

N.B.—Parts I:III and II of the *Gazette* No. 1,835 of 01.11.2013 were not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,836 - 2013 නොවැම්බර් 08 වැනි සිකුරාදා - 2013.11.08
No. 1,836 - FRIDAY, NOVEMBER 08, 2013

(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	2146	Examinations, Results of Examinations &c.	2157

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 November, 2013 should reach Government Press on or before 12.00 noon on 15th November, 2013.

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, 2013.

This Gazette can be downloaded from 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.

Department of Examinations,
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

NUWARA ELIYA 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 male and female can apply for this 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 09th December, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
21st October, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Nuwara Eliya	Walapane	Post of Registrar of Marriages (General/ Kandyan) of Walapane Division and Births and Deaths of Medapalatha Division.	District Secretary/Additional Registrar General, District Secretariat, Nuwara Eliya.

11-205

MINISTRY OF HEALTH

Open Recruitment for the Post of Psychiatric Social Worker - Grade II in Service Category of (MN 05-2006A) of the Segment 02 Officers - Field/Office

APPLICATIONS are hereby invited from the Sri Lankan citizens who have fulfilled the following qualifications to be recruited for the existing vacancies of Psychiatric Social Worker - Grade II at the hospitals under the Ministry of Health.

01. *Method of Recruitment.*— The candidates who obtained the highest marks on the basis of the results of Written Examination conducted by the Secretary to the Ministry of Health or Institute approved by the Secretary to the Ministry of Health among the applicants

completed the qualifications mentioned in this notification will be recruited after reffering them to an interview by which the physical fitness and qualifications are inspected (Number of officers due to be recruited will be decided by the Secretary to the Ministry of Health on the available vacancies and necessities of the Ministry)

02. *Required Qualifications :*

(i) Educational qualifications :

- (a) Should have obtained a Special Degree on Sociology, Social - Anthropology or Psychology ; or
- (b) Should have obtained a Degree from a University approved by the University Grant Commission and should have successfully completed a 06 months course on Psychiatric Social Works conducted by a Mental Health Institute under the Ministry of Health, followed by a 02 years experience in a Mental Health Unit under the purview of specialist Psychiatric.

(ii) *Physical fitness.*– Should be with good mental and physical health condition to be suited to serve in any part of the country.

(iii) *Other :*

- * All the qualifications should be fulfilled as at the date mentioned in the notification calling for the applicatins, by the applicants,
- * Applicant should be a Sri Lankan citizen,
- * Applicant should be with an excellent character.

03. *Conditions on the recruitment and Service :*

- (i) This post is permanent and pensionable should be contributed to the Widow/Widower and Orphans Pension Scheme.
- (ii) This appointment is subjected to a 03 years probationary period.
- (iii) The relevant competence on state languages should be acquried within the probation period by the officers who have been recruited in any other language except state languages.
- (iv) Language competence in relevant standard should be acquired as per the P. A. Circular 07/2007 and consequential circulars.
- (v) This appointment will be subjected to procedural rules of Public Service Commission. Financial Regulation and provisions in the Establishments Code.

04. *Age limit.*– Applicants should be not less than 21 years and not more than 35 years of age as at the closing date.

05. *Salary scale.*– The monthly salary scale of MN 05-2006A is relevant to this post. Rs. 16,720 -10x320 - 11x365 -15x450 - Rs. 30,685.

06. Written Test will be conducted on the following subjects :

<i>Name of the question paper</i>	<i>Syllabus</i>	<i>Time</i>	<i>Maximum marks</i>	<i>Cut off marks(average marks required to be passed)</i>
(1) Intelligence Test	This expects the evaluation of the potential of the candidate to understand the meaning of the conclusions and responses on the relevant question and the ability to comprehend the relationships in between time and space together with quantification	1 1/2 hours	100	40%
(2) Common Test (General Knowledge Test)	This expects the evaluation of the applicant's awareness and comprehension on social, cultural, educational, political, economical and other relevant factors that are existed in the society and within the various global organization environment in the whole world, regional and national levels.	03 hours	100	40%

07. *Identification of the candidates.*— Applicants who have submitted the duly filled applications in every manner will only be invited for the written test.

The following identity cards will be accepted to certify the identity at the written test :

01. Identity Card issued by the Commissioner of Registration of Persons.
02. Valid Passport.

8. (a) Applications should be sent to reach the following address by registered post on or before 06.12.2013. Applications received after the closing date will be rejected :

Secretary,
[Director (Admin.) Branch 6],
Ministry of Health,
No. 385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

- (b) A specimen of the application which should be submitted is given at the end of this notification. Applications should be prepared using a paper of size A4 and cages from 01 to 03 should appear on the first side of the page, cage 04 to 08 should appear on the second side and cage 09 to 10 should appear on the third side. The application should be perfected in the hand writing of the candidate.
- (c) The words "Application for the post of Psychiatric Social Worker" should be written on the top left hand corner of the envelope in which application is enclosed.
- (d) Candidate's signature in the applications should be attested by a Principal of a Government School/a Justice of the Peace/ A Commissioner for Oaths/Attorney-at-Law/a Notary Public/a Commissioned Officer in the Armed Forces/an officer holding a *Gazetted* post in the Police Service or an officer holding a permanent post in the Public Service who gets a annually consolidated salary more than Rs. 273,060.
- (e) Every applicant should be the examination fee which is Rs. 500 by a money order addressed to the Secretary "Ministry of Health, Suwasiripaya", No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on no reason examination fee shall be refunded.
- (f) Officers who are already in the Public Service or Provincial Public Service should send their applications through the respective Head of Department.
- (g) Applications which are not in accordance with the specimen form of application will be rejected. No complaint on misplace or delay of applications will be accepted.

09. *Supplying false information.*— Your candidateship will be cancelled if any information provided by you in the application is reveled as false or inaccurate before the recruitment.

If such information is detected after the recruitment actions will be taken to dismiss by the service, subject to the further actions with regard to this accordingly.

- * Sinhala language statement will be effective if any inconsistency or contradictory is found among the Sinhala, Tamil and English statements in this *Gazette* notification.
- * Decision of the Health Secretary will be the final for the matters arisen on the facts mentioned in this *Gazette* notification.

Dr. Y. D. NIHAL JAYATHILAKA,
Secretary,
Ministry of Health.

20th October, 2013.
Colombo 10.

SPECIMEN FORM OF APPLICATION

RECRUITMENT (OPEN) TO THE POST OF PSYCHIATRIC SOCIAL WORKER
OF THE MINISTRY OF HEALTH

Medium of Examination :

(Sinhala - 01/Tamil - 02/English - 03)

Write the relevant number in the cage.

District of Residence :

01. 1.1 Name of the Applicant with Initials :

Mr./Mrs./ Miss :_____.

(In English Block Capitals)

E.g.- SILVA A. B.

1.2 Name in Full :_____.

(In English Block Capitals)

1.3 Name in Full :_____.

(In Sinhala/Tamil)

02. 2.1 Address (Personal) :_____.

(In English Block Capitals)

2.2 Address (Personal) :_____.

(In Sinhala/Tamil)

2.3 Address (Official) :_____.

(In English Block Capitals)

2.4 Address (Official) :_____.

(In Sinhala/Tamil)

(An Officer who is employed in Public Service/Provincial Service/Corporation should mention his/her Official Address. Change of address should be informed immediately).

03. 3.1 Date of Birth :

Year : Month : Date :

3.2 Age as at 01.01.2013 :

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

04. National Identity Card No. :_____.

05. Male/Female :_____.

06. Qualifications :_____.

(Qualifications under paragraph 04 of the notification)

Educational Qualifications/Professional Qualifications :_____.

Experience :_____.

07. Particulars relevant to the receipt of the payment of examination fee :

(i) The office to which the examination fee was paid :_____.

(ii) Receipt No. and date :_____.

(iii) Amount paid :_____.

Affix the receipt here as not to be detached Rs. 500

08. Certificate of the Applicant :

I solemnly declare that the information given herein is true and correct. I agree that if any information herein is found to be incorrect or false prior to the selection, my application will be rejected and if so found so after selection, I am liable to be dismissed from service without any compensation.

_____,
Signature of the Applicant.

Date :_____.

09. Attestation of the signature of the applicant :

I certify that Mr./Mrs./Miss is known to me personally and he/she placed his/her signature in my presence on

_____,
Signature of the Officer Attesting.

Name in full :_____.

Designation :_____.

Address :_____.

10. Certificate of Head of the Department/Institute (only for the applicants in Public Service) :

I certify that the applicant Mr./Mrs./Miss has been serving in this Department/Provincial Council/Institute since and holds a pensionable/temporary post and he/she has earned all the increments during the past years, and has not been subjected to a disciplinary punishment of any kind (except being advised) and all the particulars given above were checked referring to the records at this office and found correct. Furthermore, I hereby state that he/she can/cannot be released from service if selected, and that he/she placed the signature in my presence.

_____,
Signature of the Head of the
Department/Institute.

Name :_____.

Designation :_____.

Date :_____.

Department :_____.

(Authenticate with Rubber Stamp)

(Should be certified by a rubber frank)

CORRECTION

MINISTRY OF HEALTH

Recruitment on Open basis to the Post of Psychologist (Officers in Field/in office Segment 01 Service Category)

IT is hereby informed that the closing date of applications that has been mentioned as 15.09.2013 by mistake in the *Gazette* Notification published on 17.10.2013 should be corrected as 15.11.2013.

Dr. Y. D. NIHAL JAYATHILAKA,
Secretary,
Ministry of Health.

Colombo 10.

11-235

MINISTRY OF HEALTH

**Recruitment for the Post of Nutritionist - Grade II of (MN05-2006A) in the Service Category
Officer Segment - 02 (Field/Office)**

APPLICATIONS are hereby called from the Sri Lankan Citizens who have fulfilled following below mentioned qualifications for the recruitment on Post of Nutritionist Grade II to the hospitals ruled by the Ministry of Health.

01. *Method of Recruitment.*— The Applicants who obtained the highest marks on the basis of the results of Written Examination conducted by the Secretary to the Ministry of Health or Institute approved by the Secretary to the Ministry of Health among the applicants completed the qualifications mentioned in this notification will be recruited after reffering them to an interview by which the physical fitness and qualifications are inspected (Number of officers due to be recruited will be decided by the Secretary to the Ministry of Health on the available vacancies and necessities of the Ministry).

02. *Required Qualifications :*

1. Educational Qualifications :

(i) Should have obtained a Special Degree with first class or second class along with the Chemistry as a subject and should have obtained the relevant Degree from a University that is accepted by the University Grant Commission ;
or

(ii) (a) Should have obtained the Bsc. General Degree with a first class or second class along with the Chemistry as a subject and should have obtained the relevant Degree from a University that is accepted by the University Grant Commission ; and

(b) Should have obtained a Post Degree or Post Graduate Diploma on Food and Nutrition ; *or*

(iii) Should have obtained a special Degree (Food Technology and Nutrition) on Agriculture along with a pass as First Class or Second Class and the relevant Degree should have obtained by a University that is accepted by the University Grant Commission ; *or*

(iv) Should have obtained a Special Degree on Nutrition or Food Science from a University accepted by the University Grant Commission.

2. *Physical fitness.*— Should be a person with good mental and physical health condition to be suited to be employed in any part of the country.

3. *Others :*

- * Applicants should have fulfilled all Qualifications as at 01.01.2013,
- * Applicants should be Sri Lankan Citizens,
- * Applicant should have Excellent Characters.

03. *Conditions on the Recruitment and Service :*

- (i) This post is permanent and pensionable and should be contributed to the Widow/Widower and Orphans Pension Scheme.
- (ii) This appointment is subjected to a 03 years probationary period.
- (iii) The relevant competence on state languages should be acquired within the probation period by the officers who have been recruited in any other language except state languages.
- (iv) Language competence in relevant standard should be acquired as per the P. A. Circular 07/2007 and consequential circulars.
- (v) This appointment is subjected to the provisions of Public Service Commission. Procedural Rules Financial Regulations and Establishments Code.

04. *Age limit.*— Applicants should not be exceeded the age limit of 35 years and should not be less than 21 years as at close of applications.

05. *Salary Scale.*— The monthly salary scale of MN 05-2006A is relevant to this post. Rs. 16,720 -10x320 - 11x365 -15x450 - Rs. 30,685.

06. Written Test will be conducted on the following subjects :

<i>Name of the question paper</i>	<i>Syllabus</i>	<i>Time</i>	<i>Maximum marks</i>	<i>Cut off marks(average marks required to be passed)</i>
(1) Intelligence Test	This expects the evaluation of the potential of the candidate to understand the meaning of the conclusions and responses on the relevant question and the ability to comprehend the relationships in between time and space together with quantification	1 1/2 hours	100	40%
(2) Common Test (General Knowledge Test)	This expects the evaluation of the applicant's awareness and comprehension on social, cultural, educational, political, economical and other relevant factors that are existed in the society and within the various global organization environment in the whole world, regional and national levels.	03 hours	100	40%

07. *Identification of the Candidates.*— Applicants who have submitted the duly filled applications in every manner will only be invited for the written test.

The following identity cards will be accepted to certify the identity at the written test :

01. Identity Card issued by the Commissioner of Persons' Registration.
02. Valid Passport.

08.(a) Applications should be sent on or before 06.12.2013 by registered post to reach the following address. The applications received after the aforesaid date will be refused.

Secretary,
[Director (Admin.) Branch 6],
Ministry of Health,
No. 385, Ven. Baddegama Wimalawansa Thero Road,
Colombo 10.

- (b) A specimen of the application that should be forwarded is shown at the end of this notification. Applications should be prepared in A4 size papers as Section 01 to 03 are including in first page, Section 04 to 08 should be included in the second page and Section 09 and 10 should be included in the third page and this should be completed by the own hand writing of the relevant applicant.
- (c) Application for the post of Nutritionist should be mentioned in the top left corner of the envelope containing the application.
- (d) The signature of relevant applicant should be authenticated by a Government Principal/Judge of the Peace/Commissioner of Oath/Attorney-at-Law/Public Notary/Commissioned Officer of the three forces/An officer holding a *gazetted* post in the Police Service or by an officer holding a permanent post in the Public Sector and drawing an annual consolidated salary above Rs. 273,060.
- (e) Every applicant should be the examination fee which is Rs. 500 by a money order addressed to the “Secretary” Ministry of Health, “Suwasiripaya”, No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on no reason examination fee shall be refunded.
- (f) Officers who are already in the Public Service or Provincial Public Service should send their applications through the respective Head of Department.
- (g) Applications which are not in accordance with the specimen form of application will be rejected. No complaint on misplace or delay of applications will be accepted.

09. *Supplying false information.*— Your candidature will be cancelled if any information provided by you in the application is revealed as false or inaccurate before the recruitment.

If such information is detected after the recruitment actions will be taken to dismiss by the service, subject to the further actions with regard to this accordingly.

- * Sinhala language statement will be effective if any inconsistency or contradictory is found among the Sinhala, Tamil and English statements in this *Gazette* notification.
- * Decision of the Health Secretary will be the final for the matters arisen on the facts mentioned in this *Gazette* notification.

Dr. Y. D. NIHAL JAYATILAKA,
Secretary,
Ministry of Health.

20th October, 2013.
Colombo 10.

SPECIMEN FORM OF APPLICATION

RECRUITMENT (OPEN) TO THE POST OF NUTRITIONIST OF THE MINISTRY OF HEALTH

District of Residence :

Medium of Examination :
(Sinhala - 01/Tamil - 02/English - 03)
Write the relevant number in the cage.

01. 1.1 Name of the applicant with initials :
Mr./Mrs./ Miss : _____
(In English block capitals)
E. g. – SILVA A. B.

1.2 Name in full : _____
(In English block capitals)

1.3 Name in full : _____
(In Sinhala/Tamil)

02. 2.1 Address (Personal) : _____
(In English block capitals)

2.2 Address (Personal) : _____
(In Sinhala/Tamil)

2.3 Address (Official) : _____
(In English block capitals)

2.4 Address (Official) : _____
(In Sinhala/Tamil)

(An officer who is employed in Public Service/Provincial Service/Corporation should mention his/her official address. Change of address should be informed immediately).

03. 3.1 Date of birth :

Year : Month : Date :

3.2 Age as at 01.01.2013 :

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

04. National Identity Card No. : _____.

05. Male/Female : _____.

06. Qualifications : _____.

(Qualifications under paragraph 04 of the notification)

Educational Qualifications/Professional Qualifications : _____.

Experience : _____.

07. Particulars relevant to the receipt of the payment of examination fee :

(i) The office to which the examination fee was paid : _____.

(ii) Receipt No. and date : _____.

(iii) Amount paid : _____.

Affix the receipt here as not to be detached Rs. 500

08. Certification of the Applicant :

I solemnly declare that the information given herein is true and correct. I agree that if any information herein is found to be incorrect or false prior to the selection, my application will be rejected and if so found so after selection, I am liable to be dismissed from service without any compensation.

Signature of the Applicant.

Date : _____.

09. Attestation of the signature of the applicant :

I certify that Mr./Mrs./Miss is known to me personally and he/she placed his/her signature in my presence on

Signature of the Officer Attesting.

Name in full : _____.

Designation : _____.

Address : _____.

10. Certificate of Head of the Department/Institute (only for the applicants in Public Service) :

I certify that the applicant Mr./Mrs./Miss has been serving in this Department/Provincial Council/Institute since and holds a pensionable/temporary post and he/she has earned all the increments during the past years and has not been subjected to a disciplinary punishment of any kind (except being advised) and all the particulars given above were checked referring to the records at this office and found correct. Furthermore, I hereby state that he/she can/cannot be released from service if selected and that he/she placed the signature in my presence.

Signature of the Head of the Department/Institute.

Name : _____.

Designation : _____.

Date : _____.

Department : _____.

(Authenticate with Rubber Stamp)

(Should be certified by a rubber frank)

11-237

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

MATARA 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 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. Completed applications should be sent by registered post to the address given in the Schedule on or before 08th December, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
22nd October, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Matara	Kamburupitiya	Post of Registrar of Marriages (General) in Gangabadapattuwa North and Births and Deaths of Mapalana Division.	District Secretary/Additional Registrar General, District Secretariat, Matara.

11-296

REGISTRAR GENERAL'S DEPARTMENT

Recruiting Book Binders – Grade III – 2013

REGISTRAR General's Department invites applications for the post of Book Binders service – Grade III.

02. *Examination.*—A Practical examination will be held on 14th and 15th of December 2013 by the Department of National Archives for the applicants those who have fulfilled the qualifications mentioned in *para 06* of this *Gazette* notification.

The Registrar General is having power to be postponed or cancelled this examination.

03. *Service conditions.*—The applicant will be recruited for the post of Book Binders Grade III subject to the following conditions and the general conditions which govern by the Public Service.

- (i) This is a permanent and pensionable. Selected applicants should be contributed for the W&O.P. ;
- (ii) This will be governed by the establishment code, financial regulations, general conditions in Public Service and also the rules and regulations existing and issuing from time to time. As so this will be governed by section 10 to 12 in chapter 11 in establishment code and chapters in group 1 procedures of Public Service Commission of the Democratic Socialist Republic of Sri Lanka ;

(iii) The officers those who attach to the Public Service should be in three (03) years probation period ;

(iv) The relevant language proficiency should be obtained according to the Public Administration Circular 07/2007 and the subsequential ;

(v) The candidate should get through E.B. examination including both practical examination conduct by the institution approved by the Registrar General and the interview conduct by the Registrar General before passing a period of three years of the appointment. Candidate will not be exempted from E.B. upon the base of age.

04. *Salary Scale.*— PL – 02 – 2006 (A) Rs. 12,210 – 10 x130 – 10x145 – 10x160 – 12x170 – Rs. 18,600. 06/2006 (IV) P.A. circular

05. *Age Limit.*— Age should not less than 18 years and not exceed 45 years.

06. *Qualifications.*— The following Qualifications should be fulfilled as at 29.11.2013 :-

- (i) The candidate must be a citizen in Sri Lanka should have moral character. All the candidates should have physical and mental fitness to serve in any part of the island ;
- (ii) The candidate should passed G.C.E. (O/L) examination within two attempts at least six subjects (06) with two credit passes (02) ;

- (iii) The candidates should have obtained level two qualification (NVQ2) in National Vocational Qualification in the relevant field which approved by territorial and vocational education commission with the competency for the post of Book binders.
- (iv) The candidate should have minimum one year experience in a Book binding establishment.

07. *Recruiting Procedure :*

- 7.1 The applicant should be presented for the vocational examination which conduct by the Department of Archives the candidates should be obtained 40% marks or more than that at the examination to get through the examination. (see section 15 for examination procedure.)
- 7.2 The candidates those who got through the examination will be directed to the interview board of Registrar General or the board nominated by the Registrar General. The candidate should be obtained 40% marks or more than that to get through the interview.
- 7.3 The applicants those who have obtained maximum marks will be recruited for the post of Book binder upon the existing vacancies.

08 *Examination fee.*— Examination fee – Rs. 750.

This examination fees should be deposited to Registrar General's Account bearing No. 7041650 at any branch of Bank of Ceylon before the closing date of applications and the bank slip obtained by the name of the candidate should be affixed in relevant cage in the application. This examination fees will not be refunded for any reason. It is useful to keep a photo copy of bank slip with the candidate.

09. *Method of apply :*

- 9.1 The application should be prepared in accordance with the specimen attached to this notice. Applicant's name should be mentioned in English in addition to the name in sinhala in Sinhalese application and name should be mentioned in English in addition to Tamil language in Tamil applications.
- 9.2 The application should be prepared in A4 (24x29 c.m.) sheet by using both sides.
- 9.3 Heading No. 1 to 6 should be on first page and the rest of things should be on the other pages.
- 9.4 The applications which are not in accordance with the specimen and uncompleted applications will be rejected. The applicant should make sure that the application prepared is compatible with the specimen in the *gazette* notification and if not the application will be rejected. It is useful to keep a photo copy of the application with the applicant.

9.5 The application should be completed by the language which the applicant qualify to sit for the examination.

9.6 "Recruiting for the post of Book-binder service Grade III -2013" should be mentioned clearly on top left hand corner of the envelop.

9.7 The duly completed application should be sent by registered post on or before 29.11.2013 to the following address. applications received after said date will not be taken over.

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

9.8 The applicants those who are in Public Service and Local Government Service should be sent through their Head of the Department.

9.9 The uncompleted applications in all the way will be rejected.

9.10 It will not be acknowledged the applications and the Registrar General will be sent the admission for the examination by post for all the applicants those who have sent duly completed, paid examination fees and sent before due date. And also notify by a press notice. If the admission will not be received after 2 -3 day of the press notice, the applicant can be informed to the Registrar General as mentioned in the notice. It is effective to send a copy of your application, copy of bank pay slip and registered post receipt and also a fax number in case of out of Colombo.

10. *Entrance to Examination Center :*

- * The candidate should be produced the admission with the certified signature of the candidate to the In charge of Examination hall. The applicant who does not produce the admission will not be permitted to sit for the examination.
- * Every candidate should sit for examination in the hall which allocated for the particular hall. Every candidate follow the general rules which applicable for the candidates.
- * Issuing an admission should not treat as the candidate has been fulfilled the eligibility to sit for the examination.

11. *Identity of the applicant.*— The candidate should prove his identity to satisfy the In charge of center for every subject he sit for. Only one of the following document is acceptable.

- * National Identity Card issued by the Department of registration of the persons.
- * Valid passport issued within three years of the examination date.

12. *Furnishing false information:*

- * If revealed that the candidate is not having qualifications, his or her candidature can be cancelled before the examination or while the examination is being conducting or after examination or at any occasion. In case of reveal at any time that the information furnished by the candidate is false, he /she can be sacked from public service.
- * The applicant should be agreed with the rules place by the Registrar General regarding the examination. If the candidate violate any rule he /she is liable for any punishment place by the Registrar General.

13. If there is any discrepancy among Sinhala, Tamil and English versions, Sinhala version will be empowered.

14. When there is no provisions in this regulations, it will have to follow the decisions of Public Service Commission,

15. *Method of Examination :*

- * Medium:
 - Can be applied either Sinhala or Tamil medium.
 - Any candidate will not be allowed to change medium later.
- * Syllabus:

<i>Name of question paper</i>	<i>Syllabus</i>	<i>Duration</i>
Practical examination for Recruiting Book Binder	(i) Checking knowledge about quality of papers and documents (ii) Checking knowledge of prevention of documents (iii) Checking knowledge of materials and equipment use for prevention of the documents and how to use.	02 hours

E. M. GUNASEKERA,
Registrar General.

Registrar Generals Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
08th November, 2013.

SPECIMEN APPLICATION FORM

REGISTRAR GENERALS DEPARTMENT

RECRUITING FOR THE POST OF BOOK BINDERS GRADE III -2013

The medium expect to be
Sat for the examination
(Sinhala 2/Tamil 3)
Write the relevant number
In the cage

For office use only

01. Name:

- 1.1 Name with initials using initials to end :_____.
(English Capital letters) Eg. SILVA A.B.
- 1.2 Names stand for by the initials :_____.
(In English capital letters)
- 1.3. Name in full :_____.
(In Sinhala/Tamil)

02. Address:

- 2.1 Permanent Address :_____.
(In English capital letters)
- 2.2 District of permanent residence :_____.
- 2.3 Mailing address of admission :_____.
(In English capital letters)

03. Sex:

- Female - 1
Male - 0
(Write the relevant number)

04. Marital status :

- Married -1
unmarried -2
(Write the relevant number)

05. National Identity Card No:

06. (i) Date of Birth :

Year : Month : Date :

(ii) Age on 29.11.2013 :

Years : Months : Days :

07. Educational Qualifications :

- G.C.E. (Ordinary Level) :
- (i) Year and month of Examination :_____.
 - (ii) Index No. :_____.
 - (iii) Results :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

08. Qualifications for Book-binding :———. (Applicant should have qualifications as mentioned in 6-III in the *gazette* notification or higher qualification)

09. Experience regarding book binding :———. (Applicant should have experience as mentioned in 6-IV in the *gazette* notification or more experience)

10. Other Qualifications :———.

11. Details of receipt :
* Office paid examination fee :———.
* Receipt No. and date :———.
* Amount paid :———.

Affix the receipt not to be removed.

12. Have you convicted by a court of Law ?
Mark ✓ in the relevant cage

Yes ☐ No ☐

13. Certification of the candidate:

I do hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge. I state that the receipt bearing No..... attached here which paid the examination fees. I do hereby agree that to act in accordance with the rules and regulations placed by Registrar General and also agree that in case of I disqualify for the examination according to

the conditions herein and I agree to any decision take to cancel my candidature before or after the examination and after getting the appointment, the authority can be sacked me without any compensation.

_____,
Signature of the applicant.

Date :———.

For the applicants already in public service :

Certification of Head of the Department/ Institution

This is to certify that the above applicant named Mr/Mrs/ Miss..... is working in this office since and his/her work and behaviors always to the satisfaction of the superiors and I have checked the above information personally with the record in this office and the information are true and correct and he/she signed on before me.

_____,
Signature of Head of the Department /Institution.

Name :———.
Designation :———.
Official Frank :———.
Date :———.

11-359

Examinations, Results of Examinations &c.,

MINISTRY OF TRANSPORT

Department of Motor Traffic

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT EXAMINERS OF MOTOR VEHICLES CLASS II SEGMENT 'B' IN SRI LANKA TECHNOLOGICAL SERVICE IN THE DEPARTMENT OF MOTOR TRAFFIC - 2013

OPEN Competitive Examination for recruitment Examiners of Motor Vehicle Class II Segment 'B' in Sri Lanka Technological Service in the Department of Motor Traffic will be conducted by the Commissioner General of Examinations on March 2014 in Colombo only. The date of examination will be notified through newspapers in due course. The Commissioner General of Motor Traffic reserves the right to postpone or cancel this examination.

Interview.— The Commissioner General of Motor Traffic will decide the date of conducting the interview regarding the candidates who have obtained higher aggregate marks prescribed as adequate by the Commissioner General of Motor Traffic among candidates

obtaining a minimum of 40 marks for each question paper by appearing for all the question papers of the written examination. (Marks will not be given at the interview).

01. Number of persons to be appointed and the effective date of appointment will be decided by the Commissioner of Motor Traffic.

02. *Structure and monthly salary scale :-*

Special Class : Rs. 21,125-8x356- 18x500 - Rs. 33,045.
Class I : Rs. 21,045 -19x360 - Rs. 27,885.
Class II Segment 'A' : Rs. 17,485- 18x320 - Rs. 23,245.
Class II Segment 'B' : Rs. 15,005 -4x180 -18x240- Rs. 19,085.

(All appointees should pass 1st efficiency Bar Examinations before reaching the salary steps Rs. 15,365. They should pass 1st Department examination prior to the completion of a period of 05 year service in Class II'B' for the promotion to the Class II'A')

Recruitment through this examination will be made to Motor Vehicle Examiners in Sri Lanka Technological Service Class II Segment 'B'.

03. This post is permanent and pensionable. Contributions will have be made to the 'Widows and Orphans' Pension Scheme.

04. *Eligibility - Every candidate :*

- (a) Should be a citizen of Sri Lanka,
- (b) Should possess an excellent character,
- (c) Should not be less than 18 year of age more than 35 years on the closing date of applications. (The upper age limit will not be apply to those already in the public service less than 45 years).

05. *Candidates should have following qualifications :*

- (i) National Diploma in Technology, Mechanical Engineering, Automobile awarded by the University of Moratuwa or Ampara Hardy Technical College ; or
- (ii) National Diploma in Engineering Science, Mechanical Engineering, Automobile awarded by the National Apprenticeship and Industrial Training Authority ; or
- (iii) Higher National Diploma in Engineering, Mechanical Engineering, Automobile awarded by the Ministry of Higher Education ; or
- (iv) Diploma in Technology, Mechanical Engineering, Automobile awarded by the Open University of Sri Lanka ; or
- (v) Diploma in Engineering - Part I Mechanical Engineering, Automobile conducted by the Institute of Engineering in Sri Lanka ; or
- (vi) Any other qualification certified as recognized by the Sri Lanka Technical Services Board to be equal to above mentioned technical qualifications.

06. *Professional knowledge and experience :*

- (i) Every applicant subsequent to, obtaining the above mentioned qualifications, should process at least 2 years experience at supervisory level in the government or State Corporation/Statutory Boards or in a recognized motor garage which has been registered under the company act and which pays employees Provident Fund and Employee Trust Fund at least in respect of 10 employees ; and
- (ii) Every applicant should have valid driving license to drive all kinds of motor coaches and motor bicycle.

07. It is compulsory that all necessary qualification should be completed prior to the closing date of applications for this examination.

08. Appointees should undergo a medical examination conducted by a Government Medical Officer to check whether they are physically fit to serve in any part of the island.

09. All appointees should acquire proficiency in other official language within 5 years from the recruitment in addition to the official language they entered the public service.

10. *Scheme of Examination.*— This examination consists of two question papers. Particulars relating to this examination are as follows :

- (i) *General Knowledge of Motor Mechanism* - duration 2 hours - 100 marks (this question paper consists of multiple choice questions and structured questions applicants should answer all questions.)

Application should have basic knowledge on following Technical fields and defects related to such fields.

- 1. Performances of diesel and petrol engine and velocity rebate.
- 2. Clutch and transmission system.
- 3. Lubrication system and cooling system.
- 4. Electricity system.
- 5. Fuel systems in petrol and diesel vehicles.
- 6. Footbrake system, equipment for testing efficiency of brakes, period of reaction, stopping distance.
- 7. Handbrake system.
- 8. Equipment for examination of wheel alignment and steering geometry.
- 9. Suspension system.
- 10. Preparation of quality report of motor vehicle.
- 11. Issue of fitness certificates for a motor vehicle.
- 12. General knowledge on a role of Department and duties related to an Examiner of Motor Traffic.
- 13. General knowledge of painting, welding and fitting.
- 14. Automatic transmission.

- (ii) *Intelligence test* - Duration - One hour - 100 marks
(This question paper consists of short answer model to measure the candidates intelligence including fields of linguistic and numerical skills, nationality) (Candidates should answer all questions).

Note.— This examination will be held in Sinhala, Tamil and English language. Candidates should sit the examination in the same medium of language that is lie. Sinhala, Tamil and English in which the candidate sat the examination to obtain the qualifications mentioned in paragraphs 05(I-VI) of this advertisement.

However a candidates who has passed the qualifying examination in Tamil or English medium or candidate who has obtained his education in Tamil or English medium can sit this examianion in Sinhala medium it he wishes to do so. The medium applied cannot be changed later.

- (iii) Among the candidates applying for sitting the examination, only the candidates who have fulfilled the

basic qualifications will be selected by the Commissioner General of Motor Traffic and admission cards will be sent only to such applicant by the Commissioner General of Examinations. Applications of candidates who have not fulfilled the basic qualification will be rejected.

11. *Method of Application :*

- (i) Specimen form has been published at the end of this *Gazette* Notification. Candidates should prepare the respective application form in the language they wish to sit the examination. The relevant information should be completed legibly in their hand writing. The name of the examination indicated on the head should be mentioned in English language in addition to Sinhala language in application filled in Sinhala and it should be mentioned in English language in addition to Tamil language in applications filled in Tamil every statement in the application should be complete by the candidate as per the instructions given. If there is any statement in applicable to the candidate, ought to be indicated as "not applicable". It should be strictly kept in mind that applications with vacant columns may be rejected. Application which are not in conformity with the specimen form and applications with incomplete information will be rejected without any notification. It will be helpful for candidates to keep a photocopy of the application. Further, the candidate should check whether the completed application is in conformity with the specimen form indicated in the notification of examinations which do not fulfill such requirement will be rejected. (Applications should be prepared in accordance with the specimen form using both of A4 papers. Heads from 1.0 up to 1.11, heads from 02 up to 03 and heads from 04 up to 07 should be in 1st, 2nd and 3rd pages respectively.)
- (ii) Applications should be sent by registered post to the Commissioner General of Motor Traffic, Department of Motor Traffic, No. 341, Elvitigala Mawatha, Narahenpita, Colombo 05 on or before 10th of December 2013. Applications received after the closing date will be rejected. The name of the examination should be mentioned clearly at the top left hand corner of the envelope enclosing the application.
- (iii) The receipt obtained by paying Rs. 1,000 as the examination fees to District/Divisional Secretariat to be credited to Revenue Head 15th November, 2013 of the Commissioner General of Motor Traffic should be firmly affixed at the relevant place in the application. A photocopy of the receipt obtained by paying money should be kept in the possession of candidate. Such examination fees will not be refunded for any reasons what so ever and cannot be transferred to any other examination.
- (iv) Candidates who are already serving in Government Department/State Corporations/Statutory Boards should forward their applications through the head of the respective Department of Institution. Candidates are notified to submit their applications earlier to their Heads

of Department with a request made to them that the applications should have to be sent to the Commissioner General of Motor Traffic on or before 10th of December 2013 application should not be addressed personally to the Commissioner General of Motor Traffic or other officer in the department. Even application forwarded through respective department will be rejected if they have been sent after the closing date. Application will be rejected if they are forwarded without the signature and official frank of the head of department/institutions which is required for attesting the signature of the candidate already serving in the public service.

- (v) *Attestation.*— The signature of a candidate already in the public service should be attested by the Head of the respective Department or by an officer authorized to do so on his behalf. Signatures of the other candidates should be attested by to do so any one of the following should attest their signatures : i. e. a Justice of Peace, a Commissioner of Oaths, an Attorney at Law, a Notary Public, a Principal of a Government School, a Commissioned Officer in the Navy, Air Force or Army, a Permanent Public Officer drawing a monthly consolidated salary of salary Rs. 22,935 or over that amount per month as per the Public Administration Circular 6/2006, a chief incumbent or a Higher Priest of a buddhist temple or a clergy of any other religion in charge of a place of worship or priest holding a position of importance in such places of worship.

12. *Admission to the Examination.*— Among the applications received by the Commissioner General of Motor Traffic, applications which have been fulfilled the basic qualification will be selected by him and such applications will be forwarded by him and such applications will be forwarded to the Commissioner of Examinations.

Admission cards will be sent by the Commissioner of Examinations to the respective candidates. Candidates who wish to sit the examination must produce the attested admission cards to the supervisor of the Examination Center a candidate who fails to produce his admission card will not be permitted to sit the examination.

Candidates must sit the examination at the examination hall assigned to them any candidate who calls at any other examination hall instead of the examination hall assigned to him will not be permitted to sit the examination. Every candidate sitting the examination should submit sit admission card to the Supervisor on the day he presents himself at the examination.

Does not receive the admission card for 2 or 3 days after the notice of the examination indicating dates conducting the examination have been published in the paper, the respective candidate should notify it to the Department of Examinations, Sri Lanka as per the instructions given in the notice. It will be more effective to inform the Department of Examinations by having the photocopies of true application and the payment and the receipt obtained when registering the letter with you in case true candidate is residing out of Colombo" the request letter with a fax number for sending the admission card should be kept with the candidate. All candidates are bound to abide

by the rules laid down by the Commissioner General of Examinations for conducting examinations any candidate who violates any of such rules will liable to a punishment at the discretion of the Commissioner General of Examinations. The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit the examination.

13. *Identity Cards.*—A candidate should be required to prove his identity for each subject he appears at the examination hall to the satisfaction of the supervisor any on of the following documents will be accepted in this respect :

- (a) National Identity Card issued by the Commissioner for Registration of Persons.
- (b) A valid passport issued within a period not exceeding 3 years as at the date of the examination.

The candidature of any candidate who fails to submit any of the above documents is liable to be cancelled at the discretion of the Commissioner General of Examinations.

14. *Documents on qualifications :*

- (i) Cash receipt and certified copies of all the certificates required to substantiate the qualifications should be attached to the application. Likewise, all the necessary particulars to be incomplete, such application will be rejected.
- (ii) Applications qualification for the interview should substantiate their eligibility by producing originals of the relevant document.
- (iii) Original of the following document should be produced.

- (a) Character certificate issued by an authorized person such certificate can be obtained from a justice of peace, an Attorney-at-Law the Divisional Secretary of residence division or a permanent public officer draw in initial monthly salary step of Rs. 22,935 or above in the salary scale 6/2006 of Public Administration Circular or a Chief incumbent or Higher priest of a Buddhist Temple, a member of the clergy of any other religion or in charge of a place of worship or holding a position of importance in such places. There should be clearly mentioned the designation name and address of the person who issued the certificate.

Application who hold a permanent post in the public service do not need to produce a character certificate.

- (b) A certified copy of birth registration entry or the candidate (in care of the application who have not been registered the births) or a special certificate on age issued by the Registrar General.

Note.— Special Birth Certificates or certified extracts quoted from the birth registration entry issued for the use of school or educational purposes will not be accepted.

Affidavits or certificates of baptized instead of the certificate of Births will not be accepted. If there is any difference between the name/names indicated in the certificates of birth and the name/names of the candidates which he uses or appears at the examination he should take prompt action to alter his name/names indicated in the certificates of birth in terms of the Section 27 or 28 of the Birth and Deaths Registration Act (Chapter 110) as suitable.

- (iv) A certificate of registrations as a citizen of Sri Lanka or a letter indicated that the government has accepted that you have a citizenship by descent.
- (v) Certification of qualification (educational, professional) as per this notification.
- (vi) Certificates related to the practical experience issued by the motor garage where you have obtained the work experience.
- (vii) Valid driving licence for all motor coaches and motor bicycles.
- (viii) Applications are requested to ready all the required documents on the occasion of producing applications. If any candidate, who fails to produce or delay to produce the required documents when they are requested to do will be disqualified to appoint to the post.

15. *Furnishing false information.*— In accordance with the regulation of this examination if any candidate in found to be ineligible to sit for the examination this candidature is liable to cancelled at any stage prior to during of after the examination. If any of the particulars furnished by the candidate in found to be false within his knowledge or if he has purposely concealed an important fact or if it is proved that he is ineligible to sit for this examination during any time of this service period, he will be liable to dismiss from service. The candidature of the application who have not furnished duly the requirements stipulated in this notification will be cancelled.

16. If any other relevant fact which has not been described by their regulations will be decided at the discretion of the Commissioner General of Motor Traffic.

S. H. HARISHCHANDRA,
Commissioner General of Motor Traffic.

Department of Motor Traffic,
Elvitigala Mawatha,
Colombo 05,
21st October, 2013.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF
MOTOR VEHICLE EXAMINERS OF CLASS II SEGMENT B OF THE SRI LANKA
TECHNOLOGICAL SERVICE IN THE DEPARTMENT OF MOTOR TRAFFIC - 2013

For office use only

Medium of Examination :

Sinhala - 2

Tamil - 3

English - 4

01. Personal details :

1.1 Name with initials : _____.

(In capital letters) Eg.- SILVA, A. B.

1.2 Names denoted by initials (In capital letter) : _____.

1.3 Full name (In Sinhala/Tamil) : _____.

1.4 Permanent address (to be receive the admission) (In capital letters) : _____.

1.5 Official address (In capital letters) : _____.

1.6 Sex :

Male - 0

Female - 1

(Please write in the relevant box)

1.7 Civil status :

Unmarried - 1

Married - 2

(Please write in the relevant box)

1.8 National Identity Card No. :

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1.9 Date of birth :

Year : Month : Date :

1.10 Age as at the closing date of application :

Years : Months : Days :

1.11 Whether you are a citizen of Sri Lanka (cut down inappropriate words) :

(a) Yes/No : _____.

(b) By descent/registration : _____.

02. Educational qualifications :

(i) G. C. E. (O/L) N. G. C. E. :

Year in which the examination was passed : _____.

Examination Number : _____.

Subject	Grades

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

Year in which the examination was passed : _____.

Examination Number : _____.

Subject	Grades

(iii) Particulars of degrees or other advanced educational qualification if any :

Name of the Degree	Subject	Year	University

03. Professional qualifications :

Name of the Course	Institute	Duration of the course (years)	Year

(a) Name and address of the motor garage where the training was obtained : _____.

(b) Registration No. of that garage : _____.

(c) Period of training :

From to Years

(iv) (a) Driving licence No. and class of vehicle : _____.

(b) Date of issue : _____.

04. If the applicant is employed in Government Department/ Corporation :

Name of the Department/Corporation : _____.

Designation : _____.

Date of appointment : _____.

Address : _____.

05. Have you been convicted of any allegation in a Court of Law ?

Yes/No

If the answer is yes give details : _____.

06. Examination fee :

The receipt learning No. dated issued by the Government Agent/Divisional Secretary for payment of examination fee a sum of Rs. 1,000 has been attached in the following page.

07. Statement of the application :

I, do hereby certify that the particulars given in this application are true and correct. I am aware of the fact that my application in liable to be rejected if any false or inaccurate information given above is detected prior to selection or my appointment is liable to be cancelled if it is detected after I am selected further I agree with the rules imposed by the Commissioner General of Examinations on conditions of the examination.

_____,
Signature of the applicant.

Date : _____.

(If the applicant is employed in a Government Department, Corporation or Local Authorities/Provincial Council he should forward his application through Head of the Department or Corporation or Chief Secretary)

Recommendation of Head or the Department or Corporation

I, certify that Mr./Mrs./Miss in employed in this Department/Corporation/Local Authorities/Provincial Council and his/her work and conduct is satisfactory and he is eligible to apply to this post as per the *Gazette* notification and if he/she is selected to this post he/she cannot be released.

_____,
Signature of Head of the Department/Corporation.
(Official frank)

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

11-206

MINISTRY OF EXTERNAL AFFAIRS

**Limited Competitive Examination for Filling of Vacancies
in the Home Based Personal Assistant's Posts in Sri
Lanka Missions Abroad – 2013(2014)**

APPLICATIONS are hereby invited for selection of Home Based Personal Assistants who are competent in English Stenography and Computer Applications, for appointment to Sri Lanka Missions Abroad, from Public Management Assistant's Service, Provincial Public Service and Local Government Service and Semi Government

Organizations such as Corporations/State Banks and other Statutory Bodies.

02. Eligibility :-

- (a) Should be a Sri Lanka citizen and if the applicant is married spouse should also be a Sri Lanka citizen ;
- (b) Permanent Officers from the Public Management Assistant's Service, Provincial Public Service and the Local Government Service who are not more than 56 years of age on the closing date of applications and have completed a minimum of 05 years service in English Stenography and Computer Applications ;
- (c) Permanent Officers in Semi-Government Organizations such as Corporations, State Banks and other Statutory Bodies who are not more than 55 years of age on the closing date of applications and having a minimum of 05 years of experience in English Stenography and Computer Applications.

Note.-(i) Those who are currently serving in Sri Lanka Missions abroad are not eligible to apply.

(ii) Those who have served in Sri Lanka Missions earlier and returned to Sri Lanka may sit the exam. However, appointment will be given on priority basis to those who have spent at least 12 months after returning to Sri Lanka on completion of their last posting.

(iii) Those who are serving on contract basis, casual basis or temporary basis in the Services mentioned under 02(b) and (c) are not eligible to apply.

03. Method of Selection :-

- 3.1 Applicants will be required to sit for a test in English Stenography. The test will be held in Colombo in the English medium only. The speed in Stenography required for the test will be 60 w. p. m. 100 marks will be allocated for this English Stenography test. Those who have secured 40% or more at this test will be called upon to an interview. However, in case if there is an insufficient number of qualified applicants with the above mark levels at the written examination, Secretary to the Ministry of External Affairs will reserve the right to call candidates with lesser marks for the interview.
- 3.2 Persons selected on merit from the written examination will be called for an interview. During the interview, the eligibility of candidates and their supportive documents will be verified. The interview will be conducted by a board appointed by the Secretary, Ministry of External Affairs. The placement will be finalized at the discretion of the Secretary, Ministry of External Affairs.
- 3.3 The decision of the Commissioner General of Examinations will be final with regard to conducting the examination and issuing results.

- 3.4 The result sheet prepared on the basis of merit order of the applicants who obtained marks not less than 40% in the written examination will be sent to the Ministry of External Affairs by the Commissioner General of Examinations.

In addition to that, examination results will be personally conveyed to all the applicants who appeared for the examination.

04. *Terms of Engagement :-*

- 4.1 (a) An officer selected will be required to serve initially in Colombo at the Ministry of External Affairs for a specified period prior to being posted to a Sri Lanka Mission abroad. If his/her work and conduct during this initial period of service at the Ministry of External Affairs are found to be unsatisfactory, his/her selection is liable to be cancelled. The period of service in the Ministry can be changed according to the requirements of the Ministry.
- (b) Posting will be decided on the basis of requirements of respective Missions and the officer's suitability and competence (in foreign language etc.). In deciding on such postings, there is no obligation, on the part of the Ministry to consider the officer's personal needs and grievances (children's education etc.). Further, the Ministry is not bound to fill the vacancies purely in accordance with the order of merit of the selection tests.
- 4.2 (a) An officer selected on being posted to a Sri Lanka Mission abroad is normally required to serve abroad for a period of three years in terms and conditions as stipulated by the Secretary, Ministry of External Affairs and to enter into an agreement to the effect.
- 4.3 Officers in Government Service (Public Management Assistants' Service/Provincial Public Service/Local Government Service) if selected, will continue to be paid on the present salary scales. Others will be paid a fixed salary of Rs. 15,610 per month. In addition, they will be paid an Overseas Allowance that is applicable, in accordance with existing rules and regulations while they are serving in Sri Lanka Missions abroad.
- 4.4 When a selected officer is posted to a Sri Lanka Mission abroad, the Government will meet the cost of air passage to the country of posting and back, accommodation there and other allowances as determined by the Secretary, Ministry of External Affairs during his/her service abroad, only in respect of the officer, his/her spouse and two "eligible children". (For the purpose of this clause "eligible children" mean unmarried children under 21 years of age.).

05. *Method of Application :-*

- 5.1 Printed application forms will not be issued. Application forms should be prepared in an A4 size paper as per the specimen appended to this notification, containing items from 01-09 on the first page, 10-19 on the second page

and the rest on the third page and should be filled in applicant's own hand writing.

When the application forms are prepared in Sinhala or Tamil languages, the name of the examination should be mentioned in the English language as well, in addition to the names in Sinhala or Tamil.

Note.— Applicants from Public Service/Provincial Public Service/Local Government Service should be use specimen form No. 1 and the other services please use the specimen form No. 2.

Application which are not in conformity with the specimen and those are not providing the required details will be rejected without any notice. Applicants are advised to keep a photocopy of the application.

Applications should be forwarded through the respective Heads of Departments. Every application should carry an endorsement from the Head of Department as to the suitability of the applicant for service overseas, that the applicant, if selected, can be released from his/her present post immediately and that the particulars given in the application are correct.

- 5.2 The application should be forwarded by registered post to reach the Commissioner General of Examinations, Organization and Foreign Examination Branch, Department of Examinations, Pelawatta, Battaramulla, on or before 09.12.2013 and should be marked "Examination for Selection of Home Based Personal Assistants to fill vacancies in Sri Lanka Missions Abroad" on the top left-hand corner of the envelope. English letter "P" should be clearly indicated within a cage (2cm x 2cm) on the top of the left side of the envelope. No application received after the closing date will be accepted.

This examination will be conducted during the month of March, 2014 in Colombo.

06. *Examination Fees.*— Examination fee is Rs. 400. The receipt obtained for payment of the fee and in applicant's name at District or Divisional Secretariat in the island to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations should be firmly affirmed to the application by its margin at the place provided in the application. Details of the receipt such as member, the office money is paid to, date and the amount paid, should be indicated in the relevant space. Money Orders or stamps will not be accepted for payment of examination fees. Under no circumstances, will the examination fees be refunded. Applicants are advised to keep a photocopy of the payment receipt.

07. Applications, which are not completed in every respect are liable to be rejected. No complaints that an application has been lost or delayed in the post will be considered.

08. Applications will not be acknowledged. Eligible applicants whose applications have been accepted will be summoned for the written examination, which will be conducted by the Commissioner-General of Examinations. As soon as the Admission Cards are issued, a notification to that effect will be published in the newspapers by the Department of Examinations. As instructed in the notification,

the Department of Examinations should be informed in case the admission cards of any candidate is not received within 2 or 3 days after the appearance of the paper notification. Such applicants should inform the Department of Examinations about the non receipt of the admission card with certified photocopies of the application form, the receipt issued on payment of examination fees and the receipt issued on sending the application by registered post. (In case of an appeal from out station, a fax number should be indicated in order to send the admission card).

According to the instructions given in the Admission Card, you should get your signature attested. On the first day of the examination itself. Admission Card with the signature attested should be submitted to your Supervisor of the Examination Hall.

09. Either a National Identity Card issued by the Department of Registration of Persons or valid passport will only be accepted to prove identity of a candidate to a supervisor at examinations conducted by the Sri Lanka Examination Department.

10. Issuance of admission card to a candidate shall not be in any way treated as that candidate had satisfied all the qualifications for the examination.

11. The designation and the work place of the applicant at the time of the application is made shall be relevant to all matters with regard to the examination and any request for change thereto after forwarding the application will not be considered.

12. Candidates will be subject to rules and regulations related to examination procedures imposed by the Commissioner General of Examinations. Further, a candidate who violates such rules shall be subjected to any penalty imposed on him/her by the Commissioner General of Examinations.

KARUNATHILAKE AMUNUGAMA,
Secretary,
Ministry of External Affairs.

Ministry of External Affairs,
P. O. Box 583, Republic Building,
Colombo 01,
24th October, 2013.

SPECIMEN FORM No. 01

APPLICATION FOR POST OF HOME BASED PERSONAL ASSISTANTS IN SRI
LANKA MISSIONS ABROAD - 2013(2014)

(Only for Applicants from Public/Provincial Public/Local
Government Services)

PART A

(For office use only)

01. (i) Full name of Applicant (in block letters) : Mr./Mrs./Ms. :

(ii) Last name with initials (in block letters) : Mr./Mrs./Ms.
(Eg. - SILVA A. B.) : _____.

02. Address :

- (i) Official : _____.
(ii) Private (in block letters) : _____.
(Admission card will be posted to this address)
(iii) Telephone No. : _____.

03. (i) Sex : Male - 0 ☐
Female - 1 ☐
(Give the relevant No. in the box)

(ii) N. I. C. No. :

(iii) Date of birth :

Year : Month : Date :

(iv) Age as at closing date of applications :

Years : Months : Days :

04. Civil Status : Married - 2 ☐
Unmarried - 1 ☐
(Give the relevant No. in the box)

05. If married, name of spouse and his/her nationality : _____.

06. Number of children, their names, dates of birth and their ages :
_____.

07. If spouse is employed, particulars of employment (If a State Officer, give full particulars) : _____.

08. Educational qualifications (including medium) : _____.

09. Date of First Appointment under Public/Provincial Public/Local Government Sector : _____.

10. Date of confirmation : _____.

11. Present Grade and Date of Entry to it : _____.

12. Present Annual Salary : _____.

13. Nature of Present Duties : _____.

14. Speed in :

- (a) English Stenography : _____.
(b) English Typing : _____.

15. Proficiency in :

- (a) English Language : _____.
(b) Sinhala/Tamil Language : _____.
(c) Computer Literacy : _____.
(d) Other Foreign Languages : _____.

16. Sri Lanka Missions (if any) in which the applicant had served earlier and the period : _____.

17. Any other qualifications : _____.

18. Remarks : _____.

Paste the receipt obtained from the District or Divisional Secretariat for the payment of correct amount of examination fees, in the below cage.

- (i) Receipt No. : _____.
- (ii) District or Divisional Secretariat : _____.
- (iii) Date : _____.
- (iv) Amount : _____.

19. Certificate by Applicant :-

I declare that during the five years preceding 09.12.2013 I have earned all increments and that I have not been subjected to any form of disciplinary punishment (excluding warning) and that to the best of my knowledge and belief the information given in this form is correct and accurate.

I further declare that I will be subject to rules and regulations imposed by the Commissioner General of Examination in relation to examination procedures.

_____,
Signature of Applicant.

Date : _____.

PART B

*Certificate of the Head of Department
(To be filled in by the Head of the Department)*

I have ascertained that during the five years preceding 09.12.2013 Mr./Mrs./Miss..... has

- (a) Earned all his/her increments,
- (b) Not been subjected to any form of disciplinary punishment (excluding warning).

I certify that the particulars given in the application are correct. I hereby certify that the examination fees have been paid and the receipt is attached herewith. The officer placed his/her signature in my presence and I certify his/her signature.

This officer, if selected, could be released from his/her present post immediately.

_____,
Signature of Head of Department.
(With the official Frank)

Name : _____.

Designation : _____.

Date : _____.

SPECIMEN FORM No. 02

APPLICATION FOR POST OF HOME BASED PERSONAL ASSISTANTS IN
SRI LANKA MISSIONS ABROAD - 2013(2014)

(For Applicants from Semi-Government Organizations)

PART A

(For office use only)

01. (i) Full name of Applicant (in block letters) : Mr./Mrs./Ms :

(ii) Last name with initials (in block letters) : Mr./Mrs./Ms.
(Eg:- SILVAA. B.) : _____.

02. Address :

- (i) Official : _____.
- (ii) Private (in block letters) : _____.
(Admission card will be posted to this address)
- (iii) Telephone No. : _____.

03. (i) Sex : Male - 0 ☐
Female - 1 ☐
(Give the relevant No. in the box)

(ii) N. I. C. No. :

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

(iii) Date of birth :

Year : Month : Date :

(iv) Age as at closing date of applications :

Years : Months : Days :

04. Civil Status : Married - 2 ☐
Unmarried - 1 ☐
(Give the relevant No. in the box)

05. If married, name of spouse and his/her nationality : _____.

06. Number of children, their names, dates of birth and their ages : _____.

07. If spouse is employed, particulars of employment (If a State Officer, give full particulars) : _____.

08. Educational qualifications (including medium) : _____.

09. Name of the Institution and the period where the applicant has served during the five years preceding the closing date (Please annex service certificate) :

Name of Institution	Designation	Period	
		From	To

10. Date of confirmation : _____.
11. Present Grade and Date of Entry to it : _____.
12. Present Annual Salary : _____.
13. Nature of Present Duties : _____.
14. Speed in :
(c) English Stenography : _____.
(d) English Typing : _____.
15. Proficiency in :
(e) English Language : _____.
(f) Sinhala/Tamil Language : _____.
(g) Computer Literacy : _____.
(h) Other Foreign Languages : _____.
16. Sri Lanka Missions (if any) in which the applicant had served earlier and the period : _____.
17. Any other qualifications : _____.
18. Remarks : _____.

Paste the receipt obtained from the District or Divisional Secretariat for the payment of correct amount of examination fees, in the below cage.



- (i) Receipt No. : _____.
- (ii) District or Divisional Secretariat : _____.
- (iii) Date : _____.
- (iv) Amount : _____.

19. Certificate by Applicant :-

I hereby certify that the information given in this application is true and correct. I am aware that, should any of the information given by me above are found to be false or incorrect, I am liable for disqualification before selection and to dismissal without compensation, if the inaccuracy is detected after the appointment.

I further declare that I shall abide by the rules and regulations imposed by the Commissioner General of Examinations with regard to conducting this examination and decisions taken by him with regard to issuing results.

Signature of Applicant.

Date : _____.

PART B

*Certificate of the Head of Institution
(To be filled in by the Head of the Institution)*

I certify that the applicant Mr./Mrs./Miss is serving in this Institution from his/her work and conduct

are satisfactory, the details furnished above are correct according to the records available in this office and placed his/her signature before me on 2013. I further certify that the prescribed examination fee has been paid and the receipt obtained by paying the above fee has been affixed.

This officer, if selected, could be released from his/her present post immediately.

Signature of the Head of Institution.
(With the Official Frank)

Name of the Attester : _____.
Designation : _____.
Address : _____.
Date : _____.

11-362

MINISTRY OF EXTERNAL AFFAIRS

**Competitive Examination for Filling Vacancies in the
Public Management Assistants' Service Cadre in Sri
Lanka Missions Abroad - 2013(2014)**

APPLICATIONS are hereby invited to sit for the competitive examination conducted by the Commissioner-General of Examinations, on behalf of the Ministry of External Affairs to fill vacancies in the home-based Public Management Assistants' Cadre in Sri Lanka Missions abroad, from eligible officers of the Public Management Assistants' Service, Provincial Public Management Assistants' Service and Local Government Public Management Assistants' Service, to be held in Colombo in March 2014.

2. *Eligibility.* - Applicants should meet the following eligibility criteria:

- (a) Should be an officer of the Class I of the, Public Management Assistants' Service/ Provincial Public Management Assistants' Service/ Local Government Management Assistants' Service or an officer who has been completed 05 years satisfactory service in the Class II of the Public Management Assistants' Service/ Provincial Public Management Assistants' Service/ Local Government Management Assistants' Service, on the date of application.
- (b) The post and the workplace of the applicant at the time of applying for the examination, will be applicable with regard to all aspects of the examination. After submitting the application, any changes thereto shall not be considered.

Note: Officers in other Management Assistant Services, not belonging to the above mentioned services, are not eligible to apply.

(c) Age should be less than 56 years on the closing date of applications.	Subject No	Paper	Duration
(d) Should be completed the First Efficiency Bar Examination of the Class II of the services mentioned under above (a) on the date of application.	01	Financial Systems	2 hours
	02	Establishment Code & Office Procedure	2 hours
	03	English	2 hours
	04	General Knowledge	1 hour

(e) Should have earned on the due date, all the annual increments, falling within the five years immediately preceding the date of application.

(f) Should have not been subjected to any form of disciplinary punishment, other than warning.

Note.-(i) Those who are presently serving in Sri Lanka Missions abroad are not eligible to apply for this examination.

(ii) If an applicant who is eligible at the time of forwarding his/her application, is subsequently promoted to a Class/Grade higher than Class I of the Public Management Assistants' Service/ Provincial Public Management Assistants' Service/ Local Government Public Management Assistants' Service or appointed to a post in any other service, will cease to be eligible to fill a vacancy in the Home-Based Public Management Assistants' cadre at Sri Lanka Missions abroad. It is the responsibility of such applicant to promptly inform the Secretary, Ministry of External Affairs in the event of any change in his/her official status that might have an impact on his/her eligibility under the clause (a) of this paragraph.

(iii) Preference will be given to officers with experience in accounts and establishment work and have a good working knowledge of English / other foreign languages (written and spoken). Working knowledge in other foreign languages will be considered as an added qualification.

(iv) Computer skills will be an added qualification and the extent of such skills must be stated in the application.

3. Method of Selection.— Selection will be made on the basis of the written examination to be conducted by the Commissioner-General of Examinations and the interview to be conducted by the Secretary, Ministry of External Affairs, which will be held in Colombo. The decision of the Commissioner General of Examinations will be final with regard to conducting of examination and issuing the results.

3.1. Written Examination.— The written examination will consist of the following papers each of which will carry 100 marks.

Note.— 01. *Accounting.*— This question paper which will consist of objective and subject type questions is set to test the candidate's practical knowledge of financial operations and accounting procedures of a Government Institution. All questions should be answered.

02. *Establishment and Office Procedure.*— The questions in this objective and structured type of paper are set to test the candidate's practical knowledge of establishment and office procedures of a Government Institution. All questions should be answered.

03. *English.*— This question paper is designed to test the candidate's knowledge in comprehension and written communication. All questions should be answered.

04. *General Knowledge.*— This paper will consist of MCQs and short answer type questions on political, social, cultural and economic environment, history and geography of Sri Lanka as well as current international affairs. The candidates should answer all questions.

3.2. Interview :

3.2.1. The interview will carry 100 marks and will be conducted by a Board appointed by the Secretary, Ministry of External Affairs.

3.2.2. Those candidates who have obtained 40% marks or above in each paper and a total aggregate of 200 or above at the written examination will be eligible to be called for the interview.

3.2.3. The list of applicants prepared in the alphabetical order who have been qualified for the interview as per para 3.2.2. will be sent to the Secretary, Ministry of External Affairs by the Commissioner General of Examinations.

After receiving interview marks, the result sheet prepared on the basis of merit order of total aggregate marks obtained by the applicants at the written examination and the interview, will be sent to the Secretary, Ministry of External Affairs.

In addition to that, examination results will be personally conveyed to all the applicants who appeared for the Examination.

4. *Terms of Engagement :*

- 4.1 Candidates after being selected to fill the vacancies will be required to serve initially at the Ministry of External Affairs in Colombo for a specified period of one year, prior to being posted to a Sri Lanka Mission abroad. If the work and conduct of a candidate during this initial period of service at the Ministry are found to be unsatisfactory, his/her selection is liable to be cancelled.
- 4.2 Posting will be decided on the basis of requirements of respective Missions and the officer's suitability and competence (in foreign language etc.). In deciding such posting, there is no obligation on the part of the Ministry to consider the officer's personal needs and grievances (children education etc.) and officer should report for the duty whatever the Mission abroad he/she posted to.
- 4.3. An officer selected on being posted to a Sri Lanka Mission abroad, is normally required to serve abroad for a period of three years on terms and conditions as stipulated by the Secretary, Ministry of External Affairs and to enter into an agreement to that effect. On completion of the term, the officer will have to return to the Island.
- 4.4. The selected officers while serving at a Sri Lanka Mission will continue to receive their substantive salaries paid in Colombo. In addition, the officer will be paid an overseas allowance during their period of service abroad.
- 4.5. Once an officer is selected, cost of air passage from Sri Lanka to the country of posting and back, accommodation and other facilities during his/her service abroad, in respect of the selected officer, his/her spouse and **for a maximum of two children** who are under 21 years of age and dependent on the officer only, will be met by the Government as determined by the Secretary/ External Affairs.

5. *Method of application :*

- 5.1 The application forms prepared in an A4 size paper as per the specimen appended to this notification, containing items from 01-05 on the first page, 06-14 on the second page and the rest on the third page. Applications which are not in conformity with the specimen and those not providing the required details will be rejected without any notice. Applicants are advised to keep photo copies of applications.
- 5.2 In Sinhala and Tamil applications, the name of the examination should indicate in English, in addition to Sinhalese or Tamil.
- 5.3 Applications should be forwarded through the respective Heads of Department with the recommendation and endorsement from Head of Department on the eligibility of the applicant for service overseas and the correctness

of details given in the application. The Head of Department should also state whether the applicant if selected, can be released immediately from the present post.

- 5.4 Applications should be forwarded by registered post to reach the "Commissioner-General of Examinations, Organization & Foreign Examination Branch, Department of Examinations, Pelawatte, Battaramulla" on or before **02.12.2013** and should be marked "Examination for Selection of Management Assistants to fill vacancies in Sri Lanka Missions Abroad" on the top left hand corner of the envelope.

6. *Examination Fees.*— Examination fee of Rs. 400 should be paid at any District/Divisional Secretariat to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations, and the receipt obtained should be pasted in the relevant cage of the application. Details of the receipt such as number, the office money is paid to, date and the amount paid, should be indicated in the relevant space. Receipt obtained by paying examination fees through any other mode of postal/money orders or stamps will not be accepted. It will be appropriate to keep a photocopy of the receipt. Under no circumstances the examination fees will be refunded.

7. Incomplete applications will be rejected. No allegation that an application has been lost or delayed in the post will be considered. No applications received after the closing date will be accepted.

8. *Admission to sit for the Examination :*

- 8.1 Applications will not be acknowledged.
- 8.2 The Commissioner-General of Examinations will issued Admission Cards to all those applicants whose applications were accepted. As soon as the admission cards are issued a notification to that effect will be published in the news papers by the Department of Examinations. As instructed in the notification, the Department of Examinations should be informed in case the admission cards of any candidate is not received within 2 or 3 days after the appearance of the paper notification. Such applicants should inquire from the Department of Examinations about the non receipt of the admission card, mentioning the applicant's name in full, address, NIC No. and the name of the examination applied along with photo copies of the application form, the receipt issued on payment of examination fees and the receipt issued when sending the application by registered post. In case of an appeal submitted from outer Colombo, sending a fax number along with above details by fax is appropriate to send the admission card.
- 8.3 A candidate presenting himself/herself for the examination must produce his/her admission card with attestation of signature to the Supervisor of the Examination Centre. A candidate who fails to produce his/her admission card as mentioned above will not be permitted to sit for the Examination.

8.4 A candidate must sit for the Examination at the Examination hall assigned to him/her. All candidates should surrender their admission cards on the first day of the examination to the supervisor. A set of rules to be observed by all candidates is published in the *Gazette*. The candidates are subjected to all rules and regulations imposed by the Commissioner General of Examinations. If such rules or regulations are violated, the candidate should have to face penalty imposed by the Commissioner General of Examinations.

The decision of the Commissioner General of Examinations will be the final with regard to conducting the examination and issuing results.

8.5 Issuance of admission card to a candidate shall not be in any way treated as that candidate had satisfied all the qualifications for the examination.

9. *Medium of Examination :*

9.1 The Examination will be conducted in Sinhala, Tamil and English medium. Candidates will not be allowed to change the medium applied, subsequently.

9.2 A candidate is required to answer all question papers in one language only, except the English Language paper.

10. *Penalty for Furnishing False Information :*

10.1 If any of the particulars furnished by a candidate are found to be false within his/her knowledge, or if he/she willfully suppressed any material fact, he/she will be liable for dismissal from the Public Service, and therefore, he/she will be ineligible to sit for the examination.

10.2 If a candidate is found to be ineligible to sit for this examination at any stage prior to, during or after the examination, his/her candidature is liable to be rejected.

11. *Identity of Candidate.* - A candidate will be required to prove his/her Identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/she offers. For this purpose any of the following documents will be accepted :

(a) National Identity Card issued by the Department of Registration of Persons.

(b) Valid Passport.

12. Decision of the Secretary of External Affairs will be the final in this regard.

KARUNATHILAKE AMUNUGAMA,
Secretary/External Affairs.

Ministry of External Affairs,
P.O. Box 583, Republic Building,
Colombo 01,
25th October, 2013.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR FILLING
VACANCIES IN THE PUBLIC MANAGEMENT ASSISTANTS' SERVICE CADRE
IN SRI LANKA MISSIONS ABROAD - 2013(2014)

PART A

For Office use

The Service you belong to:
(Give the relevant number in the Box)

Public Management Assistants' Service	- 1
Provincial Public Management Assistants' Service	- 2
Local Government Public Management Assistants' Service	- 3

Medium in which the applicant wishes to sit for the examination

Sinhala - 2
Tamil - 3
English - 4

(Give the relevant number in the Box)

1.0 Name :

1.1 Last Name with initials : Mr/Mrs/Ms : _____.

(In English block letters) Eg: SILVA M.A.

1.2 Name in full (In English block letters) : _____.

1.3 Name in full (In Sinhala/Tamil) : _____.

2.0 Address:

2.1 Which Admission cards should be sent to: (In English block letters) : _____.

2.2 Permanent Address (In Sinhala/Tamil) : _____.

Telephone No. : _____.

2.3 Official Address (In English block letters) : _____.

Telephone No. : _____.

3.0 3.1 Sex :

Female - 1

Male - 0

(Give the relevant number in the Box)

3.2 National Identity Card No:

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3.3 Date of Birth :

Year :

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 Month :

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 Date :

--	--

3.4 Age as at the closing date of application:

Years :

--	--

 Months :

--	--

 Days :

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4.0 4.1 Service : Public Management Assistants Service/
Provincial Public Management Assistants Service /Local
Government Public Management Assistants Service
(Delete whichever is inapplicable)

4.2 Date of first appointment to the Public Service/ Provincial Service/Local Government Service and Language medium. (Delete whichever is inapplicable) :_____.

5.0 5.1 Civil Status:

Married - 2
Single - 1

(Give the relevant number in the Box)

5.2 If married, number of children :_____.
Their dates of birth and ages :_____.

6.0 If the spouse is employed, give details :_____.

7.0 Educational Qualifications (with language medium) :_____.

8.0 Date of Promotion to :

8.1 Class II :_____.

Date of completion of the First Efficiency Bar Examination of Class II :_____.

8.2 Class I :_____.

8.3 The Class which the applicant is currently attached to and the date of appointment for the same :_____.

9.0 Present Annual Salary :_____.

10.0 Experience (Give the number of years)

10.1 Accounts :_____.

10.2 Establishment Procedures :_____.

11.0 Proficiency :

- (a) Sinhala Language
(b) Tamil Language
(c) English Language
(d) Any other Foreign Language

Reading	Writing	Spoken

12.0 Ability :

12.1 Typing (Sinhala/Tamil/English) :_____.

12.2 Computer Literacy (Give details) :_____.

13.0 If the applicant has previously served at any Sri Lanka Mission Abroad, give the names of the Mission with dates :_____.

14.0 Any other qualifications :_____.

The receipt issued by the District/Divisional Secretariat on payment of examination fees should be affixed in the below cage (retain a photocopy of the receipt)

1. Receipt No. :_____.
2. District/Divisional Secretariat :_____.
3. Date :_____.
4. Amount :_____.

15.0. Applicant's Certificate:

I do hereby declare that I have earned all increments falling due in the 5 years immediately preceding 02.12.2013 and have not been subjected to any disciplinary punishment, except warning. I also declare that to the best of my knowledge the information furnished in this application is true and accurate. I also be aware that if any information is found to be incorrect or false, before, during or after the examination, the Secretary, Ministry of External Affairs has the right to cancel my candidature/ or appointment.

I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination.

I further declare that I will be subjected to the rules and regulations imposed by the Commissioner General of Examinations in relation to examination procedure and issuing results.

_____,
Signature of the Applicant.

Date :_____.

PART B

(To be filled by the Head of Department)

I declare that I have verified that Mr./Mrs./Miss....., Class I/Class II of the Public Management Assistants Service/ Provincial Government Public Management Assistants Service/Local Government Public Management Assistants Service,

(a) has earned all increments during the 5 years immediately preceding 02.12.2013.

(b) and has not been subjected to any disciplinary punishment during the 5 years immediately preceding 02.12.2013 and that the information furnished in the application is true. I hereby certify that the examination fees have been paid and the receipt is attached herewith.

Recommendation :

- (i) Applicant's suitability for service in Missions abroad :
(ii) Whether he/she can or cannot be released, if selected.

_____,
Signature of the Head of Department
with the Official Frank.

Designation :_____.
Date :_____.

11-361