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

අංක 1,949 – 2016 ජනවාරි මස 08 වැනි සිකුරාදා – 2016.01.08

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### PART I: SECTION (IIA) – GENERAL

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

	PAGE		PAGE
Post - Vacant	72	Examinations, Results of Examinations &c.	79

#### 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 29th January, 2016 should reach Government Press on or before 12.00 noon on 14th January, 2016.

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

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

W. A. A. G. FONSEKA,  
Government Printer (*Acting*)

Department of Govt. Printing,  
Colombo 08,  
01st January, 2016.

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



### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

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

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

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

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

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

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

### 6. Definition of Salary for the purpose of Eligibility

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

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

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

## Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Post of Registrars - Marriages, Births and Deaths in Tamil Medium

#### MANNAR DISTRICT

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

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

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

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

04. Applicants should be married.

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

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

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 08th February, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
18th December, 2015.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Mannar	Mannar Town	Post of Registrar of Births and Deaths of Erukalampidy Division (Tamil Medium)	The District Secretary/The Additional Registrar General, District Secretariat Mannar.

01-278

#### THE GOVERNMENT OFFICER'S BENEFIT ASSOCIATION

#### Post of Secretary and Accountant

APPLICATIONS are invited for the post of "Secretary and Accountant" of this Association from Officer's (Male or Female) those who have following qualifications :

- (i) Sri Lanka Administrative Service or Sri Lanka Accounting Service or Supra or Class I Officers, in service of the Public Management Assistant Service.

- (ii) Applicant should be a permanent resident within 30 miles from Colombo.

- (iii) Applicant should below 57 years of age on 01.01.2016.

- (iv) Applicant should have minimum 15 years government service experience.

- (v) Applicant should be able to work in Sinhala and English languages.

- (vi) Preference will be given to applicants who are members of the association and those who process Accounting and

Administration qualifications, computer knowledge and experience and knowledge in Tamil language.

*Salary scale applicable to this is as follows.*– Consolidated salary and additional allowance of 50% of same with other government allowances.

The selected candidate will be seconded for service in the Association for a period of 02 years. He will be required to furnish security in sum of Rs. 50,000 through a Guarantee Bond of the Insurance Corporation.

Applications in the applicant own handwriting giving full details should be sent through the Head of the Department to reach the undersigned on or before 25th January 2016 under registered cover.

NIHAL FRANCISKU,  
President,  
Government Officer's Benefit Association.

No. 65/1,  
Sir Chittampalam A. Gadiner Mawatha,  
Colombo 02,  
22nd December, 2015.

01-427

## PUBLIC SERVICE COMMISSION

### Recruitment to the Post of Assistant Secretary (Legal), Grade III in the Executive Service Category of the Ministry of Justice - 2015

BY the order of the Public Service Commission, applications are invited from the citizens of Sri Lanka with the under mentioned qualifications in order to recruit suitable persons for the one (01) vacancy in the post of Assistant Secretary (Legal), Grade III in the Executive Service Category of the Ministry of Justice. Applications forms prepared as per the specimen appended at the end of this notice should be sent by registered post to reach the "Secretary, Ministry of Justice, Superior Courts Complex, Colombo 12" on or before the closing date of application mentioned below. The words "Recruitment to the Post of Assistant Secretary (Legal), Grade III in the Executive Service Category" should be written on the top left hand corner of the envelope containing the application form.

Closing date of application will be 08.02.2016.

**Note.**– No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Candidates who delay their applications until the last day will do so at their own risk.

01. *Method of Recruitment.*– Recruitments will be made on the order of merit at the structured interview to be conducted by an interview board to be appointed by the Public Service Commission. Number of recruitments and the date on which such recruitments will take effect will be decided in accordance with the order of the Public Service Commission.

### 02. *Terms of engagement :*

- (i) This post is permanent.
- (ii) Selected candidate will be on probation for a period of three (03) years and should pass the First Efficiency Bar Examination within such prescribed period of three (03) years.
- (iii) As per the Public Administration Circular No. 1/2014, in order to give effect to the official language policy, a holder of an appointment will be required to acquire within five (05) years a working knowledge of the official language other than the official language in which he enters the public service. A holder of an appointment who enters the public service in a medium of language other than in a medium of any of the official languages will be required to reach within three (03) years a requisite standard of proficiency in one official language and within five (05) years in the other official language. The standard of proficiency in the second official language under Segment I should be acquired.
- (iv) This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishments Code, Financial Regulations, Departmental Orders and any other regulations and orders issued from time to time by the government.

03. *Salary Scale.*– In terms of the Public Administration Circular No. 6/2006, this post which is under SL-1-2006, carries a salary of Rs. 22,935 -10x645 -8x 790 -17x 1,050 - Rs. 53,555 per month.

### 04. *Qualifications :*

- (i) *Educational and Professional Qualifications :*  
Should have possessed a LLB degree from a university recognized by the University Grants Commission or be an Attorney-at-Law of the Supreme Court.
- (ii) *Experience :*  
Should have acquired a dynamic professional practice of not less than three (03) years upon the enrolment as an Attorney-at-Law of the Supreme Court.

05. *Age limit.*– Should not be less than 21 years and not more than 35 years of age as at the closing date of applications. (The maximum age limit does not apply to officers already in the Public Service).

06. *Physical fitness.*– Every candidate should be in good mental and physical order to serve in any part of the Island and to discharge the duties and functions of the post.

07. *Other Qualifications.*– Every candidate must furnish satisfactory proof to the effect that he/she :

- (i) Is a citizen of Sri Lanka,
- (ii) Has a good command of English,

(iii) Is of excellent moral character,

(iv) Has fulfilled the necessary qualifications in every respect referred to in this notice of calling for applications, as at the closing date of applications.

08. *Structured Interview*.– Marks will be given by an interview board to be appointed by the Public Service Commission.

09. *Marking Scheme at the Structured Interview* :

<i>Spheres in respect of which marks are given</i>	<i>Maximum marks that could be given</i>	<i>Maximum marks that could be earned</i>
<p>01. <i>Additional Educational Qualifications</i> :</p> <p>(i) LL B Degree obtained from a university recognized by the University Grants Commission – First Class Pass – Second Class (Upper Division) Pass – Second Class (Lower Division) Pass</p> <p>(ii) First Class Pass at the Final Examination, Sri Lanka Law College</p> <p>(iii) Second Class Pass at the Final Examination, Sri Lanka Law College</p> <p>(Marks are awarded only to the highest standard secured <b>either</b> at the LLB or at the Final Examination, Sri Lanka Law College.)</p>	<p>20 marks 15 marks 10 marks 15 marks 10 marks</p>	<p>20 marks</p>
<p>02. <i>Additional Professional Qualifications</i> :</p> <p>(i) LL M obtained from a university recognized by the University Grants Commission or from Sri Lanka Law College</p> <p>(ii) Post Graduate Diploma in Law (not less than one year)</p> <p>(iii) Diploma Course in Law (not less than six months)</p>	<p>15 marks 08 marks 05 marks</p>	<p>15 marks</p>
<p>03. <i>Experience</i> :</p> <p>Experience as an Attorney-at-Law in the public or private sector</p> <p>(Marks are awarded for the experience excluding the minimum requirement of three years of experience as an Attorney-at-Law as is referred to in the notice of calling for applications)</p> <p>(05 marks are awarded per year and maximum marks could be awarded are 30)</p> <p><b>Note</b>.– Professional practice as an Attorney-at-Law must be proved by a certificate to be obtained from a Judicial Officer or a President's Counsel or an Attorney-at-Law whose professional practice should be not less than 20 years.</p>	<p>05 marks per year</p>	<p>30 marks</p>
<p>04. <i>Computer Literacy</i> :</p> <p>(i) A degree obtained from a recognized institution approved by the University Grants Commission with Information Technology as a principal subject.</p> <p>(ii) A Diploma in Information Technology (not less than six months) obtained from a recognized institution approved by the Government.</p> <p>(iii) A Certificate Course in Information Technology (not less than three months) obtained from a institution approved by the Government.</p>	<p>15 marks 10 marks 05 marks</p>	<p>15 marks</p>
<p>05. <i>Proficiency in English Language</i> :</p> <p>(i) LL M, LL B, Post Graduate Degree, Post Graduate Diploma, Diploma Course in Law should have been obtained in the English Medium. (All question papers should have been answered in the English Language).</p> <p>(ii) A Diploma in English Language (not less than six months) obtained from a university recognized by the University Grants Commission or from an institution approved by the Government).</p> <p>(iii) A Certificate Course in English Language (not less than three months) obtained from a university recognized by the University Grants Commission or from an institution approved by the Government.</p>	<p>15 marks 10 marks 05 marks</p>	<p>15 marks</p>
Performance at the interview	05 marks	05 marks

10. (i) Applications should be prepared on an A4 paper of 22x29cm in size using both sides. So that items from 01 to 14 appear on the first page and item 15 onwards on the second page and it should be filled by the candidate's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notice or are received after the closing date of acceptance of applications are liable to be rejected without notice. Incomplete applications and applications of the candidates who have not possessed prescribed minimum requirements will also be rejected. Therefore, candidates should ensure that their applications are as per the specimen in every respect. Further, it is advisable if a copy of the application is retained with the candidate. Receipt of applications will not be acknowledged.

**Note.**– (a) No documents or copies of documents should be attached to the application form.

(b) Applications of candidates who fail to produce documents when required to do so will not be considered.

- (ii) Applications from officers in the Public Service/ Provincial Public Service/State Corporations must be forwarded through the Heads of the Departments/ Establishments.

11. Procedural Rules of the Public Service Commission, Circulars that now exist or may be issued from time to time in the future and service minutes relating to Grade III in the Executive Service Category of the Ministry of Justice and the amendments already made and to be made thereto are applicable to this post.

By the order of the Public Service Commission,

Secretary,  
Ministry of Justice.

21st December, 2015.

# SPECIMEN APPLICATION FORM

## PUBLIC SERVICE COMMISSION

APPLICATION FOR THE POST OF ASSISTANT SECRETARY (LEGAL),  
GRADE III IN THE EXECUTIVE SERVICE CATEGORY OF THE  
MINISTRY OF JUSTICE

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

01. (a) Name with Initials (in Sinhala/Tamil) : .....  
Name with Initials (in English block capitals) : .....  
(b) Full Name (in Sinhala/Tamil) : .....  
Full Name (in English block capitals) : .....

02. Permanent Address (in Sinhala/Tamil) : .....

03. Permanent Address (in English block capitals) : .....

04. Telephone No. : .....

05. National Identity Card No. :

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06. Sex : .....

07. Date of Birth :

Year : ....., Month : ....., Date : .....

08. Age as at the closing date of applications :

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

09. Nationality : .....

10. Whether married or single : .....

11. Particulars in respect of the LLB Degree :

University : .....

Date on which the Degree was conferred : .....

Medium : .....

12. Date of enrolment as an Attorney-at-Law : .....

13. Experience as an Attorney-at-Law, Number of years :  
.....

14. Qualification as per the Item 09 of the notice of calling for applications :

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

(vi) .....

(vii) .....

(viii) .....

15. Languages proficiency (Mark ✓ in the relevant box) :

	Very Good	Good	Ordinary	Weak
Sinhala				
Tamil				
English				

## Candidate's Declaration

I ..... declare that the particulars furnished by me in this application are true and correct. I certify that I have not been subject to any form of disciplinary action including dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also 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 without compensation, if detected after appointment.

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

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

*Certificate of the Head of the Department in case of the officers are from the Public Service :*

I do hereby inform that Mr./Mrs./Miss ..... is serving in this Ministry/Department as ..... on permanent/temporary/casual basis and that he/she can be/cannot be released, if selected for this post.

\_\_\_\_\_,  
Signature of the Head of the Department and official seal.

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

Name : \_\_\_\_\_.

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

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

01-444

## PUBLIC SERVICE COMMISSION

### Ministry of Megapolis and Western Development

FOR THE POSITION OF LEGAL OFFICER (EXECUTIVE SERVICE CATEGORY GRADE III) RECRUITMENT ON OPEN COMPETITIVE BASIS

APPLICATIONS are called from citizens of Sri Lanka, who possess following qualifications to fill 01 vacancy for the post of Legal Officer exists in, the National Physical Planning Department.

1.0 *Recruitment Procedure.*– Qualified candidates as per the notification shall be placed to a structured interview conducted by a panel of interview appointed by the Public Service Commission and the candidates who score the highest shall be recruited for the existing vacancies, accordingly. The structured interview shall be conducted in compliance with making procedure (mentioned under No. 06, herein) approved by the Public Service Commission.

#### 2.0 *Qualifications required :*

- (i) *Educational and Professional Qualifications.*– Candidate should have taken Oaths as a Attorney-at-Law at a Magistrate Court/Posses a LLB Degree from a University recognized by the University Grants Commission ; and

Minimum of 03 year professional experience in the same capacity after taking Oaths as an Attorney-at-Law pertinent supportive documents should be clearly stated and to be attested by the attester placing the signature and the rubber seal.

- (ii) *Physical fitness.*– Every applicant shall be physically and mentally fit to serve in any part of the island and perform duties of the post.

#### (iii) *Other Qualifications :*

- \* Should be a citizen of Sri Lanka,
- \* Applicants shall be of excellent character,
- \* Requisite qualifications for this examination shall have been completed in every aspect by on or before the date of vacancy notification/*Gazette* notification.
- \* Exceptionally fluent in English.

#### 3.0 *Conditions of recruitment and Service :*

- (i) This post is permanent and pensionable. Shall contribute to the Widows' and Orphans' Pension Scheme and Widowers' and Orphans' Pension Scheme.
- (ii) Appointment shall be subject to a probationary period of three years. First Efficiency Bar examination shall be passed within 03 years from the date of recruitment to Legal Officer - Grade III as prescribed in the recruitment procedures.
- (iii) Pursuant to the Public Administration Circular No. 01/2014 dated 21.01.2014, officers are required to acquire language proficiency in official languages other than the languages in which the candidate entered to the public service and the candidate who have not entered to the service either in Sinhala medium or Tamil medium required to acquire working knowledge in one of the official languages, during the probation period.
- (iv) A selected candidate shall be subject to the procedural regulations of Public Service Commission, relevant provisions of the Establishments Code and Financial Regulations and Department Orders of Democratic Socialist Republic of Sri Lanka.

04. *Age limit.*– The applicants should not be not less than 21 years and not more than 45 years of age as at the closing date of the applications.

05. *Salary Scale.*– The monthly salary scale relevant to this position is Rs. 22,935 -10x645 -8x790 -17x1,050 - Rs. 53,555 (Salary Category No. SL-1-2006, of Public Administration Circular 06/2006 dated 25.04.2006.



06. Marking procedure for the structured interview shall be based upon following :

No.	Subjects		Maximum Marks
01	<p>Additional Educational Qualifications :</p> <ul style="list-style-type: none"> <li>– For the with first class</li> <li>– For the pass with Second Upper Class</li> <li>– For the pass with Second Lower Class</li> </ul> <p>For the first class pass in the final year of the Law College</p> <p>For the second first class pass in the final year of the Law College</p> <p><i>Note.</i>– Marks 10 shall be given only for the merit pass in the final year.</p> <p>Marks shall be given only for the maximum qualifications acquired - either for the degree of one of the highest qualification obtained from the Law College</p>	<p>20</p> <p>15</p> <p>10</p> <p>15</p> <p>10</p>	20
02	<p><i>Additional Professional Qualifications :</i></p> <p>For a Post Graduate Diploma or Post Law Diploma, which is not less than one year, for the relevant field offered by recognized institution (Each diploma shall be given 05 marks)</p> <p>For a relevant Diploma, which is not less than 06 months, offered by recognized institution (Each diploma shall be given 03 marks)</p> <p>For a relevant certificate course, which is not less than 03 months, offered by recognized institution (Each diploma shall be given 02 marks)</p>		15
03	<p><i>Additional Experience :</i></p> <p>Experience as a Legal officer at Public or private establishment for not less than six month and not more than one year - 02 Marks</p> <p>A maximum of 30 marks at 05 marks for the each year (except from the three year pre-requisite service to be qualified for an Attorney-at-Law)</p> <p>(Additional experience should be attested by a certificate obtained from an Attorney at Law who has more than 20 year, President's Counsel, or a Judge)</p>		30
04	<p>Computer Literacy :</p> <p>For following Information Technology as a main subject for the degree offered by a University recognized by the University Grants Commission</p> <p>Diploma Course on Information Technology followed at an institution recognized by the government or for 1500 hours</p> <p>For a certificate course on Information Technology followed at an institution recognized by the government</p> <ul style="list-style-type: none"> <li>– Six months/720 hours</li> <li>– Three months/360 hours</li> </ul>	<p>15</p> <p>10</p> <p>07</p> <p>05</p>	15
05	<p>Proficiency in English Language</p> <p>Post Graduate Degree/Degree/Post law degree/Master of Attorney-at-Law followed in English Medium</p> <p>Diploma in English Language followed at a university or an government institution recognized by the University Grants Commission (one year or 1500 hour diploma)</p> <p>For a certificate course on English Language followed at an institution recognized by the government</p> <ul style="list-style-type: none"> <li>– Six months/720 hours</li> <li>– Three months/360 hours</li> </ul>	<p>15</p> <p>10</p> <p>07</p> <p>05</p>	15
06	Skills and performance shown at the interview		05
07	Aggregate marks		100

7.0 *Candidate Identity*.– Only the candidates who have duly submitted applications shall be called for the structured interview.

Original copies of all relevant certificates and duly certified photocopies of the same should be submitted at the interview.

Following documents shall be accepted to prove the identity of candidates :

- (i) National Identity Card issued by the Commission of Registration of Persons.
- (ii) Valid passport.

8.0 *Submission of Applications* :

- (a) Applications should be forwarded on or before 08.02.2016 by registered post to following address. Applications received after the deadline shall be rejected.

Secretary,  
Ministry of Megapolis and Western Development,  
Suhurupaya,  
Battaramulla.

- (b) Specimen application form that should be submitted, is attached herewith in the latter part of this notification. Applications should be prepared using a paper of size A4 so as to appear from No. 01 to 06 on the 01st page, from 07 to 10 on the 2nd page from No. 11 to 12.2 on the 03rd page and the application should be perfected by own hand writing.

- (c) The words “Application for recruitment for the post of Legal Officer of National Physical Planning Department” should be clearly indicated on the top left-hand corner of the envelope enclosing the application.

- (d) Candidate’s signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces, or an officer holding a permanent post in public service whose monthly integrated salary is Rs. 22,935 or above.

- (e) Applicant who currently hold permanent positions in the Public Sector, shall forward their applications through the head of the organization.

- (f) Applications that are not complying with the specimen application form shall be rejected. No complains with regard to lose, misplace or delay of application shall not be entertained.

09. *Furnishing false Information*.– If it is found that the details furnished by the candidate are false and inaccurate, candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a candidate is false he/she is liable to dismissal at any time from the public service.

Public Service Commission reserves the rights of filling or non-filling the vacancy.

By order of Public Service Commission,

Secretary,  
Ministry of Megapolis and  
Western Development.

SPECIMEN APPLICATION FORM

MINISTRY OF MEGAPOLIS AND WESTERN DEVELOPMENT  
RECRUITMENT OF LEGAL OFFICER



For office use only

- 1.0 Name with initials (Mr./Mrs./Miss) : \_\_\_\_\_.
- 01.1 Names denoted by initials (write clearly) : \_\_\_\_\_.
- In Sinhala letters : \_\_\_\_\_.
- In English letters : \_\_\_\_\_.
- 2.0 National Identity Card No. : \_\_\_\_\_.
- 3.0 Date of Birth : \_\_\_\_\_.
- Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.
- 4.0 Gender : \_\_\_\_\_.
- (Male - M Female - F) ☐
- 5.0 Permanent Address (write clearly) : \_\_\_\_\_.
- 6.0 Telephone Numbers :
- Residential : \_\_\_\_\_.
- Mobile : \_\_\_\_\_.
- 7.0 Educational Qualifications :
- 07.1 Details of G. C. E. (A/L) Examination :
- (i) Year and month of the examination : \_\_\_\_\_.
- (ii) Index No. of the examination : \_\_\_\_\_.
- (iii) Subjects passed :

Subjects	Grade

07.2 Details of the degree obtained :

- (i) Name of the University : \_\_\_\_\_.
- (ii) Year of the degree obtained : \_\_\_\_\_.
- (iii) Name of the degree : \_\_\_\_\_.

8.0 Experience :

- (i) Period of time served as an Attorney-at-Law at a Supreme Court : \_\_\_\_\_.

9.0 Have you ever been accused by a court for any offence ?

Yes/No : \_\_\_\_\_.

09.1 If “Yes” please specify : \_\_\_\_\_.

10.0 Affirmation of the Applicant :

- (a) I hereby declare that the particulars furnished in the application are true and accurate to the best of my knowledge.

(b) I am fully aware that if any information I have furnished herewith is found to be false or incorrect prior to the appointment or after the appointment and found that I am not qualified for the post and I'm liable for dismissal from the service without an compensation.

(c) I shall not change or amend any information furnish herewith in the future.

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

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

11.0 Attestation of the signature of the Applicant :

I do hereby certify and attest that the applicant Mr./Mrs./Miss ..... is personally well known to me, and he/she signed the application form before me and signed under the aforesaid Chapter 10.

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

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

Position : \_\_\_\_\_.

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

Please confirm by placing the official rubber stamp.

12. Recommendation of the Head of the Department (Only applicable to applicants who are currently employed at Government/Provincial) :

12.1 Pursuant to the personal file fo the applicant, during the last five years at the date of application :

- Conduct, attendance, satisfactory/not satisfactory
- Has/has not earned all relevant salary increment
- Has/has not subject to any disciplinary punishment

12.2 In case of selected for the position applied, the officer could be/could not be released from the current position, I hereby recommend/not recommend the application.

\_\_\_\_\_,  
Signature and the official rubber stamp of the Head of the Department.

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

01-447

## Examinations, Results of Examinations &c.

### MINISTRY OF SPORTS

#### National Institute of Sports Science

#### DIPLOMA COURSE IN SPORTS 2016/2017

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

#### 01. Educational and Other Qualifications :

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

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

(a) First or second place of a District Level Competition in National Sports Festival conducted by the Ministry of Sports,

or

(b) First, second or third place in a National Level Competition conducted by a National Sports Association,

or

(c) First place in an event of over sixteen years of age in a National School Competition,

or

(d) Should have participated in South Asian games, Asian games, Asian Championship competitions, Commonwealth games, World Championship games or Olympic games as a member of a National Sports Team,

or

(e) Should have served as Sports Officer in the Ministry of Sports or in an institution under the Ministry of Sports or Sports Officer in any Provincial Council or as a teacher in sports under the Ministry of Education (it is mandatory to fulfill the requirements relating to note 01),

or

(f) Should be a Teacher, Instructor/tress in sports or Physical Education (even as a Volunteer) in an institution recognized by the government or Ground Instructor/tress in a local government body or a Sports Officer attached to the National Youth Council,

and

should have five (05) years of service and should possess a graded coaching phase license obtained from a national sports association,

or

(g) Should have successfully completed a preliminary and a higher level course in sports of not less than six (06) months duration as an Instructor/tress in

a training institute or school of the Police, armed Forces or Civil Defense Service

(c) Specialization in track and Field Athletics.

*N.B. - Note*

01. Those who have served under the Ministry of Sports should have completed one year of service and those who have served under the Ministry or Education should have completed five years of service. (The completion of two years of service is accepted only from the Physical Education Teachers who have received training at College of Education.)

(d) Within the duration of the Diploma course, specialization is required in one of sports for male and female candidates depending on the situation in addition to track and field athletics.

(e) knowledge of general subjects such as Sports Physiology, Sports Sociology, Sports Administration, Sports Statistics, Organizing Methods of Sports Festivals, Sports Medicine, Sports Biochemistry, Sports Nutrition and Sports Psychology.

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

4.2 The duration of the course is 12 months.

*02. Preparation of Application :*

2.1 Candidates possessing the necessary qualifications mentioned above should submit their applications in a paper of 8" x 13 ½" in size as per specimen application form appearing at the end of this notice. Applications should be completed in applicant's own handwriting and sent by registered post to reach the Director, National Institute of Sports Science, 100/7, Independence Avenue, Colombo 07, on or before 08.02.2016.

4.3 Those who are selected to follow the course should pay a Course Fee of Rs. 30,000 before commencement of the course which is not refundable by any means. In the event the Course fee being paid by a cheque, it should be drawn in favour of the "Secretary, Ministry of Sports" Please note that only those who paid the Course fee in full prior to the commencement of the Course will be enrolled to follow the Course.

2.2 "Application for the Course of Diploma in Sports 2016/2017" should be written at the top left corner of the envelope containing the application.

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

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

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

2.4 A money order to a value of Rs. 500 being examination fees drawn in favour of the Secretary, Ministry of Sports, exchangeable at the Cinnamon Gardens Post Office should be sent along with the application.

*05. Other Conditions :*

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

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

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

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

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

*04. Details of the course :*

4.1 Syllabus contains five sections as follows :–

(a) General Theory of Training :- study of Physical Qualities, Skill Development Techniques & Strategies, Training Methods, Aspects of Planning, Principles of training Load and Tests and a *viva voce* examination.

(b) Theory and practice of at least ten major sports.

Director,  
National Institute of Sports Science.

No. 100/7, Independence Avenue,  
Colombo 07.

08th January, 2016.

SPECIMEN APPLICATION FORM

NATIONAL INSTITUTE OF SPORTS SCIENCE

DIPLOMA IN SPORTS – 2016/2017

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


(iv) National Identity Card No. : 

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02. Address :-

(i) Private :\_\_\_\_\_.

(ii) Official :\_\_\_\_\_.

Telephone Official :\_\_\_\_\_.

Telephone Private :\_\_\_\_\_.

03. Date of Birth :- Year : 

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 Month : 

--	--

 Date : 

--	--

Age on 31.12.2015 :- Years : 

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 Months : 

--	--

 Days : 

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

05. (i) Sex :\_\_\_\_\_.

(ii) Marital Status :\_\_\_\_\_.

06. Whether you are employed or not :

(i) Post :\_\_\_\_\_.

(ii) Duration of the service :\_\_\_\_\_.

(iii) Service Station :\_\_\_\_\_.

07. Educational Qualifications:-

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

Year 

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Exam No. :\_\_\_\_\_.

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

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

Year 

--	--	--	--

Exam. No. :\_\_\_\_\_.

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

## (iii) Other Education Qualification (Highest Exam./Degree)

Year 

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Exam. No. : \_\_\_\_\_.

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

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

1. Performance over 16 years of age at national school competitions :\_\_\_\_\_.
2. Performance at National Sports Festival district/Provincial/National :\_\_\_\_\_.
3. Performance at national competitions conducted by National Sports Associations :\_\_\_\_\_.
4. Participation in International Sports Competitions :\_\_\_\_\_.

09. (I) According to the *Gazette* notification, Please state, under which qualification category of 1.2 that you are eligible to apply for the course :

a	b	c	d	e	f	g

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

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

11. No. of the money order obtained after paying Rs. 500 being examination fees to the Cinnamon Gardens Post Office :\_\_\_\_\_.  
(Money order should be drawn in favour of the "Secretary, Ministry of Sports" and the receipt should be affixed to the application)

12. Whether you are prepared to pay a course fee of Rs.30,000 if selected :\_\_\_\_\_.

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

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

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

For Government / Local Government / Corporation Employees only :

Director,

National Institute of Sports Science:

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

\_\_\_\_\_,  
Signature

Name & Designation of the Certifying Officer.  
Address (Confirmation with the rubber frank)

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