

N. B.— Part III of the Gazette No. 2,105 of 04.01.2019 was not published.

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

අංක 2,106 – 2019 ජනවාරි මස 11 වැනි සිකුරාදා – 2019.01.11

No. 2,106 – FRIDAY, JANUARY 11, 2019

(Published by Authority)

### PART I: SECTION (IIA) – ADVERTISING

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

	PAGE	PAGE
Post - Vacant ... ..	58	Examinations, Results of Examinations &c. ... 63

#### 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 01st February, 2019 should reach Government Press on or before 12.00 noon on 18th January, 2019.

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

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

GANGANI LIYANAGE,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
01st January, 2018.

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



**1. General Qualifications required :**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4. Terms of Engagement :**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### PUBLIC SERVICE COMMISSION

#### Ministry of Highways and Road Development and Petroleum Resources Development

#### RECRUITMENT TO THE POST OF LEGAL OFFICER (EXECUTIVE GRADE III) ON OPEN BASIS

APPLICATIONS are called from Citizens of Sri Lanka with qualifications specified in this notification to fill a vacancy in the post of Legal Officer of the Ministry of Highways and Road Development and Petroleum Resources Development.

01. *Method of recruitment.*— Applicants who obtained maximum marks from a structured interview conducted by an interview board appointed by Public Service Commission out of applicants who have completed qualifications specified in the notification will be recruited to fill the existing vacancy. Structured interview will be held in conformity with the marking scheme (under No. 06) approved by public Service Commission.

#### 02. *Qualifications :*

##### I. *Educational / Professional Qualifications :*

Should have possessed a degree in Law from a university recognized by University Grant Commission or having talking oath as a lawyer of the Supreme Court.

##### II. *Experience :*

Should have an active professional service period not less than three (03) years after talking oath as an attorney at law. (Duration, date and official seal should be clearly indicated in the documents to be submitted to the Board of Interview to support the active professional Experience)

##### III. *Physical Qualifications :*

Every applicant should be physically and mentally fit to serve in any part of the island and to perform duties of the post.

##### IV. *Other Qualifications :*

- Should be a citizen of Sri Lanka
- Should be of excellent character

- No person who is ordained in any religious order is eligible to apply for this.

- Requisite qualifications for post should have been completed in every aspect as at the closing date. (Copies of the documents to be submitted to support qualifications, should be submitted along with the application)

#### 03. Service occupying conditions and service conditions :

I. This post is permanent. You will be subject to any policy decision that will be taking by the government on your pension scheme. Further, you shall contribute for the Widows / Widowers' and Orphans' Pension scheme. You should make contribution time to time as ordered by the Government.

II. This appointment will be subject to a probation period of three (03) years. Officers should pass the first efficiency bar examination within three years of the appointment.

III. Every Officer should obtain the proficiency in the other official Language in addition to be language through which they entered in to the service before exceeding five years from the appointment and the officers who have been required in medium other than an official language should obtain required proficiency in official languages within their probationary period as per the provisions of Public Administrative Circular 01/2014 and dated 21.01.2014 and circulars incidental thereto.

IV. This appointment is also subject to the Procedural rules of Public Service Commission, Financial regulations, provisions of Establishment Code, and other Department orders.

04. *Age Limit.*— The applicant should not be less than 21 years and not more than 45 years of age.

05. *Salary Scale.*— Monthly Salary Scale - Rs. 47,615 - 10x1335 - 8x1630 - 17x2170 - Rs. 110,895/- (Salary segment is SL - 1 - 2016 of P. A. C. No. 03.2016 and dated 25.02.2016. Salaries will be paid in terms of the schedule II of the provisions of this circular.)

06. Marking scheme for the structural interview.

Serial No.	Subject	Marks	Maximum Marks
01.	<b>Additional Educational Qualifications</b> Degree in Law from recognized university <ul style="list-style-type: none"> <li>– First Class</li> <li>– Second Class (Upper)</li> <li>– Second Class (Lower)</li> </ul> First Class in the final year of Law Collage Second Class in the final year Law Collage <i>Note</i> - 10 Marks Should be given only for passing the final exam with Honors. (Marks will be given only for the maximum qualifications. Either for the degree (L. L.B.) or (Law Collage qualification)	20 15 10  15 10	20
02.	<b>Professional Qualifications and Experience</b> <b>I. Professional Qualifications</b> Post Graduate Diploma in relevant field or Post Graduate Diploma in law issued by an institute recognized by the University Grants Commission (05 marks per Diploma) Diploma of not less than six months in relevant field offered by an institute recognized by the government. (03 marks per Diploma)  Certificate course of not less than three months in relevant field offered by an institute recognizes by the government (02 marks per certificate course)		15
	<b>II. Additional Experience</b> Experience as Attorney at Law in Government or privet sector. Maximum 30 marks - five marks per year Not less than six months and not more than one year - 02 marks  (Except three years of service period engaged in service as an Attorney at Law, to acquire basic qualifications.)  (Additional experience should be confirmed by a certificate issued by an Attorney at Law or President's counsel or judge with a service period not less than 20 years)  (When supporting additional experience by the Head of the Institutions for the Officers in Public or Private Sector who completed qualifications under 02 II, should do so by issuing service certificate)		30
03.	<b>Proficiency Information Technology</b>  Should have possessed a degree in information Technology as a main subject from a university recognized by University Grants Commission. A diploma on information technology not less than one (01) year or 1500 hours from a Government recognized institute. A certificate course on information technology from a government recognize institute 06 months / 720 hours 3 months / 360 hours (Marks are given only for the maximum qualification)	15 10 07 05	15

Serial No.	Subject	Marks	Maximum Marks
04.	<b>Proficiency in English Language</b>  Post graduate / degree / Post LLB degree / LLB degree studied in English medium. (All relevant question paper should be answered in English medium) English Language Diploma from a university recognize by University Grants Commission or an institution recognized by the government. (01 year or 1500 hrs.)  English Language Certificate course from a university recognized by University Grants Commission or an institution recognized by the Government. 06 months / 720 hours 3 months / 360 hours (Marks are given only for the maximum qualification)	15  10  07 05	15
05.	<b>Marks to given at the interview for skills</b>		05
	<b>Total Marks</b>		100

07. *Identity of candidate.*– Only the applicants who have submitted completed applications in every aspect will be called for the structured interview. Original copies of all certificates and duly certified copies of them should be submitted at the interview. Any of the following documents will be accepted to confirmed the identity at the interview :

- I. National Identity card issued by the Department of Registration of Persons ;
- II. Valid passport.

08. *Method of Application :*

- I. Applications should be sent by registered post to reach the following address on or before 11.02.2019 to the following address. Applications received after the due date will be rejected.

Secretary,  
Ministry of Highways and Road Development and Petroleum Resources Development,  
Maganeguma Maha Medura,  
No. 216, Denzil Kobbekaduwa Mawatha,  
Koswatta,  
Battaramulla.

- II. A specimen application is given at the end of the of this notification. Applicants should prepare their applications using A4 size papers as No. 01 to No. 08 in first page, No. 09 to 12 in the second page and the balance portion in the third page in applicant's own hand writing.
- III. "Application for the post of Legal Officer" Should be mentioned at the top left corner of the envelope enclosing the application.
- IV. The signature of the applicant should be attested by the Principal of a Government School / Justice of the Peace / a Commissioner Oaths / Attorney at Law / Notary Public / a Commissioned Officer of three armed forces or an officer holding a permanent post in public drawing a consolidated monthly salary of Rs. 47,615/- or above.
- V. Candidates who are already in the Public or Provincial Public Service , Should forward their applications through the respective Heads of their Departments in which they are serving at present.

VI. Candidates who are already in the Public or Provincial Public Service, Should forward their applications through the respective Heads of their Departments in which they are serving at present.

VII. The applications which are not confirmed to the prescribed specimen application will be rejected. No complains will be admitted on loss or delay of applications.

09. *Furnishing false particulars.* – If any of the particulars furnished by you are found to be false or erroneous before the recruitment, your candidature will be cancelled. In case such falsehood or error is detected after the recruitment, action will be taken to discontinue your service, subject to relevant disciplinary actions being taken.

10. Right of filling or not filling the vacancies is vested in the Public Services Commission.

11. The notice on Dinamina, Daily News and Thinakaran on 27th August 2018 calling applications for the post of Legal Officer for this Ministry is hereby cancelled.

On order of the Public Service Commission,

Secretary,  
Ministry of Highways and Road Development  
and Petroleum Resources Development,  
Battaramulla.

02nd January, 2019.

SPECIMEN APPLICATION FORM

RECRUITMENT TO THE POST OF LEGAL OFFICER VACANT IN  
THE MINISTRY OF HIGHWAYS AND ROAD DEVELOPMENT AND  
PETROLEUM RESOURCES DEVELOPMENT

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

01. Name with Initials : (Mr. / Mrs. / Miss.) :

In Sinhala : .....

In English : .....

1.1 Names denoted by the initials : .....  
(In legible letters)

In Sinhala : .....

In English : .....

02. National Identity Card No. : .....

03. Date of Birth :  
Year : ....., Month : ....., Date : .....

04. Gender :  
(Male - M, Female - F) ☐

05. Permanent Address (write legible letters) : .....

06. Telephone Number : Fixed : .....  
Mobile : .....

07. Education Qualifications :

07.1 Details of the G. C. E. (A/L) Examination :

Subject	Grade

07.2 Qualifications related to the post :

Relevant Qualification	Name of the Institution from which the Qualification is obtained	Date of Validity

07.3 Extra Qualifications : .....

08. Experience :

I. Period of Service as a lawyer in Supreme Court  
: .....

09. Have you ever been found guilty by a Court of Law ?  
: ....., Yes / No

09.1 If Yes, give details on that :\_\_\_\_\_.

09.2 Names of the non related referees :

- |                 |                 |
|-----------------|-----------------|
| 1. Name:        | 2. Name:        |
| Designation :   | Designation :   |
| Address :       | Address :       |
| Telephone No. : | Telephone No. : |

10. Applicant's Declaration :

- (a) I declare that the particulars furnished by me in this application are true and correct to the best of my knowledge.
- (b) I am aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal, if detected after appointment.
- (c) I will not change any information given herein, later.

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

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

11. Attestation of the applicant's signature :

I hereby certify that ..... who submits this application is known to me personally, that he / she placed his/her signature in my presence on ..... subject to the paragraph 10 above.

\_\_\_\_\_,  
Signature of the Attester.

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

Name of the attester :\_\_\_\_\_;

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

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

(To be certified by placing the official stamp)

12. Attesting of the Head of Institution (only for applicant who are in public service / provincial public service/ state corporations) :

12.1 According to the personal file of the officer, working history of previous five years, behaviour, and attendance are satisfactory / unsatisfactory. All salary increments have been earned / have not been earned. This officer has / has not been subjected to any disciplinary punishment.

12.2 If this officer is selected for the applied post, he / she can be released from current post. I recommend / do not recommend the application.

\_\_\_\_\_,  
Signature and Seal of Head of the Department.

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

**Note.** - Attestation of the Signature of the applicant : The signature of the applicants who are already in the Public or Provincial Public Service., Should be attested by the respective Head of the Department or an officer authorized to do so on behalf of him. The signatures of other applicants should be attested by a Justice of the Peace, Commissioner for Oath, Attorney - at - Law, Notary Public, Principal of a Government School, Commissioned Officer of Three Armed officer, or an officer holding a staff Grade Permanent Post in Public Service or Provincial Public Service whose annual salary is not less than Rs. 240,360, Chief incumbent of a Buddhist Temple or Nayake Thero, a Priest of other religion who bears Considerable status, or An officer holding a *Gazetted* Post in the Police Service.



## Examinations, Results of Examinations & c.

### Amendment

#### MINISTRY OF SKILLS DEVELOPMENT AND VOCATIONAL TRAINING

##### Department of Technical Education and Training

#### ADMISSION OF STUDENTS TO DIPLOMA LEVEL COURSES (NVQ 5/6) CONDUCTED AT COLLEGES OF TECHNOLOGY / TECHNICAL COLLEGES - 2019

THIS refers to the *Gazette* Notification No. 2,103 published on 21.12.2018 regarding the recruitment of students to the Colleges of Technology and Technical Colleges under the Department of Technical Education and Training for the Academic Year 2019.

02. It is informed that the course details included for the Gampaha Technical College in the above *Gazette* notification has been amended as follows and applications should be submitted to the Principal, Technical College Gampaha on or before 25.01.2019.

03. Further, the entry qualifications for National Diploma in Agriculture Production Technology should be amended as indicated below.

P. N. K. MALALASEKARA,  
Director General,  
Department of Technical Education and Training.

P. O. Box 557,  
Olcott Mawatha,  
Colombo 10.  
www.dtet.gov.lk

Serial No.	Course Code No.	Name of the Course	Colleges of Technology / Technical Colleges	Admission Qualifications
				<b>Full Time Courses</b> <i>Age should be between 17 and 29 years</i> <b>Part Time Courses</b> <i>Age should be more than 17 years</i>
01	ETB 07	National Diploma in Automobile Technology  <b>NVQ Level 5</b>  Full Time Day Course 1 1/2 Years  (Includes a Foundation Course)  (This Course includes Study on proper functioning and maintenance of Automobile, two stroke and four stroke engine operating systems and other Sub-systems related to them)	<u><b>English Medium</b></u>  Gampaha	<ul style="list-style-type: none"> <li>o Automobile Mechanic</li> <li>o Automobile Electrician</li> <li>o Automobile painter</li> <li>o Motor Cycle Mechanic and Three - Wheeler Mechanic</li> <li>o Three - Wheeler Mechanic</li> </ul> Should have obtained NVQ Level 3/4 certificate for one of the above courses.  <i>or</i> Passed minimum in 3 Subjects at G.C.E. (A/L) in Engineering Technology/Mathematics / Science. (Preference will be given to those who have followed G.C.E. (A/L) in Engineering Technology Stream.);  <i>or</i> Should have passed in three (03) subjects at G.C.E. (A/L) Arts stream with a credit pass for Mechanical Technology under Hard Technology.

<i>Serial No.</i>	<i>Course Code No.</i>	<i>Name of the Course</i>	<i>Colleges of Technology / Technical Colleges</i>	<i>Admission Qualifications</i>
				<p><b>Full Time Courses</b> Age should be between 17 and 29 years</p> <p><b>Part Time Courses</b> Age should be more than 17 years</p>
02	ETA 24	<p>National Diploma in Electronic Technology</p> <p><b>NVQ Level 5 and 6 Combined</b></p> <p>Full Time Day Course 2 1/2 Years</p> <p>(Includes a Foundation Course)</p>	<p><b>English Medium</b></p> <p>Gampaha</p>	<p>Should have followed a NVQ Level 3/4 course in relevant field, conducted at any of the government approved training institute.</p> <p>or</p> <p>Passed minimum in 03 subjects at G.C.E. (A/L) in Engineering Technology / Mathematics / Science.</p>
03	ETA 19	<p>National Diploma in Agricultural Production Technology</p> <p><b>NVQ Level 5 and 6 Combined</b></p> <p>Full Time Day 2 1/2 Years</p> <p>(Includes a Foundation Course)</p> <p>(This Course includes nursery farm, establishment activities, primary Processing of livestock, Production, agricultural products and agronomic practices of plantation crops, field crops.)</p>	<p><b>English Medium</b></p> <p><u>Kuliyapitiya</u></p> <p><u>Dambulla</u></p> <p><u>Sammanthurai</u></p>	<ul style="list-style-type: none"> <li>Plant Nursery Development Assistant</li> <li>Field Assistant (Agriculture)</li> </ul> <p>Should have obtained NVQ Level 3/4 certificate for one of the above courses ;</p> <p><b>with</b></p> <p>Should have passed in Six (06) subjects at G.C.E. (O/L) including Agriculture in one (01) sitting with four (04) credit passes for any four (04) of the following subjects.</p> <p>First Language, Mathematics, Science and Social Studies or one (01) of the following subjects :</p> <p>Agriculture, Horticulture, Animal Husbandry, Food Technology, Fresh Water (Inland) Bio Resource Technology, Oceanic (Marine) Bio Resource Technology.</p> <p><b>or</b></p> <p>Should have passed in three (03) subjects at G.C.E. (A/L) Technology / Science Streams.</p> <p>(Preference will be given to students who have studied Agriculture in Technology Stream)</p> <p><b>or</b></p> <p>Should have passed in three (03) subjects at G.C.E. (A/L) with a credit pass for Agro Technology under Soft Technology or Mechanical Technology under Head Technology.</p>

# TELECOMMUNICATIONS REGULATORY COMMISSION OF SRI LANKA (TRCSL)

## Examination for the Issue of Amateur Radio Operator's License by the TRCSL - 2019

### 1. CATEGORIES of Amateur Radio Operator's License :

- (a) Amateur Radio Operator's Advanced Class License,
- (b) Amateur Radio Operator's General Class License,
- (c) Amateur Radio Operator's Novice Class License.

2. *Minimum Entry Requirements.*— Every candidate entering for the examination must be fourteen (14) years of age or over on the closing date of applications.

### 3. Scheme of Examination :

- (a) *Advance Class.*— The examination consists of two parts :

Part 1:- Two (2) compulsory written papers to be undertaken at one sitting :

*Paper I* - Advance Electrical Technology and Radio Communications (3 hours) ;  
*Paper II* - Licensing Conditions, Operating Practices and Procedures (2 hours).

Part 2 :- Practical Morse Code Test(05 words per minute).

- (b) *General Class.*— The examination consists of two parts. Two (2) compulsory written papers to be undertaken at one sitting :

*Paper I* - Fundamentals of Electricity and Radio Communications (2 hours) ;

*Paper II* - Licensing Conditions, Operating Practices and Procedures (1 hour).

- (c) *Novice Class.*— The examination consists of two parts. Two (2) compulsory written papers to be undertaken at one sitting :

*Paper I* - Basic Electricity, Radio and Electronic Theory (2 hours) ;

*Paper II* - Licensing Conditions, Operating Practices and Procedures (1 hour).

4. *Conditions of Examinations.*— The following conditions shall apply to all categories of Amateur Radio License Examinations :

- (i) To pass the examination, the candidates should pass all papers of the examination.
- (ii) Candidates must pass the two (2) written papers of the examination at the same sitting.
- (iii) Only those candidates who pass Part 1 of the examination will be allowed to appear for Part 2 (Morse test) in case of Advanced class.

5. *Medium of Examination.*— The examination will be conducted in English Medium only.

6. *Examination Fees.*— Applicants who conform to the requirements of the examination are required to remit the examination fees mentioned in this notification to the "Telecommunications Regulatory Commission of Sri Lanka". If further information in this regard is required, the applicants are requested to write to the TRCSL.

The examination fee is payable either by a money order or a pay order/draft from any Bank drawn in the name of the "Telecommunications Regulatory Commission of Sri Lanka". The entry form must be sent by recorded delivery on registered post or delivered by hand. Official receipts must be retained as TRCSL will not consider any claim that form has been overlooked or lost unless proof of posting of delivery is produced.

Fees are not refundable or cannot be transferred from one examination to another at a later date. Any candidate who withdraws his application or cannot appear for the examination due to any reason whatsoever will be required to pay approximate examination fee for any subsequent entry.

Category of Examination	Fee for Part 1	Fee for Part 2
Advance Class	276.00	138.00
General Class	138.00	-
Novice Class	138.00	-

**Note.**— Plus all Government Taxes and Lavy.

7. *Closing Date of Application.*— The examination will be held once a year. The date of examination will be informed by the Commissioner of Examinations. Applications must be made on the appropriate entry form obtained from the

under mentioned office, completed, and submitted to the address given below on or before the closing date mentioned below :-

Director General,  
TRCSL,  
No. 276, Elvitigala Mawatha,  
Colombo 08.

*Category of License      Last Date of Entry*

Advanced Class	}	31.01.2019
General Class		
Novice Class		

8. *Attestation.*— Candidate's signature must be attested by one of the following :

A Justice of Peace, Commissioner of Oaths, an Attorney-at-Law and Notary Public, Commissioned Officer of the Army, Navy or Air Force, *Gazetted* Officer of the Police, a person holding a permanent post in the State Service drawing a consolidated salary of not less than Rs. 493,920 per annum. All other applications will be rejected.

9. *Identification of Candidates.*— A candidate will be required to prove his/her identity in the examination and for this purpose any of the following documents will be accepted :

- (a) A valid Identity Card issued by the Postmaster - General ;
- (b) A valid Passport ;
- (c) An Identity Card issued by the Department of Registration of Persons.

All candidates are required to act in conformity with the Provisions of the Examination Act, No.25 of 1968.

Any matters which has not been provided for under these Rules and Regulations will be settled at the discretion of the Director-general of Telecommunications.

Director General,  
TRCSL.

No. 276, Elvitigala Mawatha,  
Colombo 08,  
01st January, 2019.

01-332

## JUDICIAL SERVICE COMMISSION

### Open Competitive Examination for Recruitment to Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/ English) Grade III of Court Management Assistants' Service in the Scheduled Public Officers' Service - 2018

01. IN terms of provisions set out in the Scheduled Public Officers' Service Minute published in Extraordinary *Gazette* bearing No.2088/26 dated 11.09.2018 applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for recruitment to Court Interpreter Grade III of Court Management Assistants' Service of the Scheduled Public Officers' Service.

It is hereby notified that this examination will be held in Colombo by the Secretary, Judicial Service Commission. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

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

2.1 A selected applicant shall be appointed to Court Interpreter Grade III of the Court Management Assistants' Service subject to general conditions governing the appointments in Public Service, terms and conditions set out by the Scheduled Public Officers' Service Minute published by the *Extraordinary Gazette* of Democratic Socialist Republic of Sri Lanka No. 2088/26 dated 11.09.2018, amendments already made and will be made thereto in due course to the said Service Minute, provisions of the Establishments Code and Financial Regulations.

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

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

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

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

05. *Qualifications.*– Shall have completed following qualifications to be recruited to Court Interpreter Grade III of Court Management Assistants' Service in the Scheduled Public Officers' Service.

- (a) Be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 32 years of age on the closing date of applications.
- (c) Be a person of excellent moral character.
- (d) All the applicants recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to serve in any part of the Island and to perform the duties of the post.
- (e) Should have fulfilled following educational qualifications :
  - (I) Shall have passed six (06) subjects with credit passes for four (04) subjects with Mathematics and two (02) subjects from the subjects Sinhala, Tamil, English Language/ English Literature at the G.C.E. (Ordinary Level) Examination at one sitting,
  - and*
  - (II) Shall have passed all the subjects in G.C.E. (Advanced Level) Examination at one sitting. (Except the Common General Test

and General English) (Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.)

(III) Knowledge in other international languages will be an added qualification.

**N.B.** – It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 11th January, 2019 or prior to said date.

06. *Scheme of examination :-*

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

The examination consists of three (03) question papers.

	<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01	Language Proficiency	100	40
02	Aptitude	100	40
03	Translation	100	*

(\* Judicial Service Commission may determine the minimum marks required to pass the subject 'Translation' taking the number of vacancies into consideration.)

#### **Syllabus of the Examination :**

01. *Language Proficiency* .– This question paper may consist of subject related questions designed to test the applicant's ability of expression, comprehension, spellings, language and essay, drafting letters, making graphs and tables based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.
02. *Aptitude.*– The paper may consist of subject related questions designed to test the applicant's skill at numbers, power of critical reasoning and general intelligence.
03. *Translation :*  
Sinhala into English Language  
English into Sinhala Language

Sinhala into Tamil Language  
Tamil into Sinhala Language

Tamil into English Language  
English into Tamil Language

**Note.**– In all written answer scripts, marks will be deducted for illegible handwriting. These papers will consist of multiple choice questions, short questions, questions on structured essays, essays and /or practical questions.

(Applicant should select the ‘Translation’ question paper relevant to the category he/she is applying. This paper is designed to test the aptitude and ability of the applicant to perform his/her official duties.)

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

**Examination results.**– Issuance of results to the applicants will be made by the Secretary of the Judicial Service Commission by post.

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

09. **Examination fees.**– The examination fee is Rs.400. The receipt obtained by paying said amount to People’s Bank, Dam Street Branch to the credit of the account of ‘**Secretary, Judicial Service Commission**’ No:297100199025039 should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

#### 10. Method of applying :

(a) Applications should be prepared in compliance with the specimen application form annexed to

this notification using both sides of the paper of size 8 ½” x 12” (A 4) and it should be completed in applicant’s own handwriting. Computerized /Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form) It is the responsibility of the applicant to make sure that the application form perfected by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

(b) Application should be prepared in the language medium in which the applicant wishes to sit for the examination .

(c) Applications duly perfected should be sent by registered post to reach the address “Secretary, Judicial Service Commission Secretariat, Colombo 12.” on or before 11th February, 2019.

The words “**Open Competitive Examination for recruitment to Court Interpreter (Sinhala/ Tamil) (Sinhala/English) (Tamil/ English) Grade III of Court Management Assistants’ Service in the Scheduled Public Officers’ Service - 2018**” should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received after the due date will be rejected.

(d) Applicants’ signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner of Oaths, an Attorney at – Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in the Public Service whose annual salary is Rs.240,360 or above.

(e) Applicants who are already in Government service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.

(f) Applications which have not been duly completed in every respect will be rejected. No complains regarding applications lost or delayed in the post will be entertained.

11. *Admission to the examination* – If the admission card is not received, steps should be taken to notify the Judicial Service Commission Secretariat in the manner specified in the advertisement. Here it would be advised to inquire from the Judicial Service Commission Secretariat with keeping the copy of the application form, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application in hand and mentioning the name of the examination applied for, full name of the applicant, NIC No. and address. It would be advisable for candidates outside Colombo to fax a letter of request consisting of your above mentioned details and a fax number, to the fax number (0112 421 206 or 0112 446 111) for sending a copy of the admission.

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

- (a) National Identity Card issued by the Department of Registration of Persons
- (b) A valid Passport

13. *Sitting for the examination* :

- (a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card relevant to the examination centre attested and present it to the head of the examination hall on the first day they sit the examination. A set of rules to be observed by all applicants is published at the beginning of this Gazette. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.

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

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

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

By order of the Judicial Service Commission,

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

Judicial Service Commission Secretariat,  
Colombo 12,  
04th January 2019.

#### SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO COURT  
INTERPRETER (SINHALA/TAMIL) (SINHALA/ENGLISH) (TAMIL/  
ENGLISH) GRADE III OF COURT MANAGEMENT ASSISTANTS'  
SERVICE IN THE SCHEDULED PUBLIC OFFICERS'  
SERVICE - 2018

(For office use only)

01. Medium :

Language medium of examination:

Sinhala - 1

Tamil - 2

English - 3

(Indicate the correct number in the cage)

02. Personal details :

2.1 Last name with initials Mr/Mrs /Miss :\_\_\_\_\_.

(In English block capitals)

**Eg : SIRIWARDANA, A.P.K.**

2.2 Name in full :\_\_\_\_\_.

(In English block capitals)

2.3 Name in full :\_\_\_\_\_.

(In Sinhala / Tamil)

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

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

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



(c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.

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

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

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

10. Attestation of applicants' signature :

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

\_\_\_\_\_,  
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)

*Certification of the Head of Department*

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

\_\_\_\_\_,  
Signature of the Head of Department.  
Official Stamp.

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

01-500/1

**JUDICIAL SERVICE COMMISSION**

**Open Competitive Examination for Recruitment to Court Stenographer (Sinhala /Tamil/ English) Grade III of Court Management Assistants' Service in the Scheduled Public Officers' Service - 2018**

01. IN terms of provisions set out in the Scheduled Public Officers' Service Minute published in *Extraordinary Gazette* bearing No.2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for recruitment to Court Stenographer Grade III of Court Management Assistants' Service of the Scheduled Public Officers' Service.

It is hereby notified that this examination will be held in Colombo by the Secretary, Judicial Service Commission. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

02. *Conditions of Service :*

2.1 A selected applicant shall be appointed to Court Stenographer Grade III of the Court Management Assistants' Service subject to general conditions governing the appointments in Public Service, terms and conditions set out in the Scheduled Public Officers' Service Minute published by the *Extraordinary Gazette* of Democratic Socialist Republic of Sri Lanka No. 2088/26 dated 11.09.2018, amendments already made and will be made thereto in due course to the said Service Minute, provisions of the Establishments Code and Financial Regulations.

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

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

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

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

05. *Qualifications*.– Shall have completed following qualifications to be recruited to Court Stenographer Grade III of Court Management Assistants' Service in the Scheduled Public Officers' Service.

- (a) Be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 35 years of age on the closing date of applications.
- (c) Be a person of excellent moral character.
- (d) All the applicants recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to serve in any part of the Island and to perform the duties of the post.
- (e) Should have fulfilled following educational qualifications.

(I) Shall have passed six (06) subjects including Mathematics with credit passes for four (04) subjects including Sinhala/Tamil/English Language at the G.C.E. (Ordinary Level) Examination at one sitting. (Applicants applying for the Court Stenographer (Sinhala) post should possess a credit pass for Sinhala Language. Applicants applying for the Court Stenographer (Tamil) post should possess a credit pass for Tamil Language. Applicants applying for the Court Stenographer (English) post should possess a credit pass for English Language).

and

(II) Should have successfully followed and passed a Stenography and Typing Course at the National Youth Services Council, National Apprentice and Industrial Training Authority, Technical College or at a Government Registered Training Institution.

**N.B.** – It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 11th January, 2019 or prior to said date.

06. *Scheme of examination* :-

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

The examination consists of three (03) question papers.

	<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
1	Language Proficiency	100	40
2	Aptitude	100	40
3	Stenography and Typing	100	*

(\* Judicial Service Commission may determine the minimum marks required to pass the subject 'Stenography and Typing' taking the number of vacancies into consideration.)

### Syllabus of the Examination

#### 01. *Language Proficiency* :-

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

#### 02. *Aptitude* :-

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

03. Stenography and Typing  
(Sinhala/Tamil/English)

Stenography (Sinhala)

Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute, and transcribing the notes at a speed of 07 words per minute.

Typing (Sinhala)

Typing a passage of 500 words at a speed of 25 words per minute.

Stenography (Tamil)

Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute, and transcribing the notes at a speed of 07 words per minute.

Typing (Tamil)

Typing a passage of 500 words at a speed of 25 words per minute.

Stenography (English)

Taking down a passage dictated within 05 minutes at a minimum speed of 80 words per minute, and transcribing the notes at a speed of 08 words per minute.

Typing (English)

Typing a passage of 600 words at a speed of 30 words per minute.

**Note :** In all written answer scripts, marks will be deducted for illegible handwriting. These papers will consist of multiple choice questions , short questions, questions on structured essays and essays.

(Applicant should select the ‘Stenography and Typing’ question paper relevant to the category he/she is applying. This paper is designed to test the aptitude and ability of the candidate to perform his/her official duties.)

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

*Examination results.*– Issuance of results to the applicants will be made by the Secretary of the Judicial Service Commission by post.

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

09. *Examination fees.*– The examination fee is Rs.400. The receipt obtained by paying said amount to People’s Bank, Dam Street Branch to the credit of the account of ‘Secretary, Judicial Service Commission’ No:297100199025039 should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

10. *Method of applying :*

- (a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 ½" x 12" (A 4) and it should be completed in applicant’s own handwriting. Computerized /Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form) It is the responsibility of the applicant to make sure that the application form perfected by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

- (b) Application should be prepared in the language medium in which the applicant wishes to sit the examination .

- (c) Applications duly perfected should be sent by registered post to reach the address“Secretary,

Judicial Service Commission Secretariat, Colombo 12.” on or before 11<sup>th</sup> February, 2019.

The words **“Open Competitive Examination for recruitment to Court Stenographer (Sinhala/ Tamil/ English) Grade III of Court Management Assistants’ Service in the Scheduled Public Officers’ Service - 2018”**

should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received after the due date will be rejected.

- (d) Applicant’s signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner of Oaths, an Attorney at – Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in the Public Service whose annual salary is Rs.240,360 or above.
- (e) Applicants who are already in Government service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.
- (f) Applications which have not been duly completed in every respect will be rejected. No complains regarding applications lost or delayed in the post will be entertained.

11. *Admission to the examination.*– If the admission card is not received, steps should be taken to notify the Judicial Service Commission Secretariat in the manner specified in the advertisement. Here it would be advised to inquire from the Judicial Service Commission Secretariat with keeping the copy of the application form, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application in hand and mentioning the name of the examination applied for, full name of the applicant, NIC No. and address. It would be advisable for applicants outside Colombo to fax a letter of request consisting of your above mentioned details and a fax number, to the fax number (0112 421 206 or 0112 446 111) for sending a copy of the admission.

12. *Identity of applicants.*– Applicants will be required to prove their identity in the examination hall to the satisfaction

of the supervisor for each subject they offer. For this any of the following documents will be accepted.

- (a) National Identity Card issued by the Department of Registration of Persons
- (b) A valid Passport

13. *Sitting for the examination :*

- (a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card relevant to the examination centre attested and present it to the head of the examination hall on the first day they sit for the examination. A set of rules to be observed by all applicants is published at the beginning of this *Gazette*. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.

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

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

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

By order of the Judicial Service Commission

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

Judicial Service Commission Secretariat,  
Colombo 12,  
04th January, 2019.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO COURT  
STENOGRAPHER (SINHALA /TAMIL/ ENGLISH) GRADE III OF  
COURT MANAGEMENT ASSISTANTS' SERVICE IN THE SCHEDULED  
PUBLIC OFFICERS' SERVICE - 2018

(For office use only)

01. Medium :

Language medium of examination:

Sinhala - 1

Tamil - 2 ☐

English - 3

(Indicate the correct number in the cage)

02. Personal details :

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

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

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

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

2.5 Residing District : \_\_\_\_\_.

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

2.7 National Identity Card Number :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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2.8 Date of birth :

Date:   Month:   Year:

2.9 Age as at 11.01.2019:

Years :   Months :   Days:

2.10 Sex : Male - 1 Female – 2 ☐  
(Indicate relevant number in the cage)

2.11 Civil status :  
Married - 1 Unmarried – 2 ☐  
(Indicate relevant Number in the cage)

2.12 Contact Number :

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

Mobile : \_\_\_\_\_ Fax : \_\_\_\_\_.

03. Educational qualifications:

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

(1) Year and month of the examination : \_\_\_\_\_.

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

(3) Results : \_\_\_\_\_.

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

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

(1) Year and Month of the examination : \_\_\_\_\_.

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

(3) Results : \_\_\_\_\_.

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

04. Course followed : \_\_\_\_\_.

(Attach certificate of the course passed)

05. Other Qualifications : \_\_\_\_\_.

06. Have you ever been convicted for any offence by any Court?

(Indicate the mark (✓) in the relevant box) (if yes, give particulars)

..... Yes No  
..... ☐ ☐

07. Particulars of the receipt obtained for the examination fee:

Office to which the payment was made : \_\_\_\_\_.

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

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

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

## 08. Applicant's certificate:

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

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

(c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.

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

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

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

## 09. Attestation of applicants' signature :

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

\_\_\_\_\_,  
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)

*Certification of the Head of Department*

I hereby recommend that Mr./Mrs./Miss ..... serving in this ..... has fulfilled educational qualifications required to apply for Court Stenographer

(Sinhala/Tamil/English) Grade III of the Court Management Assistants' Service, that he/she could be released from the present post if selected for this post, that he/she is not more than 35 years of age by the closing date of applications, that he/she placed his/her signature in my presence and that I submit his/her application herewith.

\_\_\_\_\_,  
Signature of the Head of Department.  
Official Stamp.

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

01-500/2

**JUDICIAL SERVICE COMMISSION**

**Open Competitive Examination for Recruitment to Court Typist (Sinhala /Tamil) Grade III of Court Management Assistants' Service in the Scheduled Public Officers' Service - 2018**

01. IN terms of provisions set out in the Scheduled Public Officers' Service Minute published in *Extraordinary Gazette* bearing No.2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for recruitment to Court Typist Grade III of Court Management Assistants' Service of the Scheduled Public Officers' Service.

It is hereby notified that this examination will be held in Colombo by the Secretary, Judicial Service Commission. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

*02. Conditions of Service :*

2.1 A selected applicant shall be appointed to Court Typist Grade III of the Court Management Assistants' Service subject to general conditions governing the appointments in Public Service, terms and conditions set out by the Scheduled Public Officers' Service Minute published by the *Extraordinary Gazette* of Democratic Socialist Republic of Sri Lanka No. 2088/26 dated 11.09.2018, amendments already made and will

be made thereto in due course to the said Service Minute, provisions of the Establishments Code and Financial Regulations.

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

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

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

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

05. *Qualifications*.– Shall have completed following qualifications to be recruited to Court Typist Grade III of Court Management Assistants' Service in the Scheduled Public Officers' Service.

- (a) Be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 35 years of age on the closing date of applications.
- (c) Be a person of excellent moral character.
- (d) All the applicants recruited to the Scheduled Public Officers' Service shall have a sound

physical and mental fitness to serve in any part of the Island and to perform the duties of the post.

(e) Should have fulfilled following educational qualifications.

(I) Shall have passed six (06) subjects including Mathematics with credit passes for four (04) subjects including Sinhala/Tamil/English Language at the G.C.E. (Ordinary Level) Examination at one sitting. (Applicants applying for the Court Typist (Sinhala) post should possess a credit pass for Sinhala Language. Applicants applying for the Court Typist (Tamil) post should possess a credit pass for Tamil Language.)

and

(II) Should have successfully followed and passed a Typing Course or Computer Course in which Typing is included as a subject at the National Youth Services Council, National Apprentice and Industrial Training Authority, Technical College or at a Government Registered Training Institution.

**N.B.**– It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 11th January, 2019 or prior to said date.

06. *Scheme of examination* :-

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

The examination consists of three (03) question papers.

	Question Paper	Total Marks	Minimum marks required to pass
1	Language Proficiency	100	40
2	Aptitude	100	40
3	Typing	100	*

(\* Judicial Service Commission may determine the minimum marks required to pass the subject 'Typing' taking the number of vacancies into consideration.)

### Syllabus of the Examination :

#### 01. *Language Proficiency :-*

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

#### 02. *Aptitude :-*

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

#### 03. *Typing*

(Sinhala/Tamil)

##### *Typing (Sinhala)*

Typing a passage of 400 words at a speed of 20 words per minute.

##### *Typing (Tamil)*

Typing a passage of 400 words at a speed of 20 words per minute.

**Note :** In all written answer scripts, marks will be deducted for illegible handwriting. (These papers will consist of multiple choice questions, short questions, questions on structured essays, essays and /or practical questions)

(Applicant should select the 'Typing' question paper relevant to the category he/she is applying. This paper is designed to test the aptitude and ability of the applicant to perform his official duties.)

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

Examination results - Issuance of results to the applicants will be made by the Secretary of the Judicial Service Commission by post.

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

09. *Examination fees.*— The examination fee is Rs.400. The receipt obtained by paying said amount to People's Bank, Dam Street Branch to the credit of the account of 'Secretary, Judicial Service Commission' No:297100199025039 should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

#### 10. *Method of applying :-*

(a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 ½" x 12" (A 4) and it should be completed in applicants' own handwriting. Computerized /Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form) It is the responsibility of the applicant to make sure that the application form perfected by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

(b) Application should be prepared in the language medium in which the applicant wishes to sit the examination.

(c) Applications duly perfected should be sent by registered post to reach the address "Secretary, Judicial Service Commission Secretariat, Colombo 12." on or before 11th February, 2019.

The words "**Open Competitive Examination for recruitment to Court Typist (Sinhala/ Tamil)**"



**Grade III of Court Management Assistants' Service in the Scheduled Public Officers' Service - 2018"**

should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received after the due date will be rejected.

- (d) Applicants signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner of Oaths, an Attorney at – Law , Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in the Public Service whose annual salary is Rs.240,360 or above.
- (e) Applicants who are already in Government service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.
- (f) Applications which have not been duly completed in every respect will be rejected. No complains regarding applications lost or delayed in the post will be entertained.

11. *Admission to the examination* .– If the admission card is not received, steps should be taken to notify the Judicial Service Commission Secretariat in the manner specified in the advertisement. Here it would be advised to inquire from the Judicial Service Commission Secretariat with keeping the copy of the application form, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application in hand and mentioning the name of the examination applied for, full name of the applicant, NIC No. and address. It would be advisable for candidates outside Colombo to fax a letter of request consisting of your above mentioned details and a fax number, to the fax number ( 0112 421 206 or 0112 446 111) for sending a copy of the admission.

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

- (a) National Identity Card issued by the Department of Registration of Persons,
- (b) A valid Passport.

13. *Sitting for the examination* :

- (a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card relevant to the examination centre attested and present it to the head of the examination hall on the first day they sit the examination. A set of rules to be observed by all applicants is published at the beginning of this *Gazette*. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.

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

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

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

By order of the Judicial Service Commission,

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

Judicial Service Commission Secretariat,  
Colombo 12,  
04th January 2019.

## SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO COURT  
TYPIST (SINHALA /TAMIL) GRADE III OF COURT MANAGEMENT  
ASSISTANTS' SERVICE IN THE SCHEDULED PUBLIC OFFICERS'  
SERVICE - 2018

(For office use only)

## 01. Medium :

Language medium of examination:

Sinhala - 1 ☐  
Tamil - 2 ☐

(Indicate the correct number in the cage)

## 02. Personal details :

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

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

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

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

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

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

2.7 National Identity Card number :

2.8 Date of birth :

Date:     Month:   Year:

2.9 Age as at 11.01.2019:

Years :   Months :   Days:

2.10 Sex : Male - 1 Female - 2 ☐  
(Indicate relevant number in the cage)

2.11 Civil status :

Married - 1 Unmarried - 2 ☐  
(Indicate relevant number in the cage)

2.12 Contact number :

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

Fax :\_\_\_\_\_.

## 03. Educational qualifications:

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

(1) Year and month of the examination :\_\_\_\_\_.

(2) Index number :\_\_\_\_\_.

(3) Results :\_\_\_\_\_.

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

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

(1) Year and month of the examination :\_\_\_\_\_.

(2) Index number :\_\_\_\_\_.

(3) Results :\_\_\_\_\_.

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

04. Course followed :\_\_\_\_\_.

(Attach certificate of the course passed)

05. Other qualifications :\_\_\_\_\_.

06. Have you ever been convicted for any offence by any Court?

(Indicate the mark (✓) in the relevant box) (if yes give particulars)

..... Yes No  
..... ☐ ☐

07. Particulars of the receipt obtained for the examination fee:

Office to which the payment was made :\_\_\_\_\_.

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

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

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

08. Applicant's certificate:

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

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

(c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.

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

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

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

09. Attestation of applicants' signature :

I hereby certify that Mr/Mrs/Miss ..... who submits this application is known to me personally

and that he/she placed his/her signature in my presence on ..... and further the applicant has paid the prescribed examination fee and pasted the receipt on the application.

\_\_\_\_\_,  
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)

*Certification of the Head of Department*

I hereby recommend that Mr./Mrs./Miss ..... serving in this ..... has fulfilled educational qualifications required to apply for Court Typist (Sinhala/ Tamil) Grade III of the Court Management Assistants' Service, that he/she could be released from the present post if selected for this post, that he/she is not more than 35 years of age by the closing date of applications, that he/she placed his/her signature in my presence and that I submit his/her application herewith.

\_\_\_\_\_,  
Signature of the Head of Department.  
Official Stamp.

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

01-500/3