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

අංක 1,983 – 2016 සැප්තැම්බර් මස 02 වැනි සිකුරාදා – 2016.09.02

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(Published by Authority)

### PART I: SECTION (IIA) – GENERAL

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

	PAGE	PAGE
Post - Vacant ... ..	1954	Examinations, Results of Examinations &c. ... 1959

**Note.**— Lak Janasetha Foundation (Incorporation) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of June 10, 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 23rd September, 2016 should reach Government Press on or before 12.00 noon on 09th September, 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](http://www.documents.gov.lk)

## 1. General Qualifications required :

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

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

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

## 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 4. Terms of Engagement :

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

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

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

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

## 5. Serving Officers in the Public Service :

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

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

5:3 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

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars Marriages, Births and Deaths in Tamil Medium

#### JAFFNA DISTRICT

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

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

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

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 03rd October, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
15th August, 2016.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Division and Post for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Jaffna	Sandilipay	Post of Registrar of Births and Deaths of Manipay Division and Marriages (General) of Sandilipay Divisional Secretary's Division.	The District Secretary/The Additional Registrar General, District Secretariat, Jaffna.

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### REGISTRAR GENERAL'S DEPARTMENT

#### Post of Registrar of Muslim Marriages

#### MATARA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Muslim Marriages in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Muslim Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Muslim males only can apply for these Posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 03rd October, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
15th August, 2016.

#### SCHEDULE

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

08–109

#### Notice of Change

#### MINISTRY OF SPORTS

#### Institute of Sports Medicine

I, do hereby inform that the notice appeared (No. 05) in Government *Gazette* on 05th August, 2016 calling applications to fill the Vacancy in the post of Nutritionist in the Institute of Sports Medicine is amended and the closing date of application is extended till 13.09.2016. Accordingly, applications should be sent by registered post to reach the Secretary, Ministry of Sports, Philip Gunawardana Mawatha, Colombo 07 on or before 13.09.2016.

**Age limit.**– Age as at the date of application shall not be less than 21 years and not more than 35 years. This age limit does not apply in the case of those who are already holding permanent and pensionable posts, in the Public Service.

Dr. D. M. R. B. DISSANAYAKA,  
Secretary,  
Ministry of Sports.

Ministry of Sports,  
No. 09, Philip Gunawardana Mawatha,  
Colombo 07.

09–182/2

## Notice of Change

### MINISTRY OF SPORTS

#### Institute of Sports Medicine

I do hereby inform that the notice (No. 06) appeared in Government Gazette on 05th August 2016 calling applications to fill the vacancy in the Post of Physiotherapist/Pharmacist/Medical Laboratory Technical Specialist under segment of supplementary vocational service for physiology in the Institute of Sports Medicine is amended and the closing date of application is extended till 13.09.2016. Accordingly, applications should be sent by Registered Post to reach the Secretary, Ministry of Sports, Philip Gunawardena Mawatha, Colombo 07 on or before 13.09.2016.

*Age limit.* – Age as at the date of application shall not be less than 18 years and not more than 35 years. This age limit does not apply in the case of those who are already holding permanent and pensionable posts, in the Public Service.

Dr. D. M. R. B. DISSANAYAKA,  
Secretary,  
Ministry of Sports.

Ministry of Sports,  
No. 09, Philip Gunawardana Mawatha,  
Colombo 07.

09-182/1

### MINISTRY OF INTERNAL AFFAIRS WAYABA DEVELOPMENT AND CULTURAL AFFAIRS

#### Calling Applications for Vacancies in the Department of National Museums

APPLICATIONS are invited from Sri Lankan applicants for the following posts vacant in the Department of National Museums.

1. Three (03) vacancies in the Post of Driver- Grade III of Primary (Skilled) Service Category.

1.1 *Educational Qualifications.* – Should have passed 06 subjects with at least 02 Credit passes including Sinhala/Tamil language in not more than two sittings at the G. C. E. (O/L) Examination.

#### 1.2 *Professional Qualifications :*

Should have obtained a driving license issued by the Commissioner General of Motor Traffic for driving private/taxi and station wagon less than unladen weight of 24 hundredweight (Should have obtained at least B Class driving license according to the new driving license or C and C1 Class driving license before 3 years to the date of recruitment).

1.1 Should have sound knowledge in rules of the Highway Code.

1.3 *Experience.* – Should have 3 year work experience as a driver. (Should be proved by the certificates).

#### 1.4 *Physical Requirements :*

Minimum height - 5 feet

Should have better vision and physical fitness to serve day and night. It should be proved through a formal certificate issued by a Government Medical Officer.

#### 1.5 *Salary Scale -PL 3-2016 :*

Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990. Will be placed in the initial salary step relevant to Grade 3 according to the Public Administration Circular No. 03/2016 dated 25.02.2016.

#### 1.6 *Recruitment Procedure :*

Will be recruited through a professional test and general interview. The applicants will be selected depending on the highest marks obtained from the test conducted by a panel approved by the Director General of Combined Services with the recommendation of the Secretary to the Ministry.

Basic recruitment qualifications will be inspected by a general interview board approved by the Director General of Combined Services with the recommendation of the Secretary to the above ministry.

(Marks will not be given in the general interview board).

#### *Professional Test :*

Subject	Highest Marks	Pass Marks
Driving skills	40	20
Practical knowledge in rules in Highway Code	40	20
Basic knowledge in motor mechanism	20	10

2. Primary (Semi skilled) service category.

Gardener Grade III - 01 vacancy  
Carpenter Grade III - 01 vacancy

2.1 *Educational Qualifications.*- Should have passed 06 subjects with at least 02 credit passes not in more than two sittings at the G. C. E. (O/L) Examination.

2.2 *Professional Qualifications.*- Should have obtained at least 2nd level competency in National Vocational Qualification as stipulated by Tertiary and Vocational Educational Commission relevant to the field.

2.3 *Experience.*- Two year work experience in the relevant field obtained from a recognized institute. (Should be certified by the certificates).

2.4 *Salary Scale - PL 2-2016.*  
Rs. 25,250 -10x270 -10x330 -12x350 - Rs. 38,450.  
Will be placed in the initial salary step relevant to the Grade III according to the Public Administration Circular No. 03/2016 dated 25.02.2016.

2.5 *Recruitment Procedure.*- Applicants who obtain highest marks from the professional test and the structured interview will be recruited upon the decision of the interview board.

*Professional Test :*

Subject	Highest marks	Pass marks
Professional test relevant to the post	100%	40%

*Structured Interview.*- Qualifications will be examined in the structural interview :

Headings for which marks are given
Additional educational qualifications
Additional experience
Courses followed and trainings obtained relevant to the field from an institution recognized by the Government
Personality and attitude shown at the interview

3. Primary (non skilled) Service Category - Museum Attendant Grade III.

Vacancies - 53.

3.1 *Educational Qualification.*- Should have passed 06 subjects with at least 02 Credit passes in not more than two sittings at the G. C. E. (O/L) Examination.

3.2 *Salary Scale - PL 1-2016.*  
Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410.  
Will be placed in the initial salary step relevant to the Grade III according to the Public Administration Circular No. 03/2016 dated 25.02.2016.

*Recruitment Procedure.*- Applicants who obtain highest marks from a structured interview conducted by the Board of interview appointed by the Director General of National Museums will be recruited, based on the decision of the Board of interview.

Headings for which marks are given.
Additional educational qualifications
Additional experience
Courses followed and trainings obtained relevant to the field from an institution recognized by the Government
Sports and other activities
Personality and attitude shown at the interview

Conditions of above all employment

*Conditions of Employment.*- These posts are permanent. The appointment is subjected to 3 year probation period. You are subjected to the policy decision taken by the Government in the future relevant to the pension scheme entitle to you. Applicants recruited should contribute to the Widows/Widowers and Orphans Pension Fund.

*Other Qualifications :*

- Applicants should be citizens of Sri Lanka.
- Should have an excellent moral character.
- Should not be less than 18 years and more than 45 years of age as at 23.09.2016.
- Each applicant should have a better physical and mental fitness to discharge duties of the post and serve in any area of the Island.
- All the qualifications should be completed as at the closing date.

*Method of sending the Application.*- The applications should be prepared according to the given specimen by using both sides of A4 papers and completed by the applicant's own handwriting. Application should be

prepared as Headings No. 01-09 to appear on the first page, headings 10-12 to appear on the second page and headings 13-15 on the 3rd page.

The applications prepared in compliance with to the specimen appended hereto should be sent by the registered post to the Director, Department of National Museums, Post Box 854, Sir Marcus Fernando Mawatha, Colombo 07 on or before 23.09.2016.

The applications which are not duly completed and those received after the closing date will be rejected. The receipt of application will not be acknowledged. Name of the post should be mentioned in the top left-hand corner of the envelope in which the applicant is enclosed.

*Attestation of the Signature.-* The applicant's signature should be attested by a chief incumbent of a place of worship/Justice of the peace/government principal or staff officer in public service who is entitled to a salary scale of which the initial annual salary is not less than Rs. 240,360. The applicants who are currently employed should direct their applications through the relevant Head of the institution.

*Other Remarks.-* The decision of the Director of Museums shall be final regarding recruitment and any matter not covered by this notice.

Director,  
Department of National Museums.

No. 854,  
Sir Marcus Fernando Mawatha,  
Colombo 07,  
19th August, 2016.

### SPECIMEN APPLICATION

APPLICATION FOR THE POST OF ..... IN THE  
DEPARTMENT OF NATIONAL MUSEUMS

(For office use only)

01. Name of Applicant :

1.1 Name with initials :

(i) In Sinhala/Tamil : .....

(ii) In English (in block letters): .....

1.2 Name denoted by initials :

(i) In Sinhala/Tamil : .....

(ii) In English (in block letters) : .....

02. Address :

(i) Private address : .....

(ii) District : .....

(iii) Official address (if employed) : .....

03. Telephone Number :

Permanent : .....

Official : .....

04. Date of birth : .....

Age as at 23.09.2016 :

Years : ....., Months : ....., Days : .....

05. National Identity Card Number : .....

06. Sex : .....

07. Civil status : .....

08. Citizenship : by descent/by registration : .....

09. Educational Qualification : .....

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

Index Number : .....

Year : .....

Medium : .....

*Subject*

*Grade*

- |           |       |
|-----------|-------|
| (1) ..... | ..... |
| (2) ..... | ..... |
| (3) ..... | ..... |
| (4) ..... | ..... |
| (5) ..... | ..... |
| (6) ..... | ..... |
| (7) ..... | ..... |
| (8) ..... | ..... |

10. Details about professional knowledge and competency : .....

Course	Institution	Subject	Result

**N. B.-** Copies of all certificates should be attached.



11. Work experience :

<i>Post</i>	<i>Institution</i>	<i>Period</i>

and that he/she placed his/her signature before me on .....

\_\_\_\_\_,  
Signature of the attester with official seal.

Date : .....

Name of the attester : .....

Designation : .....

Address : .....

Official seal : .....

12. If currently employed, give details :

1. Post and Grade : .....
2. Date of appointment : .....
3. Institution : .....
4. Whether the post is pensionable or not : .....

I, hereby certify that the particulars furnished by me in this application are true and correct to the best of my knowledge. If the particulars are furnished are found to be incorrect or false I am aware that I am liable for immediate termination of my service at any time even though I have been appointed to the post.

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

Date : .....

14. Certification of the Head of the Department, if the officer is employed in Public Service/Provincial Public Service :

I, hereby certify that Mr./Mrs./Miss ..... currently (employed) functions in the post of ..... as permanent officer in this Ministry/Department and the particulars furnished by him/her are correct and he/she ..... can be released from the present post. If selected to this post.

\_\_\_\_\_,  
Head of the Department (Official Seal).

13. Attestation of the applicant's signature :

I, do hereby certify that ..... who forwards this application is known to me personally

Date : .....

09-157

## Examinations, Results of Examinations & c.

### MINISTRY OF EDUCATION

#### First Efficiency Bar Examination For Officers in Grade III of the Sri Lanka Education Administrative Service – 2016

IT is hereby notified that the First Efficiency Bar Examination for officers in Grade III in the Sri Lanka Education Administrative Service will be held in 2016 December in Colombo.

02. The Syllabus and other provisions relating to this Examination have been published in the *Gazette Extra Ordinary* of the Democratic Socialist Republic of Sri Lanka bearing No. 1225/32 dated 01.03.2002. The syllabus and other provisions are indicated below for convenience.

Examination Procedure :

- (a) The first Efficiency Bar Examination will consist of the following subjects.

Subject Number 01 General Administration – Constitution of Sri Lanka. Provisions of the Establishments Code and other regulations of the government.

Subject Number 02 Finance

Subject Number 03 Education, Educational Law, Administration and Supervision

- (b) An Officer may take up the subjects of the 1<sup>st</sup> Efficiency Bar Examination on one and the same occasion or on separate occasions.

- (c) Each paper will be of 3 hour duration.

03. Syllabus of Examination :

(01) General Administration

- (a) The Ceylon Government Order in Council, 1946 and 1947 (Chapter 973)

The Citizenship Act, No. 18 of 1948  
(Chapter 349)

The constitution adopted and enacted on  
22<sup>nd</sup> May 1972

Registration of persons eligible to vote –  
Act, No. 44 of 1980

Parliamentary Elections Act, No. 19 of 1981

Referendum Act, No. 07 of 1981

Presidential Elections Act, No. 15 of 1981

The constitution of the Democratic Socialist  
Republic of Sri Lanka.

- (b) Office and Field Organization and Methods  
The Establishments Code and other  
Government Regulations

Chapters I, II, III, IV, V, VI, VII, IX, X,  
XI, XVI, XXV, XXVI, XXVII, XXIX,  
XXXI, XXXII, XXXIII, XLVII, XLVIII  
of the Establishments Code.

**(02) Finance :**

- (a) The Financial Regulations of the Government  
– Part I (Except Chapter I).
- (b) The Estimates of Revenue and Expenditure  
of the current year, *e.g* their arrangements; the  
Head of Revenue, Finance and Appropriation  
Acts.
- (c) Ordinances and other Legislation relating to  
Specific Accounts dealt with in Education  
Offices.

**03. Education, Education Law, Administration  
and Supervision**

- (a) Education Law – Candidates are excepted  
to be familiar with following Ordinances  
and Acts of Parliament.
- Education Ordinance No. 31 of 1939
  - Amendment Ordinance No. 26 of 1947
  - Amendment Act, No. 05 of 1951
  - Amendment Act, No. 43 of 1953
  - Code of Regulations for Government  
Schools
  - Assisted Schools and Training Colleges  
(Special Provisions Amendment) Act,  
No. 05 of 1960
  - Assisted Schools and Training Colleges  
(Supplementary Provisions) Act, No.  
08 of 1961
  - Education (Change of Designations) Act,  
No. 35 of 1973
  - Pirivena Act, No. 64 of 1979

- The Assisted Schools and Training Colleges  
(Special Provisions Amendment) Act,  
No. 65 of 1981
- National Institute of Education Act, No.  
28 of 1985

**(b) Education Administration -**

**1. Policies of the Ministry of Education**

- (i) Ministry of Education
- (ii) Organization and functions of the  
Ministry of Education and the  
Departmental Institutions under  
the Ministry including District  
Departments.
- (iii) Educational Planning developments  
at National and Regional levels; Aims  
and Objectives, methods (including  
school mapping), implementation  
etc.

**2. School Management, School community  
relationship**

**3. Educational Management Information  
Systems**

**4. Special Education Programmes.**

**(c) Educational Supervision -**

- Scheme for school supervision and  
criteria used in evaluation of teacher  
performance,
- Continuous evaluation programmes in  
School,
- Self evaluation programs in Schools,
- School supervision by the District  
Departments and the Ministry of  
Education,
- Validation of Internal Evaluation by  
External Teams,

(Candidates are advised to be thorough  
with the Circulars, Manuals and other  
Publications issued by the Ministry of  
Education)

**Reference :-**

- Asian Institutes of Educational  
Planning and Administration (1970),
- Modern Management Techniques in  
Educational Administration,
- A Report of a Seminar – New Delhi,

- Barry and Tye. (1975) Running a School – Temple Smith London,
- Bush T. Glatter, R Good, C. Riches, (eds. 1980) Schools,
- Approaches to School Management, Harper and Row,
- Dr. Khan Mohideen Sheriff (1983),
- School Administration, New Delhi,
- Ministry of Education –Education in Ceylon (1969),
- A Centenary Volume Part II, Part III Ministry of Education and Cultural Affairs, Ceylon,
- Open University (1981) Policy Making, Organization and Leadership in Schools (Block 4 of Course E 323) Open University Press, London, Shipman, Murten (1983) in School Evaluation, Heineman Education Books, London, Report on the Management Reforms in the Ministry of Education 1984.

04. Total marks allocated for each paper is 100. A candidate should obtain 40% or above of total marks to pass each paper.

05. *Language medium of the Examination :*

- (i) Examination would be held in Sinhala, Tamil and English language,
- (ii) Candidates can answer the question papers either in the Official Language or in the National Language,
- (iii) Candidates can answer in the Language medium of the Competitive Examination he passed to enter the Public Service or if there was no competitive Examination, Language medium of qualifying examination to enter the Public Service.

06. If it is detected that a candidate has answered the question papers in a language medium for which he is not entitled his/her candidature will be cancelled. He will not be allowed to change the language medium applied for, at a later stage.

07. Application should be prepared and submitted by using both sides of A4 size paper in conformity with the specimen form indicated below. (Item 01 to 05 should appear in the first page and the remaining items should appear in the second page) In the Sinhala application the name of the examination should be indicated in English

in addition to Sinhala and in the Tamil application the name of the examination should be indicated in English in addition to Tamil. Relevant Information in the application should be clearly written in candidate's own handwriting. Applications which are not in conformity with the specimen form and those which are incomplete will be rejected without notification. It is advisable to keep a photo copy of the application with the candidate. Candidates should be vigilant as to whether the duly completed application is in conformity with the specimen form and it should be noted that the application will be rejected if it is not so.

- 08. (i) The Examination will be conducted by the Commissioner General of Examination and the candidates are bound by the rules prescribe by him for conducting examinations. These rules are indicated at the end of this notification.

(ii) Exam Results

The results of all the applicants who face for the above examination will be issue to Secretary, Ministry of Education.

09. Applications should be forwarded under registered post through Heads of Departments addressed to the Commissioner General of the Examinations, Organizations and Foreign Examinations Branch, Sri Lanka Examinations Department, P.O. Box – 1503, Colombo. to be received on or before 03.10.2016. Name of the Examinations should be written on the top left hand corner of the envelope. Any application received after this date will be rejected.

10. Admissions will be issued by the Commissioner General of Examinations for the applicants who have submitted perfected applications accurately along with the receipt obtained subsequent to paying the relevant prescribed examination fees if it is required to pay the examination fee on or before the closing date of receiving applications as mentioned in the notification and with the language medium of sitting the Examination, signature of the candidate and the certificate issued by the Head of the Department.

Immediately after the issue of admission cards to the candidates a news paper notification to that effect will be published by the Department of Examination. If the admission cards are not received even after 02 or 03 days of the news paper notice it should be notified to the Department of Examinations according to instructions in the news paper notice. A certified photo copy of the application retained with the candidate, the registration receipt, and the fax number for sending the admission card if the candidate is resident out side Colombo should be sent to the Department of Examinations. A copy of the letter of

request sent to the Department of Examinations should be retained with the Candidate. (Fax No. - 011-2784232)

- (i) Name of Examination
- (ii) Full name of Candidate
- (iii) Address of the Candidates in full
- (iv) Date of posting the application, registered letter Number and post office.

11. Complains from candidates who fail to fulfill the requirements indicated in para 9 above will not be considered.

12. (i) Every candidate should get his / her signature attested and the Admission card with attested Signature should be submitted to the Supervisor on the first day of examination.

- (ii) At the examination hall it is the responsibility of the candidates to produce evidence in proof of their identity and for this purpose only the Identity Card issued by the Department of Registration of Persons or a valid Passport will be accepted.

13. Fees for examinations will be charged as follows. The relevant examination fee should be paid at any Post Office / Sub Post Office to be credited to revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained for the payment from the District / Divisional Secretariat should be pasted in the relevant box of the application form. (It is advisable to retain a copy of the receipt with you)

- (a) First sitting (fees won't be levied for the whole examination or part of it)
- (b) Thereafter, for each sitting
- |                           |             |
|---------------------------|-------------|
| For the whole examination | Rs. 1000.00 |
| For one subject           | Rs. 500.00  |

- (14) (i) The issue of an admission card should not be considered an acceptance that he/she has fulfilled the qualifications to appear for the examination.

- (ii) All candidates are subject to the rules and regulations given by the Commissioner General of Examinations. Any candidate who breaches such rules and regulations will be subject to the punishments given by the Commissioner General of Examinations.

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

16. The right of taking a decision regarding any matter, which has not been covered by this notification is reserved by the Secretary to the Ministry of Education.

W. M. BANDUSENA,  
Secretary,  
Ministry of Education,

Ministry of Education,  
"Isurupaya",  
Battaramulla.  
11th August, 2016.



(For official use only)

### APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS IN  
GRADE III OF THE SRI LANKA EDUCATION SERVICE – 2016

ශ්‍රී ලංකා අධ්‍යාපන පරිපාලන සේවයේ III වන ශ්‍රේණියේ  
නිලධාරීන් සඳහා වන පළමුවන කාර්යක්ෂමතා කඩඉම්  
විභාගය - 2016

(To be forwarded to Commissioner General of Examinations, Sri Lanka Department of Examinations, Pelawatta, Battaramulla by registered post through the Head of the Department).

Language medium for the examination :

Sinhala	2
Tamil	3
English	4



(Relevant number to be written within cage)

(Name of examination should be written on the top left corner in the envelope)

01. (i) Name in Full (In English Block Capitals) :

\_\_\_\_\_.

Eg: - HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

- (ii) Name indicating last name first and the initials of the other names : (In English Block Capitals)
- \_\_\_\_\_.

Eg: - GUNAWARDHANA, H.M.S.K.

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

APPLICATIONS are called from citizens of Sri Lanka who have fulfilled the following qualifications for Open/Limited Competitive Examination for Recruitment to Grade III of the Posts of Engineering Assistant (Civil),

Engineering Assistant (Mechanical), Engineering Assistant (Electrical) of the Sri Lanka Technological Service in the Department of Agriculture. The closing date of applications is 30th September 2016.

02.1 *Recruitment on Open Basis :*

02.1.1 The age of applicants should not be less than 18 years and not more than 30 years as at 30th September 2016, the closing date of applications. Accordingly, an applicant qualifies to sit the examination in terms of the age only if his/her date of birth falls on or before 30.09.1998 and on or after 30.09.1986. The age limit will not be applicable to Officers who are already in the Public and Provincial Public Services.

02.1.2 The candidates are required to fulfill the following Basic Educational Qualifications and Professional Qualifications :

Code No. relevant to the post	Post	02.1.3 Educational Qualifications		02.1.4. Professional Qualifications
		G. C. E. (O/L)	G. C. E. (A/L)	
01.	Engineering Assistant (Civil)	A pass in G. C. E. (O/L) Examination in 06 (six) subjects with credit passes in Sinhala/Tamil/English Language, Mathematics, Science and any other subject at one sitting.	A pass in G. G. E. (A/L) in 03 Science subjects including two subjects out of Applied Maths, Pure Maths, Chemistry, Physics, Combined Maths at one sitting. (except General English and General Test)	Professional Qualifications in the field relevant to the post out of the following qualifications should be obtained.  (i) National Technological Diploma awarded by University of Moratuwa or Hardi Institute, Ampara  <i>or</i> (ii) National Diploma in Engineering awarded by National Apprentice Training and Technical Training Authority  <i>or</i> (iii) National Higher Diploma in Engineering awarded by Ministry of Education and Higher Education  <i>or</i> (iv) Technical Diploma awarded by Open University of Sri Lanka  <i>or</i> (v) Successfully completion of part I of the Engineering Examination conducted by the Sri Lanka Engineering Services Institution  <i>or</i> (vi) Have completed qualifications at the Level 6 of National Vocational Qualifications (NVQ)
02	Engineering Assistant (Mechanical)			
03	Engineering Assistant (Electrical)			

Code No. relevant to the post	Post	02.1.3 Educational Qualifications		02.1.4. Professional Qualifications
		G. C. E. (O/L)	G. C. E. (A/L)	
				<p><i>or</i></p> <p>(vii) Have obtained Technological qualifications that recognized by the Tertiary and Vocational Education</p> <p>Commission as equal in every respect to the aforesaid Technological qualifications having consulted the Ministry of Higher Education and the Institutions that award above mentioned certificates.</p>

02.1.5 *Other Qualifications.* – All applicants should certify that they have fulfilled the following qualifications.

- \* Should be a citizen of Sri Lanka,
- \* Should be an excellent moral character,
- \* A clergy in any religious sect is not eligible to apply for this examination,
- \* Should be physically and mentally fit to serve in any part of the island.

02.2 *Recruitment on Limited Basis -*

02.2.1

Code No. relevant to the post	Post	02.2.2. Educational Qualifications G. C. E. (O/L) Examination	02.2.3 Professional Qualifications	Experience
01.	Engineering Assistant (Civil)	A pass in G. C. E. (O/L) Examination in 06 (six) subjects with credit passes in Sinhala /Language or Literature Mathematics, Science at not more than two sittings.	Professional qualifications in the field relevant to the post out of the following qualifications should be obtained.  (i) National Diploma in Technology awarded by University of Moratuwa or Hardi Institution, Ampara  <i>or</i> (ii) National Diploma in Engineering awarded by National Apprentice and Technical Training Authority  <i>or</i>	Five years (05) experience with professional qualifications in a primary unskilled departmental post (PL-1) in the relevant field or in a post higher than that.
02	Engineering Assistant (Mechanical)			
03	Engineering Assistant (Electrical)			

<i>Code No. relevant to the post</i>	<i>Post</i>	<i>02.2.2. Educational Qualifications G. C. E. (O/L) Examination</i>	<i>02.2.3 Professional Qualifications</i>	<i>Experience</i>
			<p>(iii) National Higher Diploma in Engineering awarded by Ministry of Education and Higher Education</p> <p>or</p> <p>(iv) Technical Diploma awarded by Open University of Sri Lanka</p> <p>or</p> <p>(v) Successfully completion of Part I of the Engineering Examination conducted by the Sri Lanka Engineering Service Institution</p> <p>or</p> <p>(vi) Have completed qualifications at the Level 6 of National Vocational Qualifications (NVQ)</p> <p>or</p> <p>(vii) Have obtained Technological qualifications that recognized by the Tertiary and Vocational Education Commission as equal in every respect to the aforesaid Technological qualifications having consulted the Ministry of Higher Education and the Institutions that award above mentioned certificates.</p>	

02.2.4 *Other Qualifications :*

- (i) Should be confirmed in the post.
- (ii) Should have completed active and satisfactory service during the period of 05 years immediately proceeding to the due date.



03. Fulfillment of the qualifications required to appear in this written examination for recruitment to the Sri Lanka Technological Service will be recognized only if the officer has completed the all qualifications in every respect on or before the closing date of applications.

04. By vacancies existing in the Department 70% will be filled from open stream and 30% will be filled from limited stream. In case, there is no sufficient number of internal applicants who have satisfied the basic qualifications in the Department of Agriculture to be filled the percentage allocated to recruit from limited competitive examination, remaining vacancies will be filled from external applicants who will be selected by the open Competitive Examination. Further, the Appointing Authority has reserved the authority to fill some of or all vacancies or to unfill all vacancies.

Salary and Efficiency Bar Examinations :

Salary Code - MN 03/2016  
Salary Scale - Rs. 31,040 - 10x445 - 11x660  
10x730 - 10x750 - Rs. 57,550.

The First Efficiency Bar Examination should be completed within three (3) years from the date of appointment to the Grade III and the second Efficiency Bar Examination should be completed within three (3) years from the date of promotion to Grade II. An officer who has joined the Public Service in a Language other than the Official Languages should acquire the proficiency in official language as prescribed within the period of Probation. For the fulfillment of the proficiency in other language prescribed for the post, the test of secondary merit level language course conducted by the Commissioner of Official Languages should be passed as per sub - para: 1(b) of the P.A. Circular 07/2007, within five (5) years from the date of appointment. Failure to obtain the proficiency in official languages and pass the Efficiency Bar Examinations within the periods as prescribed will be a cause for the deferment of salary increments.

05. *Terms of Engagement* :

- (i) These posts are permanent, pension will be determined according to policy decisions taken by the Government.
- (ii) You should serve in any part of the island in which you are called upon to serve.
- (iii) You will be subject to the conditions of the Minutes on Sri Lanka Technological Service published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1426/34 of 06.01.2006, effective at present

and any other amendments hereinafter made thereto and to the recruitment procedures.

06. *Method of Application* :

- (a) The specimen of the Application for this examination is appended at the end of this notification. The Application should accordingly be prepared only on A4 size, (21cm x 29cm) paper using both sides of the paper, so as heads 01 to 02 in the first page, 03 to 05 in the second page, and the rest in the page 3 of the Application. The relevant particulars should be filled by Applicant in his/her own hand writing. The name of the examination appears in the heading of the Application prepared either in Sinhala or Tamil Language is required to be printed in English language as well. Applications which are not in accordance with the specimen and incomplete Applications will be rejected without notice. It would be an advantage to keep a photocopy of the Application with you. Further, applicant should check whether the Application prepared by him/her is in order of the specimen appended to this notification. Unless the application may be rejected.
- (b) Hence, both open/limited examinations will be held as one examination, an applicant can't apply for both open and limited categories of examinations. Accordingly, an applicant can apply only for one category out of open and limited categories.
- (c) As Specified in (g) below, only one post should be applied.
- (d) The Application should be completed only in the language in which the applicant intends to sit for the examination.
- (e) Duly completed Applications should be sent by registered post to Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, P.O. Box 1503, Palawatte, Battaramulla on or before 30th of September 2016.
- (f) The words "Competitive Examination for recruitment to the Posts of Sri Lanka Technological Service in the Department of Agriculture - 2016" should clearly be marked

on the top left hand corner of the envelope enclosing the application.

- (g) An Applicant can apply for only one post and the examination fee is Rs. 750/-. The receipt (original) obtained on the payment of the above examination fee to any Post Office / Sub Post Office in the Island with the instructions to credit the payment to the Revenue Head 2003-02-13 of the Commissioner General of Examinations should be affixed in the space provided in the application. Keeping a copy of the receipt with you would be an advantage in the future. The Examination fee will not be refunded in any circumstance and money orders and stamps will not be accepted.
- (h) Applications which are not complete in every respect or delayed will be rejected without notice, and no complaint that an Application has been lost or delayed in the post will be considered.
- (i) The signature of the applicant in the application for the Examination and admission card should have to be got attested. An Applicant apply for the examination through an institution should get attested his signature by his Head of Institution or an Officer who is authorized by him and other applicants should get attested their signatures by a Principal of a Government School, Grama Niladhari in the Division, a Justice of Peace, a Commissioner for Oaths, a Notary Public, a Commissioned Officer in there Forces, a Staff grade Officer in the Public or Provincial Public Service, who has drawn an annual salary of Rs. 240,360/- or above.
- (j) Those who are already in the Public or provincial Public Service should forward Applications through heads of their respective institutions.
- (k) Serial Nos. 07 - 12 are applicable only to applicants who apply on Limited basics.

#### 07. Scheme of Examination :

##### (a) Admission Card :

On pre - determination that only the applicants who have fulfilled the qualifications prescribed in the *Gazette* Notification have applied for the examination, the Commissioner General of Examinations will issue admission cards to applicants who are within the age limits specified in the notification, and who have

forwarded duly completed applications with the language in which she/he intends to sit for the examination, city and the posts applied for, signature of the applicant and attestation of the signature, if applicable certificate of the Head of Institutions and the receipt obtained on payment of the examination fee on or before the closing date of Applications. A candidate must produce his/her attested admission card to the supervisor of the examination hall. A candidate who fails to produce his/her admission card will not be permitted to sit for the examination. Issuance of an admission card to an applicant does not necessarily mean that he/she has the requisite qualification to sit for the examination.

- (b) Department of Examinations of Sri Lanka will published a notice in News Papers immediately after issuing admission cards to the applicants. Any applicants who has not received his/her admission card 02 or 03 days after publishing the notice in News Papers, should notify to the Department of Examinations as stated in this Notification. It is informed to notify to the Sri Lanka Department of Examinations stating the name of the examination, your name, address, and N.I.C number keeping in hand the copies of the application form, receipt of payment of examination fee and in case of an applicant out side Colombo it would be more advantageous to notify to the Sri Lanka Department of Examinations faxing a request with a fax number to which the copy of the admission card with above information to be sent.
- (c) Traveling expenses or any other allowance will not be paid to candidates in respect of appearing in this examination.
- (d) *Identification of candidates.*– A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the Supervisor of each subject he offers. For this purpose following documents will be accepted :

(i) National Identity Card issued by the Department of Registration of Persons,

(ii) A valid passport.

##### (e) Syllabus :

- (i) Intelligence Test - (Time 01 hour, total marks - 100)

This paper consists of 50 multiple choice and short answer type questions so as to

make an assessment of the candidate's, power of logical reasoning, analysis and ability to draw sound inferences. All questions should be answered.

- (ii) Subject related question paper (Time 02 hours. Total marks - 100)

This paper consists of structured type questions to examine the candidate's subject knowledge.

	<i>Post</i>	<i>Syllabus of Subject related Question Paper</i>
01	Engineering Assistant (Civil)	Architectural drawings/structural drawings/knowledge on building materials/preparation of building scale measurements and estimation/services/safty methods/teaching methods.
02	Engineering Assistant (Mechanical)	Motor mechanics'/Mechanical drawings and geometrical drawings/workshop materials/plating/properties of materials and simple calculations/plant/welding/cutting blades/smithing/safty methods/teaching methods.
03	Engineering Assistant (Electrical)	Knowledge on basic principles of power generation/types of electric motors and generators and practical usage, identification of faults and repairs of them/knowledge on accessories used in three phase an single circuits and identification of the type of wires/preparation of estimates for building and plant wiring/preparation of drawings/basic knowledge on electronic circuits for normal office equipment repairs/basic knoweldge on electrical systems of vehicles, agri-machinery/knowledge on use of multi -meter and other measuring equipments/basic knowledge on air - conditioners and refrigerators/safty methods/teaching methods.

- (f) *Medium of Examination.*— This examination will be conducted in Sinhala-Tamil and English Languages. A candidate must answer all papers of the examination in one and the same language. The language of the examination given in the application will not be allowed to change later.
- (g) The Commissioner General of Examinations will allow to sit for this competitive examination to all applicants who have paid the examination fee and forwarded applications to reach on or before the date specified in this notification on pre determination that the applications have only been sent by those who have fulfilled the requirements prescribed in this Gazette Notification. Issuance of admission card does not necessarily mean that he/she has the requisite qualifications to sit for the examination. All candidates are subject to the rules imposed by the Commissioner General of Examinations in connection with this examination. A candidate who violates any of these rules is liable to a punishment at the discretion of the Commissioner General of Examinations.
- (h) *Place and Date of Examination.*— This examination will be conducted by the Commissioner General of Examinations at Colombo and Kandy on November 2016. In case of receiving insufficient number of applications, the examination will only be held in Colombo. (The examination center given in the application will not be allowed to change later).

<i>Examination Center</i>	<i>Code No.</i>
Colombo	01
Kandy	02

08. *Method of Recruitment :*

- (i) Recruitments will be considered on the merit list prepared according to aggregate of marks of the applicants selected from those who have secured 40% or more marks in each question paper.
- (ii) The qualifications of the applicants will be scrutinized by a Board of Interview appointed by the Director General of Agriculture based on the merit of marks of the Examination. Subsequently those who have fulfilled the requirements will be selected for the posts. (Marks will not be awarded at the interview).

- (iii) The Number of applicants to be called for the interview will be decided by the Director General of Agriculture.
- (iv) If it is revealed at the interview that a candidate has not fulfilled the qualifications as at the closing date of applications for the post, his/her candidature will be cancelled.
- (v) If a candidate will pass the examination appearing in it without completing the qualifications prescribed in this *Gazette* Notification as at the closing date of applications he/she will not be called for the interview and his/her application will be rejected without any notice.
- (vi) If a candidate will receive an appointment by furnishing false information and counterfeit documents immediately after revealing such misconduct his/her appointment will be cancelled and legal actions will be taken against him/her.
- (vii) *Issuance of results.* - A list of candidates who have secured 40% or more marks in each subject will be provided to the Board of Interview as notified by the Director General of Agriculture.

09. Any matter not provided for in this notification will be decided by “Appointing Authority”. All candidates are bound to act in conformity with the General Rules of Examinations stipulated in this *Gazette*.

10. In the event of any inconsistency among notifications published in three languages of this examination notification “The Sinhala notification” shall prevail.

Dr. R. R. A. WIJEKOON,  
Director General of Agriculture.

At the Department of Agriculture, Peradeniya.

(For office use only)

#### SPECIMEN APPLICATION FORM

APPLICATION FOR OPEN/LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE POSTS OF THE SRI LANKA  
TECHNOLOGICAL SERVICE IN THE DEPARTMENT OF AGRICULTURE - 2016

Examination Applied for - Open Examination - 1  
- Limited Examination - 2

(Indicate the relevant number in the cage)

Medium of Examination - Sinhala - 2  
- Tamil - 3  
- English - 4

(Indicate the relevant number in the cage)

Examination Centre - Colombo - 1  
- Kandy - 2

(Indicate the relevant number in the cage)

Post applied for  
Engineering Assistant (Civil) - 1  
Engineering Assistant (Mechanical) - 2  
Engineering Assistant (Electrical) - 3

Post	Number

(Indicate the relevant post and number in the cage)

01. Name

- 1.1 Full Name :\_\_\_\_\_.  
(In English capital letters) (Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name indicating the last name first and initials at the end :\_\_\_\_\_.  
(In English capital letters) (Eg. : GUNAWARDHANA H. M. S. K.)
- 1.3 Full Name :\_\_\_\_\_.  
(In Sinhala/Tamil)
- 1.4 National Identity Card Number : 

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- 1.5 Telephone No. :\_\_\_\_\_.

02. Permanent Address :

- 2.1 In English Capital letters :\_\_\_\_\_.
- 2.2 In Sinhala/Tamil :\_\_\_\_\_.
- 2.3 Address to which the Admission should be sent :\_\_\_\_\_.  
(In English capital letters)
- 2.4 District of Permanent Residence :\_\_\_\_\_.
- 2.5 Divisional Secretariat Division :\_\_\_\_\_.

03. Gender : Female 1 ☐  
Male 0 ☐

(Indicate the relevant number in the cage)

04. 4.1 Date of Birth :

Year : 

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 Month : 

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 Date : 

--	--

4.2 Age as at the Closing Date of Applications :

Years : 

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 Months : 

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 Days : 

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- 4.3 Marital Status : Unmarried 1 ☐  
Married 2 ☐

(Indicate the relevant number in the cage)

05. Educational Qualifications (with the meduim) :

(a) G. C. E. (O/L) :

- (i) Year and Month :\_\_\_\_\_.
- (ii) Index Number :\_\_\_\_\_.
- (iii) Medium :\_\_\_\_\_.
- (iv) Results :

	First sitting	
	Subjects	Pass
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

(b) G. C. E. (A/L) :

- (i) Year and Month : \_\_\_\_\_.  
(ii) Index Number : \_\_\_\_\_.  
(iii) Medium : \_\_\_\_\_.  
(iv) Results :

	<i>Subjects</i>	<i>Pass</i>
1		
2		
3		
4		

06. Professional Qualification :

<i>Name of the Diploma</i>	<i>Name of the Institution awarded the diploma</i>	<i>Year Passed</i>	<i>Medium</i>	<i>Index No.</i>	<i>Valid date of Diploma</i>

07. Experience : (Only for limited applicants) :

- 7.1 Present Post : \_\_\_\_\_.  
7.2 Date of Appointment to the above Post : \_\_\_\_\_.  
7.3 Date of confirmation in the above post : \_\_\_\_\_.  
7.4 Period of permanent and pensionable service : \_\_\_\_\_.  
7.5 Have all the salary increments been earned during the period of 05 years immediately preceding as at .....  
2016

08. The Post/Sub Post Office to which the examination fee was paid :

- 08.1. Date of payment : \_\_\_\_\_.  
08.2. No. of the receipt : \_\_\_\_\_.  
08.3. Amount : \_\_\_\_\_.

Please affix the receipt obtained on payment of examination fee, so as to be unglued  
(keep a photocopy of the receipt with you)

09. I agree to abide by the conditions of this examination : \_\_\_\_\_.

10. Declaration of the applicant :

I do hereby 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. I am liable to be disqualified before selection or to dismissal without any compensation if such detection is made after appointment. Further, I hereby declare that I am subject to the rules imposed in respect of this examination and decisions taken in respect of releasing the results by the Commissioner General of Examinations. I also certify that only one application is submitted for the posts applied by me.

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

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

11. *Attestation of the signature of the Applicant :*

**MINISTRY OF HOME AFFAIRS**

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

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

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

Full Name of Attestor : \_\_\_\_\_.

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

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

(Please prove by the official seal)

11.1 Those who are already in the Public/Provincial Public Service (Strike -off the word inapplicable) :

I hereby certify that the above applicant has/has not fulfilled the all requisite qualifications to appear in this examination as per this *Gazette* Notification and he/she has paid the prescribed examination fee and the receipt is affixed and he/she can/can't be released from his/her present post in this Department if he/she is selected.

\_\_\_\_\_,  
Signature and Designation of  
Head of the Department.  
(Official Seal)

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

(Only for Limited Applicants)

12. Signature of Head of the Unit :

Mr./Mrs./Miss ..... has served in this unit in a permanent post of ..... since ..... His/Her performances, attendance and conduct are satisfactory. He/She has/has not been subject to disciplinary punishment. I certify that the informations given in 01 to 10 above are true and correct.

Application is recommended and forwarded.

\_\_\_\_\_,  
Signature and Designation of Head of the Unit.  
(Official Seal)

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

**Open Competitive Examination for Recruitment to the Post of Technical Officer of Sri Lanka Technological Service to be appointed for the service at District Secretariats/ Offices of the Government Agents and Divisional Secretariats under the Ministry of Home Affairs - 2016**

APPLICATIONS are hereby invited from the qualified Sri Lankan citizens for the Open Competitive Examination to be held for recruitment to the above posts.

02. On the results of a written examination conducted by the Director General of Sri Lanka Institute of Development Administration, candidates who have fulfilled their qualifications on merit will be selected for appointment to the Post of Technical Officer Grade III or Apprentice Training for the Post of Training Grade in Sri Lanka Technological Service to be attached to 406 vacancies in District Secretary/ Government Agent Offices and Divisional Secretariats under the Ministry of Home Affairs.

03. *Age Limit.*— Candidates should be not less than 18 years and not be more than 40 years of age as at the closing date of applications. However, the maximum age limit will not be applicable for the candidates who are already in Public or Provincial Public Service.

04. Only the candidates who have fulfilled the following qualifications as at 03.10.2016 shall be considered as qualified candidates.

(a) Grade III

*Educational Qualifications :*

(i) Should have pass GCE (O/L) Examination, in six (06) subjects with credit passes for Sinhala/Tamil/English language, Mathematics, Science and one other subject, in one sitting.

and

(ii) Should have passed GCE (A/L) Examination with three subjects in Mathematics Stream including Pure Maths/Applied Maths/ Combined Maths and Physics, in one and the same sitting.

*Professional Qualifications :*

Candidates should have obtained one of the following professional qualifications along with educational qualifications mentioned in 04 (a) above.

(i) National Diploma in Technology awarded by University of Moratuwa or Hardy Institution in Ampara;

or

- (ii) National Diploma in Engineering awarded by National Apprentice and Industrial Training Authority;  
*or*
- (iii) Higher National Diploma in Engineering awarded by Ministry of Education & Higher Education;  
*or*
- (iv) Diploma in Technology awarded by the Open University of Sri Lanka ;  
*or*
- (v) Successful completion of Part I of the Engineering Examination conducted by Sri Lanka Engineering Institute;  
*or*
- (vi) Any other Technical Qualifications recognized by the Sri Lanka Technological Service Board as equivalent to the technical qualifications mentioned above in every manner;
- (b) Training Grade (For one year period of training)
- Educational Qualifications :*
- (i) Should have passed G.C.E. (O/L) Examination in six (06) subjects with credit passes for Sinhala/Tamil/English language, Mathematics, Science and one other subject, in one sitting  
*and*
- (ii) Should have passed GCE (A/L) Examination with three subjects in Mathematics Stream including Pure Maths/ Applied Maths/ Combined Maths and Physics, in one and the same sitting.
- Professional Qualifications :*
- (i) Should have obtained a National Technical Certificate for successfully following a course relevant to the field of this employment offered by a Technical College recognized by Tertiary and Vocational Education Commission. (E.g. : National Technical Certificate Civil/ Electrical/ Mechanical)  
*or*
- (ii) Having obtained the relevant certificate for successfully completing a one year fulltime course on draftsmanship in a technical college recognized by Tertiary and Vocational Education Commission  
*or*
- (iii) Having obtained the certificate for successfully completing National Certificate Course for Industrial Technicians in a field relevant to the post, offered by Technical College recognized by Tertiary and Vocational Education Commission.  
*or*
- (iv) After getting observations from a Ministry of Higher Education and the institutions which issue above mentioned technical certificates, having obtained other technical qualifications which are recognized by Tertiary and Vocational Education Commission that they are similar in every manner to the above technical qualifications.
- \* The candidates who become qualified at the Open Competitive Examination for a Training Grade in Technological Service shall be placed on the initial salary step of the salary scale of Grade III after they submit the certificate issued by the relevant institution to the effect that they have completed the one year theoretical and practical training according to the syllabus relevant to the service and have passed the relevant examination.
- \* The apprentices who are unable to pass the examination held at the end of the training, have the opportunity to get their training extended for a period of not more than 06 months. The service of the apprentices who fail the examination held at the end of the extended period will be suspended.
05. *Salary Scale :*
- (a) Grade III  
MN 3-2016, under Public Administration Circular 03/2016.
- The salary scale is Rs. 31,040-445x10-660x11-730x10-750x10- Rs. 57,550/- the candidates shall be entitled to this salary with effect from 01.01.2020. Salaries shall be paid from the effective date of appointment in accordance with the provisions available under Schedule II of this Circular. In addition, they shall be entitled to other allowances paid by the Government from time to time.
- Candidates should pass First Efficiency Bar Examination before the 4th salary increment and obtain the relevant language proficiency level before elapsing five (05) years from the date of appointment to the Grade III, as per the Public Administration Circular No. 01/2014 and the relevant circulars.
- (b) *Training Grade:*  
A monthly allowance shall be paid under the Schedule V of the Public Administration Circular 03/2016



06. *Service Conditions :*

1. This post is permanent. Candidates should be bound by the policy decision to be taken by the Government on the pension scheme in future.
2. Selected candidates shall be attached to District Secretariats/ Office of the Government Agent and Divisional Secretariats at the discretion of Secretary, Ministry of Home Affairs.
3. Selected candidates are liable to serve in any part of the Island.
4. Selected candidates will be subjected to a probation period of three years. If the candidate is a confirmed officer in Public Service he/ she will be subjected to an acting period of one year.
5. Selected candidates are bound to abide by the provisions stipulated in the Establishments Code and Financial Regulations and the provisions of Public Administration Circulars, orders issued from time to time by the Government and the departmental instructions.

07. I. *Method of Recruitment.*— Recruitments shall be made depending on the results of written competitive examination and a general interview. Based on the order of merit of the total marks secured by the candidates who pass the written examination and according to the existing number of vacancies, a number of candidates equal to the number of vacancies expected to be filled, shall be subjected to the general interview and the qualified candidates shall be selected. This examination will be conducted by Sri Lanka Institute of Development Administration only in Colombo on month of December 2016.

II. *Scheme of Examination :*

- (a) Examination will be held only in Sinhala & Tamil mediums. Candidates shall not be allowed to change the medium of language applied at a later occasion.
- (b) Candidate should answer all question papers at the examination in one and the same language.
- (c) Candidates shall be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration for the purpose of

conducting the examination and issuing the results. He/ She shall be liable to be subject to any punishment imposed by the Director General of Sri Lanka Institute of Development Administration if they found to have violated these rules and regulations.

III. *Subjects of the Examination.*— Examination consists of two question papers :

1. Intelligence Test,
2. Subject related Technical Test.

**Note :** If the number of candidates who are eligible to be recruited to Grade III, which is the recruitment Grade, is less than the number of vacancies, the candidates who pass the qualifying examination under 4 (b) above shall be included into Training Grade for the purpose of filling the remaining vacancies.

08. *Syllabus :*

1. Intelligence Test  
Time: one hour - 100 marks  
The paper consists of the questions designed to assess the candidate's capacity in logical and analytical aspects of thinking and his/ her ability in decision making.
2. Subject Related Technical Test  
Time : 03 hours - 100 marks  
The paper consists of questions designed to assess the knowledge on principles of building construction, designing and understanding plans, and method of water supply, drainage systems, and disposal of garbage.

The priority list of candidates who secured 40% or more for each question paper will be prepared in the order of the aggregate of marks secured by them for appointments.

- \* Candidates are required to bring geometrical sets and other necessary tools to the examination center for answering the paper.

09. *Penalty for Furnishing False Information.*— Care should be taken to furnish correct information in filling the application form. If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to during or after the examination, as per the rules and regulations of this examination. If, during any stage, it is found that a candidate has furnished false information he/she will be liable for dismissal from the Public Service. The issue of an admission card to a candidate does not

necessarily mean that he/ she has fulfilled the required qualifications to sit for the examination.

10. *Examination Fee.*— The fee is Rs. 500/-. It can be paid at any branch of Bank of Ceylon to be credited to Account No. 02323278 of Independence Square Branch in favour of "Director General, Sri Lanka Institute of Development Administration." The original of the receipt should be pasted firmly on the relevant cage in the application form. (It is advisable to keep a photocopy of the receipt with the candidate for future reference) Under no circumstance will the examination fee be refunded.

11. *Method of Application :-*

- (a) Application should be prepared using papers of A4 size (21x29 cm) (normal half sheets) in such a manner that,
- Para No. 01-03 appear on the first page and
  - Para No. 04 onwards on the other pages.
  - Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. Further it would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application form perfected by him/ her complies with the specimen given in the examination notice. And otherwise the application shall be rejected. It is essential to mention the name of examination in English language as well, in applications prepared in both Sinhala and Tamil mediums.
- (b) The completed application form for the examination should be sent by Registered Post to reach below mentioned address on or before 03.10.2016 :

Director General,  
Sri Lanka Institute of Development  
Administration,  
No. 28/ 10,  
Malalasekara Mawatha,  
Colombo 07.

The top left-hand corner of the envelope enclosing the application should be marked "Open Competitive Examination for Recruitment to the Post of Technical Officer of Sri Lanka Technological Service for District Secretariats/ Government Agent Offices and Divisional

Secretariats under the Ministry of Home Affairs-2016". Any application received after the closing date will not be accepted.

- (c) It is compulsory for the officers who are already in public service to submit the application certified by the Head of the Department under the Section 12.0 of the application. "The signature of the applicant should be attested in both the application and the admission card for the examination. Any applicant who applies for the examination via any institution, should get his/ her signature attested by his/ her head of the department or delegated officer by the head of the department while and other applicants from a head of government school, a Grama Niladhari of the division, justice of the peace, a commissioner for oath, a lawyer, notary public, a commissioned officer in the three armed forces, or an permanent executive officer from government or provincial public service who draws an annual consolidated salary of Rs. 240,360 or more".
- (d) An SMS will be sent to all the applicants by Sri Lanka Institute Development Administration as soon as the admission cards are issued to the candidates. If the admission card is not received even after one week of such message, information and instruction can be obtained by calling the Examination Division of Sri Lanka Institute of Development Administration on 0115-980236.
- (e) Candidates shall get their signature on the admission card attested in advance and submit to the supervisor of the examination hall on the day of examination. Candidates shall not be allowed to sit for the examination without such admission card.
- (f) Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination.

12. Candidates will be required to submit any of the following documents to the supervisor of the examination hall to prove their identity.

1. National Identity Card issued by the Department of Registration of Persons.
2. A valid Passport.

13. If there is any matter not provided for in these regulations will be dealt with as determined by the Secretary to Ministry of Home Affairs. Candidates shall be

bound by the general rules & regulation pertaining to this examination mentioned in the *Gazette*.

NEIL DE ALWIS,  
Secretary,  
Ministry of Home Affairs.

Ministry of Home Affairs.

### SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE  
POST OF TECHNICAL OFFICER OF SRI LANKA TECHNOLOGICAL  
SERVICE TO BE APPOINTED FOR THE  
SERVICE AT DISTRICT SECRETARIATS/ OFFICES OF THE  
GOVERNMENT AGENTS AND DIVISIONAL SECRETARIATS UNDER  
THE MINISTRY OF HOME AFFAIRS - 2016

(for office use only)

Language Medium :

Sinhala - 2 ☐  
Tamil - 3 ☐

(Indicate the relevant number in the cage)

Grade applied for:

Grade III - 1 ☐  
Training Grade - 2 ☐

(Indicate the relevant number in the cage)

1.0

- 1.1 Name, with initials at the end :\_\_\_\_\_.  
(in English block capitals) Eg. PERERA, A.B.C
- 1.2 Name in full :\_\_\_\_\_.  
(in English block capitals)
- 1.3 Name in full :\_\_\_\_\_.  
(In Sinhala /Tamil)
- 1.4 N.I.C. Number :

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2.0

- 2.1 Permanent address :\_\_\_\_\_.  
(In English block capitals)
- 2.2 Permanent address :\_\_\_\_\_.  
(In Sinhala/Tamil)
- 2.3 Address to which the admission card should be sent :\_\_\_\_\_.  
(In English block capitals)

2.4 Postal Town :\_\_\_\_\_.

(In English block capitals)

2.5 Telephone Number (Mobile) :\_\_\_\_\_.

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

2.6 E-mail Address :\_\_\_\_\_.

3.0

3.1 Gender :

Female - 1 ☐  
Male - 0 ☐

(Indicate relevant number in the cage)

3.2 Date of birth :

Year :     Month :   Date

3.3 Age as at 03.10.2016 :

Years :   Months :   Days :

4.0 Educational qualifications :

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

(i) Year and Month of the Examination :\_\_\_\_\_.

(ii) Index Number :\_\_\_\_\_.

(iii) Results :

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

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

(i) Year and Month of the Examination :\_\_\_\_\_.

(ii) Index Number :\_\_\_\_\_.

(iii) Results :

Subject	Grade
1	
2	
3	
4	

5.0 Technical Qualifications:

Institution	Course followed	Duration	Grade	Certificate No. & Date

6.0 Other Qualifications :\_\_\_\_\_.

7.0 If already in public service :

7.1 Address of Department/Institution :\_\_\_\_\_.

7.2 Present Post :\_\_\_\_\_.

7.3 Period of Service :\_\_\_\_\_.

7.4 Whether the post is permanent & pensionable or temporary :\_\_\_\_\_.

8.0 Have you ever been convicted of any offence in a court of Law? (Indicate ✓ in the Relevant cage) (Indicate particulars, if the answer is yes) :

Yes ☐ No ☐

9.0 Particulars of the receipt obtained for the payment of examination fee:

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

(b) Date :\_\_\_\_\_.

(c) Amount :\_\_\_\_\_.

Receipt is to be affixed here so as not to be detached.

10.0 Candidate's Certificate:

(a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree so suffer any loss that may cause as a result of any information not being completed and/ or any information erroneously being included here. I also state that all sections herein have been correctly filled.

(b) I am aware that if this statement declared by me is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after the appointment.

(c) I hereby agree to abide by all the conditions imposed by Sri Lanka Institute of Development Administration for the purpose of holding this examination.

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

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

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

11.0 Attestation of Applicant's Signature:

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

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

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

Name in full of the Officer, attesting the Signature :\_\_\_\_\_.

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

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

(To be confirmed by official stamp)

12.0 Attestation of the Head of the Department, if the candidate is public officer:-

I hereby submit the application of Mr/Mrs/Miss ..... Further, it is hereby informed that he/she is serving in a permanent/ temporary/ casual post of this Ministry/ Department and he/she can / cannot be released from service, if selected for this post.

\_\_\_\_\_,  
Head of the Department or authorized officer.

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

Name in full of the Officer, attesting :\_\_\_\_\_.

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

Ministry/Department :\_\_\_\_\_.

(To be confirmed by official stamp)

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## MINISTRY OF HOME AFFAIRS

**Open Competitive Examination for Recruitment to the Post of Technical Assistant (Grade III) to be appointed for the service at District Secretariats / Offices of the Government Agent and Divisional Secretariats under the Ministry of Home Affairs - 2016**

APPLICATIONS are hereby invited from the qualified citizens of Sri Lanka for the open competitive examination to be held for recruitments to the above posts.

02. On the results of a written examination conducted by Commissioner General of Examinations, candidates who have fulfilled their qualifications on merit will be selected for appointment to the posts in Grade III of Technical Assistant in District Secretariats/Offices of the Government Agent and Divisional Secretariats under the Ministry of Home Affairs.

03. *Age Limit.*— Candidates should be not less than 18 years and not more than 35 years of age on the closing date of applications. However, the maximum age limit shall not be applicable for the candidates who are already in Public Service or Provincial Public Service. (Accordingly, the applicants who's birthday falls on 03.10.1998 or before or on 03.10.1981 or after shall be qualified to apply in terms of age.)

04. *Educational Qualifications.*— Shall have pass G. C. E. (O/L) in not more than two sittings in six (06) subjects including language or Literature, Mathematics and Science.

05. *Professional Qualifications.*— Shall have possessed National Certificate in Technology (Civil Engineering) at level 5 of NVQ awarded by a Technical / Technological College recognized by the Government along with the above educational qualifications.

06. *Other qualifications :*

- (a) Shall be a citizen of Sri Lanka
- (b) Shall have an excellent moral character

07. *Salary Scale.*— As per (MT 1-2016 A) under Public Administration Circular 03/2016, the salary scale is Rs. 29,840-10x300- 11x350-10x560-10x660- Rs. 48,890 and it will come into effect from 01.01.2020. In accordance with the provisions of Schedule II of this circular, salaries will be paid from the effective date of the appointment. In addition, candidates shall be entitled to other allowances paid by the Government from time to time. The candidates should pass the first efficiency bar examination of Grade II, within 3 years of the appointment to Grade II.

Candidates should pass the first efficiency bar examination before reaching 4th salary increment and proficiency in second official language of the required level should be obtained before the lapse of 05 years from the appointment as per Public Administration Circular No. 01/2014 and the related circulars.

08. *Service Conditions :*

- 1. This post is permanent. Candidates should be bound by the policy decision to be taken by the Government on the pension scheme in future.
- 2. Selected candidates will be attached to District Secretariats/ Officer of the Government Agent

and Divisional Secretariats on the discretion of Secretary, Ministry of Home Affairs.

3. Selected candidates are liable to serve in any part of the Island.

4. Selected candidates will be subjected to a probation period of three years. If the Candidates is a confirmed officer in Public Service he/she will be subjected to an acting period of one year.

5. Selected candidates are bound by provisions indicated in Establishments Code and Financial Regulations and provisions of Public Administration Circular orders issued from time to time by the Government and instructions issued by the Department.

09. (i) *Method of recruitment :*

This examination will be held only in Colombo by Commissioner General of Examinations in December, 2016.

(ii) *Scheme of Examination :*

- (a) Examination will be held only in Sinhala & Tamil mediums. It is not allowed to change the medium of language applied by the candidates consequently.
- (b) Candidates should answer all question papers at the examination in one and the same language.
- (c) Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination for the purpose of conducting the examination and issuing the results. Candidates shall be liable to be subjected to any punishment imposed by Commissioner General of Examination for violation of these rules and regulations.

(iii) *Subjects of the examination :*

Examination will consist of two question papers.

- (1) Intelligence Test
- (2) Question Paper on Technology

10. *Syllabus :*

- 1. Intelligence Test  
Time - 1 hour  
Total Marks - 100  
This paper consists of 50 questions designed to assess and decide the candidates capacity

for critical reasoning and analytical power of thinking. The question paper consists of multiple choice question and short answer type questions and the candidates should answer all questions.

2. Question Paper on Technology

Time - 3 hour

Total Marks - 100

This paper consists of questions designed to assess the candidates knowledge on principles of building construction, designing and understanding plans, water supply, drainage systems, and disposal of garbage. Candidates should answer all questions.

- 12.2 By selecting the candidates who have secured 40% or more marks for each paper, a priority list for recruitment shall be prepared in the order of aggregate of marks for each paper.

\* Candidates are required to bring geometrical sets and other necessary tools to the examination centre for answering the paper

11. *Penalty for Furnishing False Information.*— Care should be taken to furnish correct information in filling the application form. If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to during or after the examination, as per the rules and regulations of this Examination. If, during any stage, it is found that a candidate has furnished false information he/she will be liable for dismissal from the Public Service. The issue of an admission card to a candidate does not necessarily mean that he/she has fulfilled the required qualifications to sit for the examination.

12. (i) *Examination Fee.*— Examination fee is Rs. 500. it should be paid at any Post Office/ Sub Post Office to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt issued by the Post Office /Sub Post office should be affixed securely to the relevant cage in the application form so as not to be detached. (It is advisable to keep a photocopy of the receipt with the candidate for future reference) Under no circumstance will the fee be refunded. Money order or stamps will not be accepted as examination fees.

- (ii) *Examination Results.*— Of the candidates who sat for the this examination a list of candidates who have fulfilled the qualifications as per the para 10.2 of this notification, shall be provided

to the Secretary, Ministry of Home Affairs. The results of the examination shall be either sent personally to each applicant who sat for the examination or shall be posted on the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

13. *Method of Application :-*

- (a) Applications should be prepared using papers of A4 size (21x29 cm) (normal half sheets) in such a way that,

(i) Para 01 - 03 appear on the first page and

(ii) Para No: 04 onwards on the rest of the pages.

(iii) Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. Further it would be advisable to keep a photocopy of the completed application form. Care should be taken by the candidate so as to make sure that the application form perfected by him/her complies with the specimen given in the examination notice. Otherwise, the applications shall be rejected. It is essential to mention the name of examination in the heading in English language as well, in applications prepared in both Sinhala and Tamil mediums.

- (b) The completed application form for the examination should be sent by Registered Post to reach below mentioned address on or before 03rd of October 2016 :

Commissioner - General of Examination  
Organization and Foreign Examination Branch  
Department of Examinations  
P.O. Box 1503, Colombo.

The top left-hand corner of the envelope enclosing the application should be marked "Recruitment to the Post of Technical Assistant (Grade III) in the Ministry of Home Affairs - 2016". Any application received after the closing date will not be accepted.

- (c) It is compulsory for the officers who are already in public service to submit the application certified by the Head of the Department under the Section 12.0 of the application. "The candidate's signature in both the application and the admission card should have been certified. An applicant who apply

for this post from any institution should get his/her signature certified by his/her head of the department or a delegated officer by the said department head and other applicants from a head of a government school, a Grama Niladhari of the division, justice of the peace, a Commissioner for Oaths, a Lawyer, Notary Public, a Commissioned Officer in the three Armed Forces, or an permanent executive officer from government or provincial public service who draws an annual consolidated salary of more than Rs. 240,360.

- (d) The Commissioner General of Examinations will issue the admission card for those applicants within the stipulated age limit and have paid the relevant examination fee and submitted the correctly filled applications along with the relevant receipt, on or before the closing date of applications. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received at least 5 days before the scheduled date of examination in the advertisement, steps should be taken to notify the Organization and Foreign Examination Branch of the Department of Examinations in the manner specified in the advertisement. In making such inquiry the candidate should clearly mention the name of the examination applied, full name of the applicant, National Identity Card Number and the address, if the applicant is resident outside Colombo, it would be advisable to send a letter of request *via* fax to the number indicated in the notice, along with the above details and also indicating a fax number of applicant to which the admission card could be sent. It is also useful to keep photocopies of the application form and the receipt kept at your possession and the receipt of the postal registration ready in hand.

- (e) Candidates shall get their signature on the admission card certified in advance and surrender to the supervisor of the examination hall on the date of examination. Candidates shall not be allowed to sit for the examination without such admission card.
- (f) Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination.

14. Candidates will be required to surrender any of the following documents to the supervisor of the examination hall to prove their identity,

- (i) National Identity Card issued by the Department of Registration of Persons,
- (ii) A valid passport.

15. Any matter not provided for in these regulations will be dealt with as determined by the Secretary to Ministry of Home Affairs. Candidates shall be bound by the general rules and regulations pertaining to this examination mentioned in the *Gazette*.

16. "If it appears that there is any inconsistency or discordance between language texts in this notification, which is published in Sinhala, Tamil and English mediums, on such occasion action will be taken in accordance with the notification in Sinhala medium".

NEIL DE ALWIS,  
Secretary,  
Ministry of Home Affairs.

Ministry of Home Affairs.  
15th of August, 2016.

### SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE  
POST OF TECHNICAL ASSISTANT (GRADE III) TO BE APPOINTED  
FOR THE SERVICE AT DISTRICT SECRETARIATS/ OFFICES OF  
GOVERNMENT AGENT AND DIVISIONAL SECRETARIATS UNDER  
THE MINISTRY OF HOME AFFAIRS - 2016

(for office use only)

Language Medium :

Sinhala - 2 ☐  
Tamil - 3 ☐

(Indicate the relevant number in the cage)

1.0

- 1.1 Name in full (in English block capitals) :———. (Eg. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name, with initials at the end :———. (in English block capital) (Eg. GUNAWARDHANA, H. M. S. K.)

## 5.0 Technical Qualifications:

<i>Institution</i>	<i>Course followed</i>	<i>Duration</i>	<i>Pass</i>	<i>Certificate No. &amp; Date</i>

6.0 Other Qualifications :\_\_\_\_\_.

[illegible]

7.0 If already in public service :

7.1 Address of Department/Institution :\_\_\_\_\_.

7.2 Present Post :\_\_\_\_\_.

7.3 Period of Service :\_\_\_\_\_.

7.4 Whether the post is permanent & pensionable or temporary :\_\_\_\_\_.

8.0 Have you ever been convicted of any offence in a Court of Law? (Indicate ✓ in the Relevant cage)  
(Indicate particulars, if the answer is yes) :

Yes ☐ No ☐

9.0 Particulars of the receipt obtained for the examination fee:

(i) Office to which the payment was made :———.

(ii) Number and the date of the receipt :\_\_\_\_\_.

(iii) Amount :\_\_\_\_\_.

Receipt is to be affixed here so as not to be detached.

(Indicate relevant number in the cage)

### 10.0 Candidate's Certificate:

Year : 

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 Month : 

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 Date : 

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### 3.3 Age as at 03.10.2016 :

Years : 



 Months : 



 Days :

#### 4.0 Educational qualifications :

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

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

(ii) Index Number :\_\_\_\_\_.

(iii) Results :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1		2	
3		4	
5		6	
7		8	
9		10	

## 4.2 Particulars of G.C.E (A/L) Examination

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

(ii) Index Number :\_\_\_\_\_.

(iii) Results :

<i>Subject</i>	<i>Grade</i>
1	
2	
3	
4	

Receipt is to be affixed here so as not to be detached.

(a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree so suffer any loss that may cause as a result of any information not being completed and/ or any information erroneously being included here. I also state that all sections herein have been correctly filled.

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

(c) I here by agree to abide by all the conditions imposed by the Commissioner General of Examination for the purpose of holding this examination.



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

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

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

11.0 Attestation of Applicant's Signature :

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

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

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

Name in full of the Officer, attesting the Signature :\_\_\_\_\_.

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

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

(To be confirmed by official stamp)

12.0 Attestation of the Head of the Department, if the candidate is a public officer:-

I hereby submit the application of Mr/Mrs/Miss ..... Further, it is hereby informed that he/she is serving in a permanent/ temporary/ casual post of this Ministry/ Department and he/she can / cannot be released from service, if selected for this post.

\_\_\_\_\_,  
Head of the Department or authorized officer.

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

Name in full of the Officer, attesting :\_\_\_\_\_.

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

Ministry/Department :\_\_\_\_\_.

(To be confirmed by official stamp)

09-186

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

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

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

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

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

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

**\*Annual Subscription Rates and Postage**

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

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

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

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

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

### IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

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

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

**The Government Printer does not accept payments of subscription for the Government *Gazette*.**

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

#### THE SCHEDULE

<i>Month</i>	<i>Date of Publication</i>	<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>
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#### 2016

<b>September</b>	02.09.2016	Friday	—	19.08.2016	Friday	12 noon
	09.09.2016	Friday	—	26.08.2016	Friday	12 noon
	15.09.2016	Thursday	—	02.09.2016	Friday	12 noon
	23.09.2016	Friday	—	09.09.2016	Friday	12 noon
	30.09.2016	Friday	—	15.09.2016	Thursday	12 noon
<b>October</b>	07.10.2016	Friday	—	23.09.2016	Friday	12 noon
	14.10.2016	Friday	—	30.09.2016	Friday	12 noon
	21.10.2016	Friday	—	07.10.2016	Friday	12 noon
	28.10.2016	Friday	—	14.10.2016	Friday	12 noon
<b>November</b>	04.11.2016	Friday	—	21.10.2016	Friday	12 noon
	11.11.2016	Friday	—	28.10.2016	Friday	12 noon
	18.11.2016	Friday	—	04.11.2016	Friday	12 noon
	25.11.2016	Friday	—	11.11.2016	Friday	12 noon

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

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