfilled only the day of birth of the applicant falls on 09.09.1998 or before and on 09.09.1986 or after.
- (c) with a good character
- (d) The following educational qualifications should be fulfilled by the applicants.
 - (i) Having passed the G.C.E. (O/L) examination in six (06) subjects at one sitting with two (02) credit passes for Sinhala/Tamil/English language, Mathematics and other subject and
 - (ii) Having passed the G.C.E. (A/L) examination in all the subjects (except Common General Test) including Economics, Accounting, Business Statistics, Business Studies, Agriculture, Applied Mathematics. (Having passed in three subjects at one sitting of the old syllabus is sufficient)
 - (iii) Having passed the Higher Diploma in Accountancy or Auditing or Management in the National Institute of Co-operative Development or,
 - (iv) Having Passed the final stage of AAT or having equivalent qualification or,
 - (v) Having a Diploma in Accountancy or Management from a recognized university.
- (e) It is compulsory for every applicant to fulfill all the qualifications stipulated for the post on or before the date of calling applications.

6. *Examination fees.*— Examination fee is Rs. 600/-. The examination fee should be paid for any post office/ sub post officer to be credited to the revenue head of the Commissioner General of Examinations 13.02.2003 on or before the date of applications and the receipt obtained

in the name of the applicant should be affixed on the due place of application. It is advisable to keep a photocopy of the application with candidates. The full amount or a part of the examination fee would not be refunded in any case. Further, stamps or money order for examination fee are not accepted.

07. Method of application :

- (a) Application should be prepared according to the specimen attached to this notice using both sides of A4 and filled with his/her own hand writing. Nos. 01 to 03 should be on the first page and Nos. 04 onward should be on other pages. Applications that are not comply with the specimen form, not paid examination fee on the due date and not filled correctly and incomplete applications will be rejected without any notice. The loss that may be caused due to incomplete applications should be borne by applicants themselves. Keeping a photocopy of the application will be useful.
- (b) When applications are prepared the name of the examination should be mentioned also in English in Sinhala application forms except in Sinhala and in Tamil application forms except in Tamil.
- (c) The duly completed applications should be sent to reach Commissioner General Examinations, Organization and Foreign Examinations Branch, Department of Examinations, P.O. Box 1503, Colombo under registered post on or before 09.09.2016. "Open Competitive Examination for Recruitment of Co-operative Development Officer Grade III-2016" should be clearly indicated on the left hand corner of the envelop. Applications received after date of closing are not accepted in any way. The applicants from Public Service/Provincial Public Service should forward their applications through the heads of Departments/Institutions.
- (d) Incomplete applications will be rejected. No complaint that an application has been lost or delayed in post shall be considered. Further, admission for examination is not accepted as an eligibility for that. This admission is subjected to check later.
- (e) Receipt of applications shall not be acknowledged. As soon as admission cards are issued a notice shall be published in newspapers by the Department of Examinations. If the admission card is not received even after 02 or 03 days from publication of such advertisement, steps shall be taken to notify the Department of Examinations. It should be inquired from the Department of Examinations with photo copies of the application and the receipt for payment of examination fee, receipt for registration of application mentioning your full name, address, National Identity card

No. and the name of examination correctly. In case of applicants outside Colombo, a letter of request furnishing a fax number will be benefited.

- (f) Signature of the applicant in the application and admission card should be certified by an authorized person. The signature of those who are already in the Public Service or Provincial Public Service should be certified by the relevant head of the department or an authorized officer, the signature of other applicants should be certified by a Justice of Peace, Commissioner of Oaths, Attorney-at-law, Notary Public, Principal of a government school, (an Officer in Staff Grade holding a permanent post in Public or Provincial Service whose annual consolidated salary is more than Rs. 240,360/-), or a Chief incumbent of a Buddhist temple or Chief Prelate or other clergy holding a considerable position as the Chief Priest of a religious place.

08. Admission for examination :

- (a) Admission cards will be posted to every applicant who has duly forwarded the application by the Commissioner General of Examinations. The applicants shall sit for the examination at the examination centre given to them and the admission cards where their signature is certified should be produced to the invigilator on the first day itself. Applicants who are unable to produce their admission cards are not permitted to sit for the examination.
- (b) A set of laws to be followed by every candidate is published on this *Gazette* notice.
- (c) Issuance of admission cards to candidates for sitting the competitive examination do not mean that he/she has fulfilled the requisite qualifications for this post.
- (d) Candidates have to be subjected to rules related to conducting of examinations imposed by the Commissioner General of Examinations. In case those rules are violated, they have to undergo punishment imposed by the Commissioner General Examinations.

09. Identity of candidates.— Every candidate shall be required to prove his/her identity at the examination hall at all subjects in a level satisfied by the invigilator concerned. For this purpose, only the following documents shall be accepted.

- * Valid National Identity Card issued by the Department of Registration of Persons.
- * A valid Passport issued by the Department of Emigration and Immigration.

10. *Providing unfounded information.*- In case of tracing not having qualifications to a candidate at any time of in advance to examination or whilst sitting or aftermath of examination will liable to cancel his/her candidacy. If found that any such information had been provided with intent or else he/she had intentionally neglected to reveal any important matter will liable to dismiss from the public service.

11. *Type of Examination :*

- (a) In all three languages (Sinhala/Tamil/English)
- (b) Candidates to sit for this examination by the language medium appeared in qualified examination for the applying this examination or any state language only.

Note - (i) "Qualified examinations" referred above (b) means one of the examinations given in 05th para

- (ii) All question paper replied at examination to be in same language.

12. *Examining method :*

- (a) By a written test based on the following subjects and through a general interview.

	Marks	Time
1. IQ	100	01 hr.
2. General Knowledge	100	01 hr.

- (a) IQ - This is a question paper consists with 50 questions made with multiple choice questions and short answering type in order to gauge logical thinking, survey ability, decisive capacities. Every candidate shall sit for all questions.

- (b) *General Knowledge.*- (a) National and International Social Economical and Political know-how and

This is a question paper consists with 50 questions made by multiple choice questions and short answering type in order to gauge knowledge on national and international co-operative vision and business, Every candidate shall sit for all questions.

- (c) Candidates secured at least forty percent (40%) from marks allocated for each subject would be qualified, irrespective of its form of a competitive examination, for the interview. Interviews will be held on a day informed by after the examination date. Interview will be held for inspecting qualifications of the candidates and no additional marks will be given thereto.

13. *Mode of selection for appointments.*- Candidates who have secured highest marks from two papers of

written examination. In case many candidates had secured same marks, final decision thereto reserves with the Commissioner of Co-operative Development and the Society Registrar.

14. According to para 12(b), notifying result of the examination will be sent to candidates in person by the Commissioner General of Examinations or will be webcast on web site of the Examination Department. (www.results.exams.gov.lk)

D. JEEWANADAN,
Co-operative Development Commissioner
and Co-operative Society Registrar.

Department of Co-operative Development,
No. 330, Union Place,
Colombo 02,
On July, 2016.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO
GRADE III OF CO-OPERATIVE DEVELOPMENT OFFICER - 2016

For office use

* Language Medium :

Sinhala - 2 ☐
Tamil - 3 ☐
English - 4 ☐

(Write the relevant number in the cage)

1.0 1.1 Full Name (In block capitals) :_____.
Eg. : (HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Last name with initials (In block capitals) :_____.
(Eg. : GUNAWARDHANA, H. M. S. K.)

1.3 Full Name (Sinhala/Tamil) :_____.

1.4 National Identity Card No. :

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

2.0 2.1 Permanent Address :_____.
(In block capitals)

2.2 Permanent address :_____.
(Sinhala/Tamil)

2.3 Address to which admission cards should be sent :_____.
(In block capitals)

3.0 Sex :

Male - 0 ☐
Female - 1 ☐

(Write the relevant number in the cage)

4.0 Date of Birth :

Year : Month : Date :

Age on 09.09.2016 :

Years : Months : Days :

5.0 Educational Qualifications :

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

(i) Year and Month of the Examination : _____.

(ii) Index No. : _____.

(iii) Results :

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

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

(i) Year and Month of the Examination : _____.

(ii) Index No. : _____.

(iii) Results :

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

5.3 If you have a Degree from recognized university :

(i) University : _____.

(ii) Degree : _____.

(iii) Year of Examination : _____.

6.0 Professional Qualifications :

(i) _____

(ii) _____

(iii) _____

7.0 Have you ever been convicted by any Court of Law ?

_____.
(Mention ✓ in the relevant cage)

Yes ☐

No ☐

If yes, mention details : _____.

8.0 Details of the receipt for payment of examination fees :

(i) Office at which examination fees were paid : _____.

(ii) Receipt No. : _____.

(iii) Amount paid : _____.

Paste in this cage securely the original receipt for payment of examination fees.
(Keep a photocopy of the receipt).

9.0 Certification of candidate :

(a) I hereby declare that the particulars mentioned by me are true and accurate to the best of my knowledge. I agree to abide by the loss incurred by any omission and/or misstatement in this application. I further, declare that the application has been filled correctly.

(b) I understand that if the facts mentioned by me are proved false prior to the appointment it can be grounds for rejection of my application and after the appointment, for dismissal from the service.

(c) I agree to abide by the laws and rules imposed by the Commissioner General of Examinations regarding this examination.

(d) I will not change any information mentioned by me later.

_____,
Signature of applicant.

Date : _____.

10. (a) Certification of Identity :

I hereby certify that this applicant, Mr./Mrs./Miss is known to me personally, he/she has paid the due examination fees, the original receipt is affixed to the application, he/she placed the signature in my presence.

_____,
Signature of the attester.

Date : _____.

Full name of attester : _____.

Designation : _____.

Address : _____.

(Place official stamp here)

Certification of the Head of the Department for applicants in Public Service :

I hereby certify that Mr./Mrs./Miss is serving in this Ministry/Department on permanent/temporary/casual basis, if he/she is selected for this post he/she can/cannot be released from the service.

_____,
Signature and official stamp of the Secretary to the Ministry/Head of the Department.

Date : _____.

Name : _____.

Designation : _____.

08-390

MINISTRY OF IRRIGATION AND WATER RESOURCES MANAGEMENT

Irrigation Department

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POSTS OF THAKSHANA SAHAYAKA (IRRIGATION) AND THAKSHANA SAHAYAKA (MECHANICAL) - 2016

1.0 APPLICATIONS are hereby called from qualified citizens of Sri Lanka for the open competitive examination to be held to fill the following vacancies in the Service Category of Management Assistant Technical Segment 03 in the Irrigation Department.

1.1 Posts expected to be recruited :

<i>Serial No.</i>	<i>Designation</i>	<i>Number of Vacancies</i>	<i>Grade to be recruited</i>
1	Thakshana Sahayaka (Irrigation)	122	Grade III
2	Thakshana Sahayaka (Mechanical)	13	Grade III

1.2 Nature of duties :

<i>Serial No.</i>	<i>Designation</i>	<i>Assigned duties</i>
1	Thakshana Sahayaka (Irrigation)	<p>Following tasks assigned under the supervision of an engineering assistant</p> <ul style="list-style-type: none"> * To supervise the work of new constructions, improvements and repairs in the field. * To perform the responsibilities of such work according to the approved standards of Irrigation Department. * To supervise operational and maintenance work of projects like irrigation, lift irrigation and prevention of floods in the relevant field. * To be vigilant and to protect the irrigation lift irrigation, flood prevention and salt water prevention projects, buildings, roads and their reservations of Irrigation Department
2	Thakshana Sahayaka (Mechanical)	<ul style="list-style-type: none"> * To take over machines and vehicles brought to the mechanical workshops for repairs. * To supervise the duties of the junior employees attached to the mechanical section.

2.0 Method of Recruitment :

2.1 Recruitments are made on the results of a written competitive examination to be held by an institute approved by the Director General of Irrigation and a general interview. From those who passed the written examination, qualified persons will be selected by subjecting an equivalent number of applicants to the number of expected recruitments to the general interview according to the total marks they obtained at written examination.

2.2 The general interview is solely for checking the certificates and physical fitness of the applicant and not for allocating marks.

3.0 *Salary Scale*.- As per the schedule II of the Public Administration Circular No. 03/2016, the monthly salary attached to this post is Rs. 29,840 -10x300 -11x350 -10x560 - Rs. 48,890 (MT1-2016). According to the schedule II of the said circular the salary applicable from 01.01.2016 to 13.12.2016 is a consolidated salary of Rs. 17,508 and an adjustment allowance of Rs. 9,831.

4.0 Conditions for engagement in service and service conditions :

- 4.1 This post is permanent and pensionable.
- 4.2 The appointment is subjected to a probationary period of three years. First Efficiency Bar Examination mentioned in the Scheme of recruitment should be passed within 3 years from the date of recruitment to Grade III of Technical Assistant.
- 4.3 According to the Public Administration Circular No. 01/2014, in addition to the language of recruitment, the required proficiency in the other official language should be obtained within five years from the date of recruitment.
- 4.4 This appointment is subjected to the Procedural Rules of Public Services Commission. The Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations and other Departmental Orders.

5.0 *Age limit*.- Age should not be less than 18 and not more than 35 years at the closing date of applications.

6.0 *Required Qualifications* :

6.1 *Educational Qualifications* :

Should pass the G. C. E. (Ordinary Level) Examination in 6 subjects including Language or literature, Mathematics and Science in not more than two sittings.

6.2 *Vocational Qualifications* :

Technical Assistant (Irrigation)
Having obtained the relevant certificate (NCT -civil) for passing the three year part time National Certificate Course (civil) from a technical college recognized by the Tertiary and Vocational Education Commission or having obtained a similar certificate issued by an institute recognized by the tertiary and Vocational Education Commission.

Technical Assistant (Mechanical) :
Having obtained the relevant certificate (NCT - mechanical) for passing the three year part time National Certificate Course (Mechanical)

from a technical college recognized by the Tertiary and Vocational Education Commission or having obtained a similar certificate issued by an institute recognized by the Tertiary and Vocational Education Commission.

6.3 *Physical Fitness*.- Every applicant should be physically and mentally fit to perform the duties of the post and to serve in any part of Sri Lanka.

6.4 *Other Qualifications* :

- (i) Should be a citizen of Sri Lanka,
- (ii) Should be of excellent moral character,
- (iii) Qualifications required for appearing for the examination are accepted only if the applicant has completed all the relevant qualifications and the specified age limit by the date mentioned in the notification for calling the applications.

7.0 If any information mentioned in the application sent by you is found to be false or incorrect prior to the recruitment, your candidature will be cancelled. If such information is revealed after the recruitment, action will be taken to dismiss you from service, subject to relevant actions.

8.0 *Procedure of Examination*.- Examination is a written test consisting two subjects. The examination shall be held in Sinhala and Tamil media and the medium in which applied for cannot be changed subsequently.

Question Paper/ Subject area	Time	Total Mark	Pass Mark
Intelligence test	1 hour	100	40
Subject related technical test	1 hour	100	40

8.1 *Syllabus for the examination* :

1. Intelligence Test :

For Thakshana Sahayaka (irrigation) and Thakshana Sahayaka (Mechanical)

Name of the Question Paper	Syllabus
Intelligence test	Consists of questions to judge the logical and analytical thinking and decision making ability of the candidate

2. Subject related technical test

For the post of Thakshana Sahayaka (Irrigation)

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Subject related technical test	Consists of questions to assess the basic mathematical knowledge and basic Civil Engineering knowledge

For the post of Thakshana Sahayaka (Mechanical) :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Subject related technical test	Consists of questions to assess the basic mathematical knowledge and basic Mechanical Engineering knowledge

8.2 This examination will be held only in Colombo in October 2016. The final decision relating to the postponement or cancellation of the examination is rested with the Director General of Irrigation.

9.0 Preparation and Submission of the application :

9.1 The application should be prepared by the candidate themselves on paper sized 21x29cm (A4) using both sides. Topics from 1.0-6.0 should appear on the first page, from 7.0-11.0 on the second, from 12.0 - 14.0 on the third and 15 on the fourth page.

9.2 Applicants who are already in Public Service or Provincial Public Service should send their applications through their heads of departments and applicants who are serving in government co-operations, Provincial Councils etc. should send their applications through their heads of institutes, on or before the specified date.

9.3 Applications should be prepared in the medium you are appearing for the examination.

9.4 Applications that do not comply with the specimen application and are not completed in every aspect will be rejected without notice.

9.5 Receipt of applications will not be acknowledged. Complaints regarding applications lost in the post will not be considered.

9.6 Issuance of an admission card to sit the examination does not mean that the candidate has fulfilled the requirement for the post.

9.7 According to the post you are applying for, the words "Recruitment for the post of Thakshana Sahayaka (Irrigation) or Recruitment for the Post of Thakshana Sahayaka (Mechanical)" shall be clearly mentioned on the top left corner of envelope.

9.8 The signature of an applicant should be attested by a Principal of a Government School, Justice of Peace, Commissioner of Oaths, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a *Gazetted* post in the Police Service or an officer holding a permanent position in a tertiary or senior level in Public Service as per the grading of Public Administration Circular No. 06/2006.

9.9 Final decision on filling vacancies, not filling vacancies or filling some of the vacancies and all other particulars is reserved by the Director General of Irrigation.

10.0 *Sending the application.*- Completed application form should be sent by registered post to reach the following address on or before 29th August, 2016.

Director General of Irrigation,
Irrigation Department,
No. 230, Bauddhaloka Mawatha,
Colombo 07.

11. *Sitting for the examination.*- A candidate should submit his/her admission card to the supervisor. Candidates who are unable to submit the admission card shall not be allowed to sit for the examination. A candidate should sit for the examination in the same hall he/she is assigned to.

12. *Identity of the candidate.*- A candidate shall be required to prove his identity at the examination hall to the satisfaction of the supervisor. For this purpose, any of the following documents shall be accepted :

(a) National Identity Card issued by the department of Registration of Persons.

(b) A valid passport.

13. If there is any inconsistency among the Sinhala Tamil and English texts of this *Gazette* notification, the Sinhala text will prevail.

Eng. S. S. L. WEERASINGHE,
Director General of Irrigation.

Irrigation Department,
Colombo 07,

On the date 27th of July, 2016.

SPECIMEN APPLICATION

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO
THE POST OF THAKSHANA SAHAYAKA (IRRIGATION/MECHANICAL)
FALLEN VACANT IN THE IRRIGATION DEPARTMENT - 2016

(For office use only)

1.0 Language Medium of examination :

Sinhala - 1 ☐
Tamil - 2 ☐

(Indicate the relevant number in the cage)

2.0 Post applied for
(Separate applications should be sent for each post)

3.0 Name with Initials (Initials at the end) (Mr./Mrs./Miss)
:

In Sinhala/Tamil :

In English (In block capitals) :

(Eg. : PERERA A. B. C.)

3.1 Name in full :

In Sinhala/Tamil :

English (in block capitals) :

4.0 National Identity Card No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5.0 Sex :

(Indicate the relevant number in the cage)

Male - M ☐
Female - F ☐

6.0 Permanent Address (legibly) :

In Sinhala/Tamil :

In English block capitals :

6.1 Address to which the admission card should be
send :

In Sinhala/Tamil :

In English block capitals :

7.0 Telephone No. :

Fixed :

Mobile :

8.0 Residence :

8.1 District :

8.2 Divisional Secretariat Division :

9.0 Civil status :

Unmarried - 1 ☐
Married - 2 ☐

10.0 Date of Birth :

Date : Month : Year :

10.1 Age as at closing date (29.08.2016) of
application :

Years : Months : Days :

11.0 Educational Qualifications :

11.1 Particulars of G. C. E. (Ordinary Level)
examination :

First attempt :

(i) Year and the month of the examination :

Admission No. :

Results :

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

Second attempt :

(ii) Year and the month of the examination :

Admission No. :

Results :

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

12.0 Vocational Qualifications :

<i>Studied course</i>	<i>Institute</i>	<i>Period</i>	<i>Certificate number and valid date</i>

13.0 Declaration of the applicant :

I, hereby certify that all the particulars given here are true and correct and also certify that I have not been expelled from public service or not compelled to retire on inefficiency as sympathetic alternative or treated as giving vacated the post. I am aware that if any particulars contained herein are found to be false or incorrect I am liable to be disqualified before selection and dismissed from service without any compensation if it is found after selection. Further I agree to serve at work sites in the field of irrigation in any part of Sri Lanka if I am appointed to this post.

_____,
Signature of the Applicant.

Date :_____.

14.0 Attestation of the 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 signature under the above Para 13 in my presence on

_____,
Signature of officer attesting the signature.

Date :_____.

Name of the officer attesting the signature :_____.

Designation :_____.

Address :_____.

(Certify by placing the official seal)

15.0 Certificate of the Head of Department :

(Only for the applicants who are in Public Service/
Provincial Public Service)

I, hereby certify that Mr./Mrs./Miss who is submitting this application is serving in this department as and the information he/she has given above is correct. Further, he/she can/cannot be released from the service if he/she is selected for this post.

_____,
Signature of the Head of the
Department and the Official Seal.

Date :_____.

08-297/2