

# ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

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

අංක 1,538 – 2008 පෙබරවාරි 22 වැනි සිකුරාදා – 2008.02.22  
No. 1,538 – FRIDAY, FEBRUARY 22, 2008

(Published by Authority)

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

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

			PAGE				PAGE
Posts - Vacant	...	...	190	Examinations, Results of Examinations &c.	...	...	191

**Note.**—Sri Lanka Library Association (Incorporation) Bill is published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of December 20th, 2007.

Sri Dhammalankara Social Services Foundation (Incorporation) Bill is published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of 2007, November 02nd.

Social Service Foundation of Wickramashila Dharmayathenaya in Bandaragama Bill is published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of 30th, November, 2007.

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

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

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

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication *e.g.*, Notices for publication in the weekly *Gazette* of 29th February 2008, should reach the Government Press on or before 12 noon on 15th February, 2008.

LAKSHMAN GOONEWARDENA,  
Government Printer.

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

### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

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

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

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

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

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

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

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

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

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

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (1 of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent public Administration Circulars.

**Rules and Instructions for Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts - Vacant

### REGISTRAR GENERAL'S DEPARTMENT

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

##### BADULLA DISTRICT

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

02. 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.

03. Both male and female can apply for these posts.

04. Applicants should be not less than 21 years and not more than 65 years of age.

05. Applicants should be married.

06. 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.

07. Application forms are obtainable from the offices of District Secretaries (Government Agents) and Land and District Registries. Applications should be sent by registered post to the address given in the Schedule on or before 18th March, 2008.

E. M. GUNASEKARA,  
Registrar General.

Registrar General's Department,  
No. 280, Main Street,  
Colombo 11,  
25th January, 2008.

##### THE 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>
01. Badulla	Haldummulla	Post of Muslim Marriages Registrar in Haldummulla Division	District Secretary/Additional Registrar General/District Secretariat, Badulla
02. Badulla	Hali-Ela	Post of Muslim Marriages Registrar in Hali-Ela Division	do.
03. Badulla	Hali-Ela	Post of Additional Muslim Marriages Registrar in Hali-Ela Division	do.

02-653

### REGISTRAR GENERAL'S DEPARTMENT

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

##### BADULLA DISTRICT

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

02. 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.

03. Both male and female can apply for these posts.

04. Applicants should be not less than 21 years and not more than 65 years of age.

05. Applicants should be married.

06. 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.

07. Application forms are obtainable from the offices of District Secretaries (Government Agents) and Land and District Registries. Applications should be sent by registered post to the address given in the Schedule on or before 18th March, 2008.

E. M. GUNASEKARA,  
Registrar General.

Registrar General's Department,  
No. 280, Main Street,  
Colombo 11,  
30th January, 2008.

#### THE 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>
01. Badulla	Maiyanganya	Post of Registrar of Births and Deaths in Maiyanganya Division	District Secretary/Additional Registrar General/District Secretariat, Badulla
02. Badulla	Passara	Post of Medical Registrar in Passara Town Division	do.
03. Badulla	Haldummulla	Post of Registrar of Marriage (Kandyan and General) in Haputale Division and Births and Deaths in Kandapalla Division	do.

02-652

## Examinations, Results of Examinations &c.

### MINISTRY OF VOCATIONAL AND TECHNICAL TRAINING

#### Department of Technical Education and Training

ADMISSION OF STUDENTS TO COURSES FOR NATIONAL VOCATIONAL QUALIFICATION (NVQ) LEVEL 05 AND 06,  
CONDUCTED AT GALLE TECHNICAL COLLEGE (COLLEGE OF TECHNOLOGY) - 2008

APPLICATIONS are invited from eligible candidates for the course, appearing in this *Gazette* Notification, conducted in Galle Technical College. Students for admission will be selected from the applicants according to the qualifications and merit and the place available in each course.

02. The prospective candidates are advised to prepare their own applications on a 13" x 8" sheet of paper in accordance with the "Specimen Application Form" given in this notification. As specified in item 13 in the specimen application form, each application should be affixed with a valid Rs. 10 stamp duly cancelled with the candidate's usual signature. Duly completed applications should be sent under

Registered Cover to reach the Principal, Technical College (College of Technology), Kaluwella, Galle, to reach him on or before 05th March, 2008.

03. Applications received after the prescribed date will be rejected.

04. A candidate seeking admission to follow a course in the Technical college should –

- (i) be of excellent moral character ;
- (ii) be a citizen of Sri Lanka ;
- (iii) have fulfilled all the eligibility requirements for admission at the time of forwarding the application.

05. Suitable candidates will be selected on the results of Selection Test, Aptitude test and/or an Interview.

06. Any documents or copies thereof, should not be submitted along with the application. Those candidates who fail to produce the necessary and acceptable documents to prove their eligibility at the interview will be deemed disqualified.

07. Subject to a maximum of Rs. 450 a month a stipend of Rs. 20 per day for attendance to classes will be paid to students, depending on parental income.

A limited number of students from low income families will be paid a bursary of Rs. 2,500 per year.

08. The candidate is held entirely responsible for the authenticity of his/her documents. Candidates who submit documents that have been tampered with or forged or not proved in fact will be severely dealt with.

Dr. H. L. OBEYSEKERA,  
Director General,  
Department of Technical Education and Training.

P. O. Box 557,  
Olcott Mawatha,  
Colombo 10.

#### DETAILS OF THE COURSE CONDUCTED IN GALLE TECHNICAL COLLEGE (COLLEGE OF TECHNOLOGY) – 2008

<i>Code No.</i>	<i>Name of Course</i>	<i>Qualification Index</i>	<i>Admission Qualification</i>
COT/Mech 5 and 6	Mechatronic	01	Hold one of the following NVQ Certificate through Institutional Training or Recognition of Prior Learning (RPL) :
	Full time day		(i) Machinist NVQ Level 03 or higher ; or
	Two Years		(ii) Electrician NVQ Level 03 or higher ; or
	Medium : English		(iii) Radio, TV and Allied Equipment Repairer NVQ Level 03 or higher ; or
			(iv) Tool and Die maker NVQ Level 03 or higher ; or
			(v) Pneumatic Technician NVQ Level 03 or higher ; or
			(vi) Tea Factory Mechanic NVQ Level 03 or higher ; or
		02	Hold an acceptable relevant Non - NVQ Certificate after completing a course or service experience of one year duration or more

#### REMARKS

Those who fulfill the admission qualification should pass at the following tests :

- (i) Pass in the selection test ;
- (ii) Pass in aptitude test ;
- (iii) Pass in the interview for affective skills.

*Note.*– Selection test will consist of Mathematics, Science and English components and exemptions may be granted if the candidate possesses Credit for Mathematic and passes for Science and English at the G. C. E. (O/L) Examination. Aptitude test and the interview will be compulsory for all the candidate.

SPECIMEN APPLICATION FORM

*Application for Admission to Galle Technical College (College of Technology) - Academic Year 2008*

For Official use only

(Applications must be directed to the Principal, Technical College (College of Technology) Kaluwella, Galle

01. Name of the Technical College :\_\_\_\_\_.
02. Name of the Course :\_\_\_\_\_.
03. Medium :\_\_\_\_\_.
04. Applicant's Name with initials :\_\_\_\_\_.
05. Names indicated by Initials :\_\_\_\_\_.
06. Permanent Address and Contact Telephone No. :\_\_\_\_\_.
07. National Identity Card No. :\_\_\_\_\_.
08. District :\_\_\_\_\_. Electorate :\_\_\_\_\_. Grama Niladari Division :\_\_\_\_\_.
09. Date of Birth :\_\_\_\_\_.
- Age as at 01.01.2008 :  
Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.
- Male/Female :\_\_\_\_\_.

10. Details of Entry Qualifications (according to the gazette notification)

<i>Qualification Index No.</i>	<i>Details of Certificates</i>	<i>NVQ Level (if applicable)</i>	<i>Name the Certificate issued by the Institute</i>	<i>Details of Experience (If any)</i>	<i>Period years months</i>
01					
02					

11. Please State, if you have any other Additional Qualifications and Certificates in addition to the above given details :\_\_\_\_\_.
12. Educational Qualifications :  
G. C. E. (O/L) and G. C. E. (A/L) Results :

<i>Index No.</i>	<i>Year</i>	<i>Subjects</i>	<i>Grade</i>

13. *Applicant's Declaration :*

I hereby certify that the information given in this application is true to my knowledge, and I have obtained the qualifications required for the course applied for. Further I agree with the scheme of selection of students to Technical Colleges and to accept the decision of the Director General of the Department of Technical Education and Training as final.

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

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

Stamp to the value of Rs. 10 should be affixed here and cancelled by signing on it.

## MINISTRY OF YOUTH AFFAIRS

Question Paper -2 (Duration 3 hours)

### Small Enterprises Development Division

#### FIRST EFFICIENCY BAR EXAMINATION FOR ENTREPRENEURSHIP DEVELOPMENT TRAINING OFFICERS - 2007

THE Commissioner - General of Examination on behalf of this Ministry will hold an Examination in Colombo for the First Efficiency Bar of the Entrepreneurship Development Training Officers attached to the Small Enterprises Development Division of the Ministry of Youth Affairs. Applications forms duly perfected in accordance with the following notice, are invited for same.

#### 02. Scheme of Examination :

- This Examination will comprise of four question papers and the syllabus for each subject is given below.
- The total marks for each subject is 100 and to gain a pass, a candidate should get 40 marks. (Written test : 30 marks out of 75 and Viva voce test : 10 marks out of 25).
- The examination will be conducted in Sinhala and Tamil medium.
- Candidates can sit for the prescribed four subjects at one or several sittings.

#### 03. Question Papers and the Syllabus for each Subject :

Question paper 1 (Duration - 3 hours) :

##### (I) Financial Regulations : (Subject - 01)

- Consolidated Fund
- Budgetary Classification Unit
- Recurrent Expenditure, Capital Expenditure
- Weeramon Procedure
- Supervision of the Chief Accounting Officer
- Accounting Officers and Accounting Officers of the State Revenue
- Responsibilities of Chief Accounting Officers
- Duties and Responsibilities of Revenue Accounting Officers
- Treasury Supervision and Control
- Executive Functions of the Treasury as a Department
- Internal Audit
- Delegation of Functions for Financial Control
- Audit Queries
- Payment Procedure
- Boards of Survey
- Procedure to be followed for Procuring Supplies and Services
- Advance

##### (II) Establishments Code and Office Procedure : (Subject - 02)

This question paper is designed to test the knowledge of the candidates regarding the contents of the Establishment Code- Part I and Part II and the field Organization Procedure.

Question Paper - 3 (3 hours)

##### (III) Law and Management - (Subject -03)

#### Law :

- Definition of Law
- Legal System of Sri Lanka
- Judicial System of Sri Lanka
- Registration of Companies
- Registration of Business Names
- Patents
- Income Tax
- Labour Laws
- Environmental Law
- Protection of Consumers Act
- Employees 'Provident Fund and Employees' Trust Fund
- By - Laws enforced by Local Authorities

#### Management :

- Introduction of Management
- Functions and Skills of the Managers
- Creating Planning Process and Levels of Organization
- Organizational Structure
- Evaluation of Performance
- Motivation
- Leadership
- Communication
- Decision Making
- Productivity and Productivity Circles
- Managerial Ethics and Responsibility
- Banking Systems
- Insurance

(This question paper is prepared to test the general knowledge of the above mentioned subject fields.)

Question Paper -04

##### (IV) English (Subject - 04) :

- Written Examination
- Oral Examination

#### 04. Method of Application :

- Application should be prepared in conformity with the specimen form indicated at the end of this notification using both side of A4 size papers. Application Form



should be prepared using both sides and para. No. 1 to 3 should be on the first page and the remainder on the other side. The relevant information should be filled legibly by the candidate himself using own hand writing. Any application which is not complaint with the specimen application or incompletely filled, will be rejected without any intimation. Retaining a photocopy of the application with the applicant would be useful. The Name of the Examination should be in English and Sinhala in Sinhala applications and in Tamil applications, it should be in English and Tamil.

- (b) Duly perfected applications for the Examination should be sent by registered post to the following address on or before 24.03.2008 :

Commissioner - General of Examinations,  
Department of Examinations of Sri Lanka,  
Organizations and Foreign Examination Branch,  
Pelawatta, Battaramulla.

- (c) The words "First Efficiency Bar Examination of the Entrepreneurship Development Training Officers" should clearly be written on the top left hand corner of the envelop enclosing the application. Any application received after the closing date will not be accepted.

- (d) Applicants will not be acknowledged. A notice will be published in the newspapers as soon as Admission Cards are issued to Applicants by the Commissioner General of Examinations. It is important to be alert for such a notice. A candidate who does not receive his Admission Card at least 2 or 3 days after the newspaper notice, should immediately notify the Commissioner General of Examinations, as advised in notice, sending the following documents along with your request, to

The Commissioner General of Examinations,  
Department of Examinations of Sri Lanka,  
(Organization and Foreign Examination Branch),  
Pelawatta, Battaramulla.

are more effective : Photocopy of the application that you retained, certified photocopy of the cash receipt, postal registration receipt (and a Fax No. for sending the Admission Card if the candidate is from outside Colombo). Address for Telegrams : "Exams", Pelawatta Battaramulla.

- (a) Name of Examination ;  
(b) Full Name of Candidates ;  
(c) Address ;  
(d) Date of posting the application ;  
(e) Name of post office and registration number.

05. Admission to the Examination :

- (a) Commissioner General of Examination will issue Admission Cards to all candidates who have sent their

applications. Candidates should sit for the examination at the examination center assigned to them. Candidates should produce the admission card, signature of which is attested, to the Supervisor of the Examination Centre. A candidate who fails to produce his admission card, will not be permitted to sit for the examination. Rules and instructions to be observed by the candidates are indicated in this *Gazette Notification*.

*Note.-* The issue of an Admission Card to a candidate does not necessarily mean that he or she has the requisite qualification to sit for the examination. All candidates are bound to abide by the rules laid-down by the Commissioner General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner General of Examinations.

- (b) *Identification of the Candidate.-* A candidate will be required to prove his identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/she appears. For this purpose, only one of the following documents will be accepted :

- (i) National Identity Card,  
(ii) A valid passport.

S. WIRITHAMULLA,  
Secretary,  
Ministry of Youth Affairs.

Ministry of Youth Affairs,  
Buddhaloka Mawatha,  
Colombo 07.

SPECIMEN APPLICATION FORM

For office use only.

MINISTRY OF YOUTH AFFAIRS

SMALL ENTERPRISES DEVELOPMENT DIVISION

*First Efficiency Bar Examination for the Small  
Entrepreneurship Development Training Officers*

Medium of Language

Sinhala = 2 /Tamil = 3

(Write the relevant number in the cage)

1. Name :

1.1 Last name with initials :\_\_\_\_\_.

(In English Capital Letters)

For Example : SILVA G. A.

1.2 Name in Full :\_\_\_\_\_.

(In English Capital Letters)

1.3 Name in Full :———.

(In Sinhala)

1.4 National Identity Card Number :

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

1.5 Sex: ☐

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

2. Address :

2.1 Official Address :———.

(In English Capital Letters)

(Admission Card will be sent to this address)

2.2 Permanent Address :———.

(In Sinhala Capital Letters)

3. Subjects offered at the Examination :-

- |                     |                      |
|---------------------|----------------------|
| 1. .... Subject No. | <input type="text"/> |
| 2. ....Subject No.  | <input type="text"/> |
| 3. ....Subject No.  | <input type="text"/> |
| 4. ....Subject No.  | <input type="text"/> |

I declare that the information given above is true. I am also aware that I am bound to abide by the rules laid down by the

Commissioner General of Examinations in relation to conducting of the examination.

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

Date :———.

#### Certificate of the Head of the Institution

I hereby certify that Mr./Mrs./Miss..... who submits this application placed her/his signature in my presence and the particulars furnished by him/her are correct and he/she is eligible to sit the Efficiency Bar Examination.

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

Date :———.

Name:———.

Designation :———.

Address :———.

02-565