

N. B.- Part II, III and Part IV(A) of the Gazette No. 1,549 of 09.05.2008 were not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,550 – 2008 මැයි 16 වැනි සිකුරාදා – 2008.05.16
No. 1,550 – FRIDAY, MAY 16, 2008

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

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IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to each of the ‘Notices’ appearing in the 1st week of every month, regarding the latest dates and times of acceptance of notices for publication in the weekly *Gazette* at the end of each Part of the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

All notices to be published in every Part of the *Gazette* shall close at 12 noon of each Friday, *a fortnight before the date of publication*. All Departments, Corporations, Boards, etc., are advised that any notification fixing specific dates for closing times of applications in regard to vacancies, tender notices and the dates and times of auction sales, etc., should be prepared with due regard to this change, *i.e.*, by giving adequate time both from the time of despatch of notice to the Government Press and from the date of publication thus enabling those interested in the contents of the notices to actively and positively participate.

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication *e.g.*, Notices for publication in the weekly *Gazette* of 23th May, 2008, should reach the Government Press on or before 12 noon on 09nd May, 2008.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2008.

1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

the new post for a specified period with a view to testing him in his new post.

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

4. Terms of Engagement :

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

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

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

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

5. Serving officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility.

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

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (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. If should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

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

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

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

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination hall. Should the Supervisor so requires each candidate is bound to declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any 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.

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

Posts - Vacant

OFFICIAL LANGUAGES COMMISSION

APPLICATIONS are invited from the citizens of Sri Lanka who are physically fit and bearing excellent moral character and possessing requisite qualifications conforming to this notice to fill vacancies in the following posts in the Official Languages Commission:

1. Administrative Officer
2. Chief Clerk
3. Research Assistant
4. Coordinating Assistant

Applications prepared as per specimen application shown below should be addressed to the Chairman, Official Languages Commission, "Bhasha Mandiraya", 341/7, Kotte Road, Rajagiriya. The post applied by you should be marked on the top left hand corner of the envelope enclosing the application and they should be sent by registered post to the above mentioned address on or before 31.05.2008 late applications will not be entertained.

01. Administrative Officer :- (01 post)

1.1 Educational Qualifications and experience

The applicant should:

- (i) Possess a degree from a recognized University and 02 years experience in a Junior Executive position related to Personnel Management & General Management;

or

- (ii) be and officer of the Supra Grade of the General Clerical Service (G. C. S.) with 03 years experience in that grade in handling Personnel Management & General Management;

or

- (iii) have completed ten (10) years satisfactory service in class I of the G. C. S. or in an equivalent Service including five (5) years experience in the capacity of Chief Clerk/Staff Asst. or in a similar post in the Public Service or in a Statutory Board or Corporation;

or

- (iv) have twelve years (12) service as a Clerk including five (5) years satisfactory service in the post of Chief Clerk in the Service of the Official Languages Commission.

Note:- (1) Preference will be given to candidates who possess the following qualifications:

- (i) B. Sc (Special) in Public Administration/B. Com degree,

- (ii) Diploma in Personnel Management obtained from a recognized Institution.

- (2) Applications from permanent and pensionable officers in Public Service/Provincial Public Service will be considered for service on secondment for two years during which period the appointee should decide whether he/she wish to join the Commission permanently or revert to the substantive post.

1.2 Other qualifications:

The applicant should

- (i) have computer literacy,
- (ii) be able to handle correspondence independently,
- (iii) have a very good command of the English Language,
- (iv) be conversant with the Labour Laws,
- (v) have experience in the preparation of Annual Budget/ Final Accounts,
- (vi) be able to maintain a good report with the staff and the public.

- 1.3 **Salary Scale:** - The salary scale attached to the post in Rs. 290,580-17x5,700-Rs. 387,480 p.a (Appointee will be placed on a suitable point in the scale depending on the qualifications and experience.)

- 1.4 **Age Limit:** - Not below 30 years and not over 45 years of age as at 31.05.2008 (The upper age limit shall not apply to officers in the Public Service, Provincial Public Service & employees of State Corporations or Boards.)

02. Chief Clerk (01 post)

2.1 Educational Qualifications & Experience:

- (i) Should possess a degree from a recognized University with two (02) years experience in a supervisory capacity handling Personnel Management and General Management;

or

- (ii) Should have completed eight (08) years service in class I of the General Clerical Service or in a similar Service including three (03) years experience as Chief Clerk/Staff Asst. in the Public Service or in a Statutory Board or Corporation;

- (iii) Should possess ten (10) years service as a Clerk including five years satisfactory service as a Clerk in the Official Languages Commission who is confirmed in the post of Clerk in the service of the said Commission.

Note: Preference will be given to candidates who possess the following qualifications:

- (i) B. Sc (Special) in Public Administration/B. Com. degree,
- (ii) Diploma in Personnel Management obtained from a recognized institute.

2.2 *Other Qualifications:*

- (i) have computer literacy,
- (ii) be able to handle correspondence independently,
- (iii) have a very good command of the English Language,
- (iv) have a basic knowledge in the preparation of Annual Budget/Final Accounts.

2.3 *Salary Scale:*– The salary scale attached to the post is Rs. 245,880-3,900x15-Rs. 304,380 p. a. (Appointee can be placed on a point in the scale depending on the qualifications & experience).

2.4 *Age limit:*– Not below 30 years and not over 45 years of age as at 31.05.2008 (The upper age limit shall not apply to officers in the Public Service, Provincial Public Service & employees of State Corporations or Boards.)

03. Research Assistant (03 posts)

3.1 *Educational and Other Qualifications:*

- (i) Should possess a Bachelor's Degree in Languages from a recognized University,
- (ii) Knowledge of all three languages viz. Sinhala, Tamil and English,
- (iii) Computer Literacy,
- (iv) Educational/Professional Qualifications in one or more of the following fields:
Translation work
Information Technology
Law
Journalism/Mass Media
Project Management
- (v) Experience in working with Government and Non-Government Organizations will be treated as an additional qualification,
- (vi) Preference will be given to candidates with following qualifications:

Theoretical knowledge and/or vocational experience in language teaching training.
Theoretical knowledge/experience in training activities.
Theoretical knowledge/experience in Accounts.

3.2 *Other Qualifications:*– Should not have been subject to disciplinary punishment for any kind of misconduct.

3.3 *Salary Scale:*– The salary scale attached to the post is Rs. 182,880-10x2,220-4x3,360-7x3840-Rs. 294,240 p. a. (Appointee can be placed on a point in the scale depending on the qualifications and experience)

3.4 *Age Limit:*– Should be not less than 18 years and not more than 45 years of age on 31.05.2008. (The maximum age limit will not be applicable for those who are already serving in Public or Provincial Public Service or state corporations or Boards.)

04. Co-ordinating Assistant (05 posts)

4.1 *Educational and Other Qualifications:*

- (i) Should possess a degree from a recognised University in Human Resource Management or Social Sciences,
- (ii) Experience in Administration/Co-ordination/Investigation,
- (iii) Educational/Professional Qualifications in one or more of the following fields:

Translation work
Information Technology
Law
Journalism/Mass Media
Project Management

- (iv) Knowledge of Sinhala, Tamil and English Languages.
- (v) Preference will be given to candidates with following qualifications:

Theoretical knowledge and/or vocational experience in language teaching training.
Theoretical knowledge/experience in training activities.
Theoretical knowledge/experience in Accounts.

4.2 *Other Qualifications:*– Should not have been subject to disciplinary punishment for any kind of misconduct.

4.3 *Salary Scale:*– The salary scale attached to the post is Rs. 182,880-10x2,220-4x3,360-7x3,840-Rs. 294,240 p. a. (Appointee can be placed on a point in the scale depending on the qualifications and experience.)

4.4 *Age Limit:*– Should be not less than 18 years and not more than 45 years of age on 31.05.2008. (The maximum age limit will not be applicable for those who are already serving in Public or Provincial Service or state corporations or Boards.)

05. Efficiency Bars (applicable for post Nos. 03 and 04 only.)

Should pass an Efficiency Bar Examination within 03 years from the date of appointment to the post. Details of the Efficiency Bar Examination are as follows: It is a written examination conducted

by the Head of the Department once a year as necessitated. Applicants should, in addition to answering a question paper, submit a research dissertation prepared by them.

(i) First question paper:

This question paper will be based on Vol. I and II of the Establishments Code and the Financial Regulations, so that an awareness of the establishment Functions and Financial Regulations important to Office Management may be gained by the recruit. Special attention will be paid to matters important in day today office activities. (relevant chapters of the establishment Code and Financial Regulations are applicable) 100 marks-Minimum Pass Mark 40

(ii) Second question paper:
(Preparation of the
Research Dissertation)

Candidate should submit an independent research dissertation on a current socio-economic theme pertaining to this subject. This should be prepared following the research methodology, and it should consist of not less than 5000 words. In connection with the preparation of the research dissertation. The appointing authority will take action to appoint suitable supervisors. Research dissertation should be submitted during the probation period positively.

100 marks will be allocated for the research dissertation out of which at least 40 marks should be obtained for a pass. Candidates who obtain the minimum marks needed for the first question paper and who completes the research paper successfully according to the evaluation of the supervisors will be considered to have passed the Efficiency Bar Examination.

06. *Method of Recruitment*:— Recruitment will be done on the result of an interview by a special panel appointed for this purpose for the applicants possessing basic qualifications.

07. General Information and Application Procedure

- (a) The post is permanent. Appointees shall contribute to the Employees Provident Fund. The employee's contribution shall 8% of the consolidated salary and the Commission Contribution shall be 12% of the consolidated salary of the

employee. In addition the Commission shall contribute 3% to the Employees Trust Fund.

- (b) The probation period will be three years. Appointees should during the period of probation pass the Advanced Level Language Course-Tamil in the case of Sinhala Medium Officers and Sinhala in the case of Tamil Medium Officers-conducted by the Official Languages Department.
- (c) Appointees who do not attain the required level of Language proficiency even within an extended period of probation will have their services terminated.
- (d) Applications from officers in the Public Service Provincial Public Service, Statutory Boards/Corporations should be forwarded through their respective Heads of Departments/Institutions.
- (e) Only the qualified applicants will be called for an interview. Selections will be made on the results of the interview.
- (f) Applications which are not in conformity with the above terms will be rejected.

Chairman.

Official Languages Commission,
4th Floor,
"Bhasha Mandiraya",
No. 341/7, Kotte Road,
Rajagiriya.

OFFICIAL LANGUAGES COMMISSION

Application form for the post of

01. Name of applicant:

- 1.01 Name with initials:—
1.02 Name in full:—

02. Address:

- 2.01 Permanent address:—
2.02 Official address (if any):—

03. Sex:

- Male 1
Female 2 (Indicate the relevant number in the cage)

04. Age (A copy of Birth Certificate to be annexed):

- 4.01 Date of Birth:—
4.02 Age as at 31.05.2008
Years:— Months:— Days:—

05. Marital status:—

06. Nationality:_____.

07. Qualifications (Copies of certificate to be annexed):_____.

(i) G. C. E. (O/L) Year:_____.

Subjects	Grade
1.	
2.	
3.	
4.	
5.	

(ii) G. C. E. (A/L) Year:_____.

1.	
2.	
3.	
4.	

(iii) Degree :

Name of the Degree and the University	Year	Class	Subjects

(iv) Diploma :

Name of the Diploma and the awarding institute	Year	Class	Subjects

(v) Any other Courses followed

Name of the Course conducted the Course	Name of the organization that	Course Period

08. Experience :

Designation	Organization	Period	Reason for leaving

09. Computer literacy:_____.

(Copies of certificate to be annexed)

10. Have you ever been convicted in any offence in the Court of Law?:_____.

Yes/No

(If Yes indicate particulars)

I do hereby certify that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I am aware that if any particulars contained herein are found to be false

or incorrect I am liable to be disqualified if the detection is made before the appointment and to dismissal from service if the inaccuracy is detected after appointment.

_____,
Signature of applicant.

Date:

Certificate of the Head of the Government Department/Ministry/Authority etc.

I hereby forward the application of Mr./Mrs./Miss who is employed in this Department/Ministry/Corporation/Authority/Provincial Council as a and his/her work and conduct are satisfactory/not satisfactory. He can be released from

Signature of the Head of the Department/Ministry/Corporation/Provincial Council etc.

Name:_____.

Post:_____.

Address:_____.

Date:_____.

_____,
Signature.

05-237

Posts of Additional Marriage Registrars of the Registrar General's Department – Gampaha District

Notice of Cancellation

I do hereby cancel the calling for applications for the following Divisions as the amendments should be made to the Divisions mentioned under para Nos. 08, 09, 10 of the notice for calling for applications for the posts of Additional Marriage (General) Registrars of Gampaha District, which was published by me in the *Gazette Notification* of the Democratic Socialist Republic of Sri Lanka No. 1,540 dated 07.03.2007.

The applications of the applicants who have already submitted applicants are returned to them by registered post.

E. M. GUNASEKARA,
Registrar General.

28th April, 2008.

District	Divisional Secretary's Division	Division and Post for which applications were called
01. Gampaha	Biyagama	Post of Additional Marriage (General) Registrar in Meegahawatta area in Siyane Korale West Division
02. Gampaha	Attanagalla	Post of Additional Marriage (General) Registrar in Bemmulla and Magalegoda areas in Siyane Korale West Division
03. Gampaha	Gampaha	Post of Additional Marriage (General) Registrar in Aluthgama, Bogamuwa area in Siyane Korale West Division

05-323

Examinations, Results of Examinations &c.

EFFICIENCY BAR EXAMINATION FOR SRI LANKA AYURVEDIC MEDICAL SERVICE - 2008

IT's hereby notified that an Efficiency Bar Examination for Ayurvedic Medical Service (For Ayurvedic Medical Officers) will be held at Colombo by the Department of Ayurveda.

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

02. The application for this examination should be in the form of the specimen appendix to this notification and should be prepared by the candidate him/her self. Application should be sent by the registered post through the respective heads of the Department to reach the Register Examination Division Department of Ayurveda, Nawinna, Maharagama on or before 30.05.2008. The name of the examination should be indicated at the top left hand corner of the envelop containing the application. Applications received after the closing date will be rejected. The candidates appearing for the examination for the first time need not pay examination fees. However, stamps to the value of Rs. 90 should be affixed for the whole examination for subsequent sittings and stamps to the value of Rs. 50 should be affixed if only one subject is offered. The stamp should be duly cancelled by placing signature of the candidate and the date. Under any circumstance the fees will not be refunded or transferred in respect of examination.

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

- (i) The National Identity Card Issued by the Department of Registration of Person.
- (ii) A valid Passport

04. The Commissioner, Department of Ayurveda will issue copies of the time table and admission cards to all candidates whose applications have been accepted. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. If a candidate has not received his/her admission card at least seven days(07) before the day of examination, He/She should without delay inform the Register Examination Division Department of Ayurveda, Nawinna, Maharagama about the non-receipt of admission cards along with the following information.

- (i) Name of the Examination;
- (ii) Full Name of the Candidate;
- (iii) Full Postal Address;
- (iv) Post Office, Registration Number and Date of dispatch

05. *Scheme of Examination* : According to the service minute of the Sri Lanka Ayurveda Medical Service:

- (i) *Financial Regulation* - One paper based on the following -

- (a) Financial Regulation of the Democratic Socialist Republic of Sri Lanka - Part I(Except chapter X)

- (ii) *Establishments Code* - One paper based on the following:

- (a) Chapters - I, II, III, IV, V, VI, VII, VIII, XII, XIII, XIV, XXIII, XXVII, XXIX, XXX, XXXII of the Volume I of the establishments Code of the Democratic Socialist Republic of Sri Lanka, and
- (b) Chapters - XLVII and XLVIII of Part II of the Establishments Code of Democratic Socialist Republic of Sri Lanka.

- (iii) *Hospital Administration* - One paper based on the following -

- a. General rules and regulations operating in respect of hospitals.
- b. Cleanliness in hospitals.
- c. Rules and Regulations operating in respect of patients.
- d. Procurement of proper meals for the patients.
- e. Drug factory administration
- f. Rules and regulations governing the admission of patients.
- g. Understanding of the official duties of the employees from medical superintendant downwards to subordinate officers in hospitals.
- h. General administrative functions in hospitals.
- i. General administrative regulations of the Department of Ayurveda
- j. Regulations governing the accounting and maintenance of documents and books at the stores of the Department of Ayurveda.
- k. Manual of procedure of the Department of Ayurveda.

- (iv) *Official Languages* - This is an oral test of 15 minutes duration. Candidates knowledge of language will be examined as follows:

- (a) For officers who joined the service in the Sinhalese medium-
 - (i) Answering the Tamil questions in the Tamil Language
 - (ii) Express Tamil sentences in the Sinhala Language
 - (iii) Express Sinhalese sentences in the Tamil Language.

For officers who joined the service in the Tamil medium -

- (i) Answering the Sinhala questions in the Sinhalese Language
- (ii) Express Sinhalese sentences in the Tamil Language.
- (iii) Express Tamil sentences in the Sinhala Language

Note - Candidate must obtain 40% of the marks.

R. P. W. GUNAWARDANE,
Commissioner of Ayurveda.
DEPARTMENT OF AYURVEDA.

Department of Ayurveda,
Nawinna,
Maharagama.
28th April, 2008.

Specimen Application Form

EFFICIENCY BAR EXAMINATION FOR SRI LANKA AYURVEDA MEDICAL SERVICE - 2008

Index No.:

(For office use only)

Medium of Examination:

Write the relevant letter in the cage

Sinhala - S Tamil - T

01. Name with Initials : Mr./Ms./Mrs.:_____.
(In Capital Letters)

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

03. Names denoted by initials :_____.
(In capital letters)

04. Names denoted by initials :_____.
(In Sinhala/Tamil)

05. National Identity Card No. :

06. Name and Address of the Office/Department/Institute:—
(In English Capital Letters)

07. Name and Address of the Office/Department/Institute:—
(In Sinhala/Tamil):_____.

08. (i) Post:_____.

(ii) Number of the letter of appointment:_____.

09. Subject/s you offer

Number	Subject	Subject No.

10. Have you been passed the exam in previous sittings one subject/more, Financial Regulations/Establishment code/Hospital Management/Oral Examination(Tamil/Sinhala). If, the exam No. and Date :_____.

11. Are you sitting the examination for the first time?:_____.
If not, value of the stamps affixed :_____.

Stamp Cage

Stamp to the value of Rs. 90 for whole
Examination and Rs. 50 for each subject

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

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

_____,
Signature of the Candidate.

Date :_____.

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

Attestation of the Signature

I do hereby certify thatwho forward this application is known to me personally and that he/she place his/her signature before me on

_____,
Signature of the Attestor.

Name :_____.
Designation :_____.
Address :_____.
Date :_____.

05-277

EFFICIENCY BAR EXAMINATIONS FOR THE OFFICERS IN SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE - 2007

IT is hereby notified that the Efficiency Bar Examination for Officers in the above mentioned Service will be held in Peradeniya in July, 2008. Applications are calling from the officers who were in the Sri Lanka Animal Production and Health Service as at 30th October, 2007.

2. Time table will be prepared enabling the candidates to sit for the Efficiency Bar Examinations 01 and 02 at the same time.

3. The syllabus and Rules and regulations relevant to Efficiency Bar Examinations 1 and 2 are stated in the service minute. Accordingly, syllabus for the 1st Efficiency Bar Examination of Sri Lanka Animal Production and Health Service is indicated in Appendix "A" and syllabus for the 2nd Efficiency Bar Examinations is indicated in appendix "B".

And officers can sit for all subjects in one attempt or several attempts.

4. The prescribed subjects are given below.

Sri Lanka Animal Production and Health Service

<i>1st Efficiency Bar</i>			<i>2nd Efficiency Bar</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration hours</i>	<i>Subject No.</i>	<i>Subjects</i>	<i>Duration hours</i>
01	funding sources	3	01	Part I	3
02	Administration	3	02	Part II	3
03	Dept. Regulations Paper I	2	03	Part III - Paper I	3
			04	Part III - Paper II	3
			05	Part III - Paper III	3
04	Dept. Regulations Paper II	3	06	Part III - Paper IV	3
			07	Part III - Paper V	3
			08	Part III - Paper VI	3
05	Special paper *	3	09	Part III - Paper VII	3
			10	Part III - Paper VIII	3
			11	Part III - Paper IX	3
			12	Part III - Paper X	3
			13	Part III - Paper XI	3

* Only for the Veterinary Research Officers.

Note: The candidates who sit for 2nd Efficiency Bar Examination should select either Part I or II and two question papers from the above Part III.

Candidate should obtain at least 40 marks for each paper.

5. The attention of candidates who sit for the Efficiency Bar Examinations is drawn to paragraph 5 of the Treasury Circular No. 701 dated 04.09.1966 which is reproduced below:-

“The medium for Departmental Examinations (including Promotional and Efficiency Bar Examinations) should be the Language in which the officer sat for the Competitive Examination to enter the Public Services or the Official Language. But the officers who entered the service without a competitive examination should select either the Language in which the officer qualified for entry to the Public Service or the official language.

6. Arrangements will be made by the Commissioner General of Examinations enabling the candidates to answer the following papers in Sinhala, Tamil or English:

- (a) Funding Sources;
- (b) Administration;
- (c) Departmental Regulations Paper I;
- (d) Departmental Regulations Paper II;

7. If found later that the candidate has sit for the examination in a medium in which he is not entitled, his candidature will be cancelled.

8. Candidates should prepare their applications according to the specimen application attached herewith using both sides of foolscap paper. Candidates appearing for both examinations should submit separate applications for each examination.

9. The Examination will be conducted by the Commissioner General of Examinations and candidates are bound to abide by rules and regulations enacted by him. The Rules and Regulations are published at the end of this notice.

10. Applications should be forward be through the Head of Department/Institute by registered Post to reach the Director General, Department of Animal Product & Health, Peradeniya on or before 16th June, 2008. The applications received after the closing date will be rejected.

11. If a candidate does not receive his admission card at least 7 days before the examination, he should communicate to Commissioner General of Examinations, P. O. Box 1508, Battaramulla. (Telegrams: "Exams" Colombo) immediately. The following particulars should be given with the telegram:-

- (1) Name of Examination;
- (2) Full Name;
- (3) Postal Address;
- (4) Date of posting, Registration No. and the Post Office;

Those who reside close are advised to inform the "E" Branch of the Commissioner General of Examinations.

12. Subsequent correspondence by candidates who fail to comply with the requirements as laid down in Paragraph II above will not be entertained.

13. The attention of all the candidates is invited to Circular No. 274 of 29.06.1971 issued by the Commissioner General of Examinations regarding the use of Identity Cards. It is the responsibility of candidates to prove their identity at the examination hall.

14. Fees will be levied from the candidates who sit for the examination on the following basis:-

- (a) No fees will be levied from candidates who sit for this examination for the first time.
- (b) For each subsequent sitting for whole examination: Rs. 100
Single subject: Rs. 50

This fee should be paid in revenue stamps and duly cancelled with the candidates signature.

Candidates who have already sat for this examination are required to pay the relevant fees as indicated above.

SUNIMAL SENARATHNA,
Secretary,
Ministry of Livestock Development.

Ministry of Livestock Development,
No. 45, St. Michael Road,
Colombo 03.

SPECIMEN APPLICATION FORM

DEPARTMENT OF EXAMINATIONS - SRI LANKA

EFFICIENCY BAR EXAMINATION FOR OFFICERS OF THE SRI LANKA
ANIMAL PRODUCTION AND HEALTH SERVICE - 2007

The name of the examination should be written on the top left hand corner of the envelope.

01. (a) Last name with initials: _____.
(b) Name denoted by initials: _____.

02. Date of Birth: _____.
Year: _____. Month: _____. Date: _____.

03. Designation: _____.
Name of the Department: _____.

04. Postal Address (for dispatch of admission card): _____.

05. The date on which the appointment was made to the Sri Lanka Animal Production and Health service: _____.

06. The examination applied by the candidate: _____.
(Delete the is inapplicable words)

(a) 1st efficiency Bar Examination

(b) 2nd efficiency Bar Examinations

07. Subjects selected with the number as indicated in the first paragraph of the notification (Should be written clearly)

- | | |
|------------------------|---------------|
| (i) Subject No. | Subject |
| (ii) Subject No. | Subject |
| (iii) Subject No. | Subject |
| (iv) Subject No. | Subject |
| (v) Subject No. | Subject |

08. The Language medium:_____.

09. State whether you have sit for the whole/part of examination previously:_____.

If So give the subjects, year and the month:_____.

I declare that the above particulars are correct and that I am entitled to sit for the examination in the language medium indicated in the paragraph 08.

I also declare that the stamps affixed to this application are valid and unused before the cancellation by me.

10. Examination fee Rs.:_____.

Cage for stamps

_____,
Signature of Candidate.

Date:_____.

Commissioner General of Examinations,

Through Director General Department of Animal Production and Health Forwarded:-

* I Certify that the Candidate whose particulars apper above is eligible to sit for the examination and that he/she has qualifications to sit for the examination in the medium stated in paragraph 08.

I also certify that the stamps have been duly affixed and cancelled by the candidate.

I attest the candidate's signature.

_____,
Signature of Head of Department
and Designation.

Date:_____.

(* May be deleted fee not be pay)

Annexure "A"

(a) The 1st Efficiency Bar Examination for Officers in the Sri Lanka Animal Production and Health Service will comprise the following subjects:

1. Financial regulations
2. Administration
3. Departmental of Regulation - I
4. Departmental of Regulation - II

1. Financial Regulations

The Examination in financial regulations will be based on the following:

- (a) The Financial Regulations of the Government of Sri Lanka Part I (Except Chapter X);
- (b) Estimates of the Current year. e. g.:- preparations of them funding scores Appropriation Act.
- (c) Kacheries Accounts.

Note: A candidate should obtain 40% of the total marks for a pass.

2. *Administration :*

The Examination in administration will be based on the following:

- (a) Office and Field Organizational methods;
- (b) The Establishment Code (chapters I, II, III, V, VI, VII, IX, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII)

Note: A candidate of should obtain 40% of the total marks for a pass.

3. *Departmental Regulations - 1*

The examination in Departmental Regulations will be based on the followings.

A two hour paper on the following subjects;

The ordinance for contagious Animal Diseases, Animal Act, Departmental Orders and circulars relevant to Veterinary Surgeon's Services.

Note: A candidate should obtain 40% of the total marks for a pass.

4. *Departmental Regulations - 2*

A Three hour paper on the following subjects;

1. Dissemination of specimens, Laboratory identification including post-mortem examination, Pregnancies diagnosis, Vaccines for contagious and infectious disease, sera logical test,
2. Techniques and practices of artificial inseminations, principles relevant to breeding and rearing of calves, hatching and rearing of chicks by incubation, animal nutrition, food rationing usage, pasture fodder cultivation, preparation of silages and Livestock Management.
3. Milk production, bottling and transportation of pasteurized milk, hygienic practices used for analysis of milk, bacteria and fat in milk, separation of cream and processing of butter, ghee and curd.
4. Analysis of meat, including slaughtering of animals in abattoirs, identification of meat.

Note: A candidate should obtain 40% of the marks for a pass.

Appendix "B"

(a) The 2nd Efficiency Bar Examination for Officers of the Sri Lanka Animal Production and Health Service will comprise the following subjects:

- Part I - Sections 2:1, 2:2, 4:1, 4:2, 5:2, 5:8, 6:5, 7:2:1, 8:2, 8:2:2, 8:2:3, 8:3:1, 9:2, 9:4, 9:6, 9:7 the syllabus can be obtain from the Director General of Department of Animal Production and Health, Peradeniya and all the Provincial Directors" of the Provincial Directors office of Department of Animal and Health.
- Part II - Sections 1:1:1, 1:1:4, 1:2:1, 3:2, 3:1:1, 3:1:2, 3:2:1, 10:1:1, 10:1:2, 10:1:3, 10:1:4, 10:1:6, 10:2:1, 10:2:8, 10:4:1. The syllabus can be obtain from the Director General of Department of Animal Production and Health, Peradeniya and all Provincial Directors' Office of Department of Animal Productions and Health.
- Part III - Paper i - Epidemiology
Paper ii - Livestock Economics
Paper iii - Veterinary Public Health
Paper iv - Agriculture Extension
Paper v - Genetics and Breeding
Paper vi - Animal Physiology and reproduction
Paper vii - Housing for animals and Management
Paper viii - Animal Nutrition
Paper ix - Pasture and Fodder
Paper x - Applied Vet. Microbiology & Immunology
Paper xi - Applied Medicine, Pathology & Parasitology

Details can be obtained from the Director General of Department of Animal Production and Health, Peradeniya and all Provincial Directors' Office of Department of Animal Production and Health.

05-236

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS I OF THE GOVERNMENT TRANSLATORS' SERVICE - 2008

AN Efficiency Bar Examination for Officers in Class I of the Translators' Service, as provided for in paragraph 08 of the Translators' Service Minute published in the Government Gazette Extraordinary No. 829/7 dated 26.07.1994, will be held in Colombo by the Commissioner General of Examinations in the month of August 2008. This examination will be held in Sinhala, Tamil & English mediums and the language medium of examination applied initially will not be allowed to change.

02. The specimen form of application for this examination is published at the end of this notification. Applications should be prepared correctly and legibly and the officers should send their applications through the respective Heads of Departments by registered post to "reach The Commissioner-General of Examinations, Department of Examinations, Pelawatta, Battaramulla," on or before 16th June, 2008. The name of the examination should be indicated on the top left-hand corner of the envelope in which the application is sent to the Commissioner General of Examinations. Applications received after the closing date will be rejected.

- 03 (i) The application should be prepared on a paper 8" x 12" size, using both sides of the paper in such a manner that items No. 1.0 to 2.10 appear on the first page and the remaining numbers in the second page. Although application form could be typewritten, it should be filled by the candidate's own handwriting. Applications that are not complete in every aspect and that do not comply with the specimen will be rejected without any notice. It would be advisable to keep a photocopy of the completed application form at the candidate's possession.
- (ii) For the purposes of Official Language Policy, all the officers should prepare and fill their application forms in the official language. The name of the examination appearing in the heading of the application form should be indicated in English as well in addition to Sinhala in Sinhala medium applications and Tamil in Tamil Medium applications.

04. Syllabuses and Scheme of Examination:

1st Subject :- Paper 01

Translation of:

- (i) A passage of general interest; and
- (ii) Extracts from
 - (a) an official document or report; and
 - (b) a newspaper article or report

In one of the following ways selected, in accordance with the Candidate's medium of translation.

- (i) From Sinhala into Tamil
- (ii) From Sinhala into English
- (iii) From Tamil into English

Duration - 03 hours
Marks - 100

2nd Subject :- Paper 02

Translation of:

- (i) A passage of general interest; and
- (ii) Extracts from
 - (a) an official document or report; and
 - (b) a newspaper article or report– in one of the following ways selected, in accordance with the Candidate's medium of translation.
 - (i) From Tamil into Sinhala
 - (ii) From English into Sinhala
 - (iii) From English into Tamil

Duration :- 03 hours
Marks - 100

Candidates should obtain 40% or above of the total marks for each paper to pass the examination.

05. Candidate's handwriting will be taken into consideration.

06. *Examination Fees.*— Examination fees will be levied in respect of candidates for this examination on the following basis.

- (a) No fees will be levied in respect of candidates appearing for the first time.
- (b) Fees for appearing on a subsequent occasion will be Rs. 175 for the full examination and Rs. 90 for a single subject.
- (c) The examination fee could be paid at any post office in the Island to be credited to the revenue head 4000-20-03-20-13 of the Commissioner General of Examinations and the receipt obtained should be affixed to the relevant cage of the application form. It is advisable to keep a photocopy of the cash receipt with the candidate.
- (d) The examination fees will not be refunded or transferred in respect of any other examination under any circumstances.

07. *Admission to the Examination:*

- (i) The Commissioner General of Examinations will issue admission cards to all applicants whose applications have been received. Candidates must get their signatures in the admission card attested in advance and produce the admission cards to the supervisor of the examination center, when presenting themselves for the examination. Candidates without such admission cards will not be permitted either to enter the examination hall or sit the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations. i.e. certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.
- (ii) Each candidate will be issued a timetable along with the admission card.
- (iii) Candidates are bound by the rules and regulations prescribed by the Commissioner General of Examinations for the conduct of the Examination. They will be liable to any punishment imposed by the Commissioner General of Examinations for the breach of these rules.
- (iv) Rules prescribed for candidates are printed at the beginning of this *Gazette*.

Note:- The issue of an admission card to sit for the examination should not be considered as an acceptance of requisite qualifications of a candidate to complete at the examination.

08. Heads of Departments should grant duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, to present themselves at the examination. Travelling expenses are not payable.

09. *Identity of candidates.*— Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents will be accepted.

- (a) The National Identity Card issued by the Department of Registrations of Persons.
- (b) A valid passport

The candidature of any candidate who is unable to submit any one of the above mentioned documents in addition to his admission card is liable to be cancelled on the discretion of the Commissioner General of Examinations.

10. If a candidate does not receive his/her admission card at least seven days before the day of examination, he/she should, at once, notify the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla, (Telegraphic Address "Exams" Battaramulla) about non-receipt of the admission card along with the following information.

- (i) Name of the Examination:
- (ii) Full name of the Candidate:
- (iii) Full Postal Address:
- (iv) Date on which the application was posted through the Head of Department, Post Office, and the Registration Number:
- (v) Photocopy of the cash receipt if any:

A. NOBERT,
Director General of Combined Services.

Specimen Application Form

(for office use only)

(N. B. – This form should be filled correctly and legibly by the candidates own handwriting.)

Paper 01 : From Sinhala into Tamil - 1
From Sinhala into English - 2
From Tamil into English - 3

(Indicate the relevant number in the cage)

Paper 02 : From Tamil into Sinhala - 4
From English into Sinhala - 5
From English into Tamil - 6

(Indicate the relevant number in the cage)

Candidates may appear for either paper 01, paper 02 or both the papers.

2.1 Name with initials in English block capitals:– Eg:- SILVA, A. B.

2.2 Names denoted by initials in English block capitals:_____.

2.3 Full Name (in Sinhala/Tamil):_____.

2.4 Name of Ministry/Department/Office:_____.

2.5 Office Address (in English block capitals):———. (The admission card will be sent to this address)

2.6 Sex: (Female – 1, Male – 0)
(Indicate the relevant number in the cage)

2.7 Date of Birth: Date:

 Month:

 Year:

2.8 National Identity Card No.:

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

2.9 Present Post:_____.

2.10 Number of the Appointment letter:———.

03. 3.1 Are you appearing for this examination for the first time?:———.

3.2 If not, number of the affixed cash receipt received by paying the examination fee:———.

Date:———.

Issued Post Office:———.

The cash receipt, for payment of Rs. 90 for one subject and
Rs. 175 for whole examination, should be affixed here.
(Please keep a photocopy of the cash receipt)

4.0 Certificate of Candidate:

I declare that the particulars furnished above are true, that I am entitled to sit for the examination in the medium stated above, and that I have not been subjected to any form of disciplinary punishment. I agree to abide by the rules and regulations of this examination imposed by the Commissioner General of Examinations.

_____,
Signature of Candidate.

Date:———.

5.0 Certificate of the Head of the Department:

I hereby certify that,

- (i) this candidate is employed in this department as a Translator in Class I of the Translators' Service;
- (ii) the particulars furnished above are correct;
- (iii) his/her work and conduct have been satisfactory throughout: and he/she has not been subjected to any form of disciplinary punishment (excluding warning) during the 5 years preceding; and
- (iv) he/she is eligible to sit for this examination;
- (v) he/she has paid the prescribed examination fee and the receipt has been affixed (delete if inapplicable).

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

Designation:———.

Address:———.

Date:———.

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