

N.B.— Part IV(A) of the *Gazette* No. 1,892 of 05.12.2014 was not published.

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

අංක 1,893 - 2014 දෙසැම්බර් මස 12 වැනි සිකුරාදා - 2014.12.12  
No. 1,893 – FRIDAY, DECEMBER 12, 2014

(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 the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All Notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after three months from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 02nd January, 2015 should reach Government Press on or before 12.00 noon on 19th December, 2014.

#### 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.”

P. H. L. V. DE SILVA,  
Acting Government Printer.

Department of Government Printing,  
Colombo 08,  
01st January, 2014.

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



### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Rules and Instructions for Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMISSIONER GENERAL OF EXAMINATIONS,

Department of Examinations,  
Pelawatta, Battaramulla.

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Marriages, Births and Deaths

##### GALLE DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 12th of January, 2015.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.

##### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Galle	Imaduwa	Post of Registrar of Marriages (General) of Thalpepaththu Division and Births and Deaths of Ahangama North Division	District Secretary/Additional Registrar General, District Secretariat, Galle.

12-385

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Muslim Marriages

##### KURUNEGALA DISTRICT

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

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

02. Muslim males only can apply for these Posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 12th of January, 2015.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
25th November, 2014.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kurunegala	Rideegama	Post of Registrar of Muslim Marriages of Thelambugalla Area, Hiriya Hathpattuwa Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.

12-386

**AMENDMENT OF CLOSING DATE OF APPLICATIONS AND THE DIVISIONAL SECRETARIAT FOR  
RECRUITMENT OF REGISTRAR OF MARRIAGE, BIRTH AND DEATH OF THE REGISTRAR  
GENERAL'S DEPARTMENT**

**Kandy District**

IT is kindly notified that the closing date of application and the Divisional Secretariat for recruitment for the Post of Marriage, Birth and Death Registrar, for the Division appearing in the following schedule which was published by me in the *Gazette* No. 1,878 of 29.08.2014 is extended as 15.01.2015.

Registrar General.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kandy	Doluwa	Post of Registrar of Marriages (General/ Kandyan) of Udapalatha Division and Births and Deaths of Legundeniya Division	District Secretary/Additional Registrar General, District Secretariat, Kandy.

12-441

## DEPARTMENT OF GOVERNMENT INFORMATION

### Recruitment to the Post of Director (Media) in the Department of Government Information on Contractual Basis

APPLICATIONS are called from qualified candidates for recruitment to the Post of Director (Media) in the Department of Government Information on Contractual Basis.

1. *Structured Examination.*– The date of the structured examination will be decided by the Public Service Commission.

<i>Fields considered in granting marks</i>	<i>Maximum Marks</i>	<i>Minimum marks considered for selection</i>
Additional Educational Qualifications	40	Not Applicable
Additional Experience	25	
Additional Professional Qualifications	30	
Skill Demonstrated in the interview	05	
Total	100	

2. *Number of Appointments.*– Steps will be taken to fill 01 vacancy of the post of Director (Media) in the Department of Government Information on contractual basis.

3. *Effective date of appointments.*– The date will be decided according to the directions of the Public Service Commission.

4. *Service Conditions.*– Selected candidates will be appointed to the post of Director (Media) on contractual basis subject to general conditions governing Public Service appointments, conditions and regulations in the Recruitment Procedure of the Post of Director (Media) in the Department of Government Information on contractual basis approved by the Public Service Commission on 24.09.2013 and amendments already done and would be done in the future to the Recruitment Procedure.

5. The Public Service Commission has the authority to revoke the appointments of candidates who fail to assume duties on the due date and/or who reject or avoid to assume duties.

6. *Monthly Allowance* : Rs. 30,000.

7. *Qualifications.*– At the closing date of applications.

- (i) *Educational Qualifications.*– Obtained a degree from a university recognized by the University Grant Commission or from an institution recognized by the University Grant Commission as a degree offering institution ;

or

10 years of active service in an executive post in the media field.

- (ii) *Professional Qualifications.*– Completion of a Diploma course in Media will be considered as a special qualification.

(iii) *Experience.*– For graduated candidates, a minimum 06 years experience in an executive post relevant to media at a recognized institution.

(iv) *Physical Qualifications.*– Each candidate should be physically and psychologically fit to serve in any part of Sri Lanka and to discharge duties of the post.

(v) *Other :*

(i) Should be a citizen of Sri Lanka,

(ii) Should possess an excellent character,

(iii) All qualifications in regard to the appointment to the post should be duly completed at the closing date.

8. *Age :* Minimum limit : 18 years  
Maximum limit : 50 years.

9. *Method of submitting Application :*

(a) Applications should be prepared according to the specimen form of application attached to this notice using an A4 sheet. Application should be filled in with candidates own handwriting. Applications that do not comply with the specimen form of application and incomplete applications will be rejected without notification. It will be useful to keep a photocopy of the application. Candidate must check whether the duly filled in application complies with the specimen form of application. Otherwise, it may be rejected.

(b) Completed applications should be sent by registered post to reach the Ministry of Mass Media and Information before 12.01.2015. Cite, "Recruitment to the Post of Director (Media) in the Department of Government Information on Contractual Basis" on the top left hand corner of the envelope, in which the application form is enclosed. Applications received after the closing date will not be accepted.

(c) Incomplete applications in any manner will be rejected. Complaints on misplacements or delays will not be entertained.

10. If any candidate was found guilty of providing any false information or suppressing any important information purposely, he/she is liable to be dismissed.

11. In case of any inconsistency or contradiction among the Sinhala, Tamil and English versions of the *Gazette* notification, the Sinhala text shall prevail.

12. Matters not covered by these regulations will be determined by the Public Service Commission.

According to directions of the Public Service Commission,

CHARITHA HERATH,  
Secretary,  
Ministry of Mass Media and Information.

Ministry of Mass Media and information,  
No. 163, Kirulapona Avenue, Polhengoda,  
Colombo 05,  
13th November, 2014.

### SPECIMEN FORM OF APPLICATION

(For official use)

RECRUITMENT TO THE POST OF DIRECTOR (MEDIA) IN THE DEPARTMENT  
OF GOVERNMENT INFORMATION ON CONTRACTUAL BASIS

#### 01. Medium :

Sinhala - 1   
Tamil - 2   
English - 3

(Write the relevant number in the cage)

#### 02. Personal Information :

2.1 Name with initials stating initials at the end in English  
block letters : Mr./Mrs./Miss : \_\_\_\_\_.

Eg. :- SILVA A. B.

2.2 Name in full in English block letters : \_\_\_\_\_.

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

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

2.5 Gender : Male - 0   
Female - 1

(Write the relevant number in the cage)

2.6 Civil status : Unmarried - 1

Married - 2

(Write the relevant number in the cage)

#### 2.7 Ethnicity :

(Sinhala - 1, Tamil - 2, Ind. Tamil - 3,

Muslim - 4, Other - 5)

(Write the relevant number in the cage)

#### 2.8 National Identity Card No. :

#### 2.9 Date of Birth :

Year :     Month :   Date :

#### 2.10 Telephone Number (If available) :

#### 03. Educational Qualifications :

University	Degree	Date of validation of the degree	Subjects

#### 04. Professional Qualifications : \_\_\_\_\_.

#### 05. Experience : \_\_\_\_\_.

#### 06. If retired, the previous post : \_\_\_\_\_.

#### 07. Retired date : \_\_\_\_\_.

#### 08. Certification of the applicant :

I certify that the above information is true and correct.

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

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

12-303

## Examinations, Results of Examinations &c.

### DEPARTMENT OF PENSIONS

#### II nd Efficiency Bar Examination for Management Assistant Non-Technical Segment, Officer Category 2 (Document Assistants) - 2015

IT is hereby notified that the II nd Efficiency Bar Examination for the Management Assistant Non-Technical Segment, Officer Category 2 (Document Assistants) Grade II will be held by the Director General of Sri Lanka Institute for Development Administration, in the month of February 2015 in terms of the regulations of Para 8 of Recruitment Procedure of Pensions Officers of the Department of Pensions approved by the letter No. PSC/ET/3/1/25/1/1 and dated 12.07.2011 of Public Service Commission.

2.0 This examination for the Management Assistant Non-Technical Segment, Officer Category 2 (Document Assistants) Grade II will be held in Colombo only.

3.0 (i) This examination will be held by the Director General of Sri Lanka Institute for Development Administration and all candidates of this examination are subjected to the rules and regulations imposed by him.

4.0 *Eligibility.*— Officers who have been appointed to the post of Pensions Officer Grade II are eligible to appear for this examination.

5.0 The application for this examination should be in the form of specimen appended to this notification and should be prepared by the candidate him/her self. The applications should be sent by the

registered post through the Head of the Institution/Division to reach the “Director General, Sri Lanka Institute for Development Administration, No. 28/10, Malalasekera Mawatha, Colombo 07” on or before 12th January 2015. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Incomplete applications and the applications received after closing date will be rejected.

6.0 *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 :

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

The candidature of those who fail to produce any of the abovementioned documents may be cancelled at the discretion of the Director General of Sri Lanka Institute for Development Administration. The candidates are subjected to the rules and regulations on the conduct of the examination imposed by the Director General of Sri Lanka Institute for Development Administration. Any violation of these rules and regulations by candidates will be subjected to any punishment imposed by the Director General of Sri Lanka Institute for Development Administration.

7.0 *Application.*— Applications should be prepared in a paper of size A4 in the manner that Para Nos. 1.0 to 5.0 appears on the first page and the numbers onward form 6.0 on the second page. The application could be typewritten but should be filled in correctly and legibly by candidate’s own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

8.0 The Director General of Sri Lanka Institute for Development Administration will issue copies of the time table and admission cards to all candidates whose applications have been received. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall.

*Note.*— Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination.

9.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Director General of Sri Lanka Institute for Development Administration, enabling them to appear for the examination. No traveling expenses will be paid.

10.0 The examination will be held in Sinhala, Tamil and English medium. Candidates should answer question papers in the language medium in which they educated or in an official language. The language medium selected for the examination will not be allowed to change subsequently.

11.0 Candidates should score at least forty percent (40%) of the total marks allocated for each subject for a pass.

12.0 In view of implementing national language policy, the applications should be prepared and filled in by the national language which the officer expects to appear for the examination.

13.0 The Director General of Sri Lanka Institute for Development Administration will hand over the result sheets to the Director General of Pensions.

14.0 *Examination procedure.*— Candidates should sit for a written examination, which will consist of the following subjects :

<i>Subject</i>	<i>Total marks</i>	<i>Time</i>	<i>Subject Number</i>
1. Social Economic benefits and pensions	100	01 hour	01

14.1 Social economic benefits and pensions :

- (i) Social economic policy of Sri Lanka,
- (ii) Social Security schemes,
- (iii) Widows’ and Orphans’ Pension System and public service provident fund.

15.0 This notification is issued in Sinhala, Tamil, English languages and in the event of any inconsistency between Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text shall prevail. The decision of the Director General of Pensions shall effective on any unspecified fact of this notification.

S. S. HETTIARACHCHI,  
Director General of Pensions.

Department of Pensions,  
Maligawatte,  
Colombo 10,  
On this 25th day of November, 2014.

#### SPECIMEN FORM OF APPLICATION

II ND EFFICIENCY BAR EXAMINATION FOR THE MANAGEMENT ASSISTANT  
NON-TECHNICAL SEGMENT, OFFICER CATEGORY 2  
(DOCUMENT ASSISTANTS) - 2015

Medium of Examination :

Sinhala	– 2	
Tamil	– 3	
English	– 4	



- 1.0 1.1 Name with initials (English capital letters) :———. *Attestation of Signature*  
Ex. : GUNAWARDANE M. G. B. S. K.  
1.2 Name with initials (Sinhala/Tamil) :———.   
1.3 Names denoted by initials :———.   
(English capital letters)  
1.4 Names denoted by initials :———.   
(Sinhala/Tamil)

I certify that Mr./Mrs./Miss ..... who is personally known to me is an officer of this office and has placed his/her signature in my presence on .....

\_\_\_\_\_,  
Signature and the Official stamp of  
the Certifying Officer.

2.0 Place of work and address :

- 2.1 Name and address of office/department/institution (English capital letters) :———.   
2.2 Name and address of office/department/institution (Sinhala/Tamil) :———.   
2.3 Address to which the admission card should be sent (English capital letters) :———.

Date :———.   
Name :———.   
Designation :———.   
Address :———.

*Certification of the Head of the Department*

I certify that,

- (i) I have checked the details above mentioned ; and  
(ii) This officer is eligible to appear on this examination.

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

3.0 Male/Female :

Female – 1 ☐   
Male – 0 ☐

(Indicate relevant number in the cage)

4.0 National Identity Card Number :

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Date :———.   
Name :———.   
Designation :———.   
Address :———.

5.0 Subject/Subjects you offer in this sitting :

Subject	Subject Number

12-408/2

6.0 Present post :

- 6.1 Post :———.   
6.2 Number of the appointment letter :———.   
6.3 Date of appointment to the post of Management Assistant Non-Technical Segment Officer Category 2 (Document Assistants) Grade II :———.

7.0 Certification of the applicant :

I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. Further, I agree to be bound by the rules and regulations issued by the Director General of Sri Lanka Institute for Development Administration regarding this examination.

\_\_\_\_\_,  
Signature of the Candidate.

Date :———.

*Note.*— Candidate should place signature in presence of Head of the Institution or in presence of an officer delegated power to Act on behalf of the Head of the Institution.

**DEPARTMENT OF PENSIONS**

**II nd Efficiency Bar Examination for the  
Pensions Officers - 2015**

IT is hereby notified that the IInd Efficiency Bar Examination for the Pensions Officers of Grade II will be held by the Director General of Sri Lanka Institute for Development Administration, in the month of February 2015 in terms of the regulations of Para 8 of Recruitment Procedure of Pensions Officers of the Department of Pensions approved by the letter No. PSC/ET/3/1/25/1/2 and dated 18.08.2011 of Public Service Commission.

2.0 This examination for the Pensions Officers Grade II will be held in Colombo only.

3.0 (i) This examination will be held by the Director General of Sri Lanka Institute for Development Administration and all candidates of this examination are subjected to the rules and regulations imposed by him.

4.0 *Eligibility.*— Officers who have been appointed to the post of Pensions Officer Grade II are eligible to appear for this examination.

5.0 The application for this examination should be in the form of specimen appended to this notification and should be prepared by the candidate him/her self. The applications should be sent by the registered post through the Head of the Institution/Division to reach the "Director General, Sri Lanka Institute for Development Administration, No. 28/10, Malalasekera Mawatha, Colombo 07" on or before 12th January 2015. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Incomplete applications and the applications received after closing date will be rejected.

6.0 *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 :

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

The candidature of those who fail to produce any of the above mentioned documents may be cancelled at the discretion of the Director General of Sri Lanka Institute for Development Administration. The candidates are subjected to the rules and regulations on the conduct of the examination imposed by the Director General of Sri Lanka Institute for Development Administration. Any violation of these rules and regulations by candidates will be subjected to any punishment imposed by the Director General of Sri Lanka Institute for Development Administration.

7.0 *Application.* – Applications should be prepared in a paper of size A4 in the manner that Para Nos. 1.0 to 5.0 appears on the first page and the numbers onward from 6.0 on the second page. The application could be typewritten but should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

8.0 The Director General of Sri Lanka Institute for Development Administration will issue copies of the time table and admission cards to all candidates whose applications have been received. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall.

*Note.* – Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination.

9.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Director General of Sri Lanka Institute for Development Administration, enabling them to appear for the examination. No traveling expenses will be paid.

10.0 The examination will be held in Sinhala, Tamil and English medium. Candidates should answer question papers in the language medium in which they educated or in an official language. The language medium selected for the examination will not be allowed to change subsequently.

11.0 Candidates should score at least forty percent (40%) of the total marks allocated for each subject for a pass.

12.0 In view of implementing national language policy, the applications should be prepared and filled in by the national language which the officer expects to appear for the examination.

13.0 The Director General of Sri Lanka Institute for Development Administration will hand over the result sheets to the Director General of Pensions.

14.0 *Examination procedure.* – Candidates should sit for a written examination, which will consist of the following subjects :

<i>Subject</i>	<i>Total marks</i>	<i>Time</i>	<i>Subject Number</i>
1. Social Economic benefits and pensions	100	01 hour	01

14.1 Social economic benefits and pensions :

- (i) Social economic policy of Sri Lanka,
- (ii) Social Security schemes,
- (iii) Widows' and Orphans' Pension System and public service provident fund.

15.0 This notification is issued in Sinhala, Tamil, English languages and in the event of any inconsistency between Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text shall prevail. The decision of the Director General of Pensions shall be effective on any unspecified fact of this notification.

S. S. HETTIARACHCHI,  
Director General of Pensions.

Department of Pensions,  
Maligawatte,  
Colombo 10,  
On this 25th day of November, 2014.

**SPECIMEN FORM OF APPLICATION**

**II ND EFFICIENCY BAR EXAMINATION FOR THE  
PENSIONS OFFICERS - 2015**

Medium of Examination :

Sinhala - 2  
Tamil - 3  
English - 4

☐

**7.0 Certification of the applicant :**

I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. Further, I agree to be bound by the rules and regulations issued by the Director General of Sri Lanka Institute for Development Administration regarding this examination.

\_\_\_\_\_,  
Signature of the Candidate.

1.0 1.1 Name with initials (English capital letters) : \_\_\_\_\_.

Ex. : GUNAWARDANE, M. G. B. S. K.

1.2 Name with initials (Sinhala/Tamil) : \_\_\_\_\_.

1.3 Names denoted by initials : \_\_\_\_\_.  
(English capital letters)

1.4 Names denoted by initials : \_\_\_\_\_.  
(Sinhala/Tamil)

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

*Note.*— Candidate should place signature in presence of Head of the Institution or in presence of an officer delegated power to Act on behalf of the Head of the Institution.

*Attestation of Signature*

I certify that Mr./Mrs./Miss ..... who is personally known to me is an officer of this office and has placed his/her signature in my presence on .....

\_\_\_\_\_,  
Signature and the Official stamp of  
the Certifying Officer.

2.0 Place of work and address :

2.1 Name and address of office/department/institution (English capital letters) : \_\_\_\_\_.

2.2 Name and address of office/department/institution (Sinhala/Tamil) : \_\_\_\_\_.

2.3 Address to which the admission card should be sent (English capital letters) : \_\_\_\_\_.

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

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

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

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

3.0 Male/Female :

Female - 1  
Male - 0

☐

(Indicate relevant number in the cage)

*Certification of the Head of the Department*

4.0 National Identity Card Number :

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I certify that,

(i) I have checked the details above mentioned ; and

(ii) This officer is eligible to appear on this examination.

5.0 Subject/Subjects you offer in this sitting :

Subject	Subject Number

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

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

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

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

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

6.0 Present post :

6.1 Post : \_\_\_\_\_.

6.2 Number of the appointment letter : \_\_\_\_\_.

6.3 Date of appointment to the post of Pension Officer Grade : \_\_\_\_\_.

12-408/1