

N. B.— The List of Jurors' in the year 2024 of the Jurisdiction Areas of Galle District has been published in Part VI of this *Gazette* in Sinhala, Tamil & English Languages.



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අංක 2,379 — 2024 අප්‍රේල් මස 05 වැනි සිකුරාදා — 2024.04.05

No. 2,379 — FRIDAY, APRIL 05, 2024

(Published by Authority)

PART I: SECTION (IIA) — ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 26th April 2024, should reach Government Press on or before 12.00 noon on 10th April, 2024.

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."

GANGANI LIYANAGE,
Government Printer.

Department of Govt. Printing,
Colombo 08,
01st January, 2024.

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.

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

Post - Vacant

REGISTRAR GENERAL'S DEPARTMENT

Post of Registrar of Muslim Marriages – (Sinhala)

KALUTARA DISTRICT

APPLICATIONS are called for the Post of Registrar of Muslim Marriages in the Divisions set out in the Schedule hereof;

01. Applicant should be a permanent resident of relevant Muslim Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Only Muslim Males can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 70 years)
04. Applicants for the Post of Registrar of Muslim Marriages should be married and should not be a widower or divorced.
05. Applicant should have passed minimum of 06 subjects including Sinhala/ Tamil (relevant language for the Post) with 02 Credit passes in not more than Two (02) sittings in GCE(O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the Division or else should have passed in any other similar examination.

N.B. - In case a subject contains 02 parts at GCE(O/L) or any other similar examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.

(Possession of Moulavi Certificate or Diploma in Arabic Language shall be considered as fulfillment of aforesaid basic qualification.)

06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as village name list/ Grama Niladhari Divisions of the relevant Division of Muslim Marriage, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the Division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.
08. Relevant application and the said “Annex-01” inclusive of village name list/ Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website (www.rgd.gov.lk) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before 06th May, 2024, by registered post to the address given in the schedule.

W. R. A. N. S. WIJAYASINGHE,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
On this 25th day of March, 2024.

Schedule

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post & Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kalutara	Beruwala	Post of Muslim Marriages Registrar of Mihiripenna Area of Kalutara & Panadura Thotamuna Division	District Secretary/ Additional Registrar General, District Secretariat, Kalutara.
Kalutara	Beruwala	Post of Muslim Marriages Registrar of Maradana Area of Kalutara & Panadura Thotamuna Division	District Secretary/ Additional Registrar General, District Secretariat, Kalutara.
Kalutara	Beruwala	Post of Muslim Marriages Registrar of Beruwala Area of Kalutara & Panadura Thotamuna Division	District Secretary/ Additional Registrar General, District Secretariat, Kalutara.
Kalutara	Beruwala	Post of Muslim Marriages Registrar of Maggonabadda Area of Kalutara & Panadura Thotamuna Division	District Secretary/ Additional Registrar General, District Secretariat, Kalutara.
Kalutara	Beruwala	Post of Muslim Marriages Registrar of Mihiripenna Area of Kalutara & Panadura Thotamuna Division	District Secretary/ Additional Registrar General, District Secretariat, Kalutara.
Kalutara	Beruwala	Post of Muslim Marriages Registrar of Dharga Town Area of Kalutara & Panadura Thotamuna Division	District Secretary/ Additional Registrar General, District Secretariat, Kalutara.
Kalutara	Bulathsinhala	Post of Muslim Marriages Registrar of Veyangalla Area of Kalutara & Panadura Thotamuna Division	District Secretary/ Additional Registrar General, District Secretariat, Kalutara.
Kalutara	Palinda Nuwara	Post of Muslim Marriages Registrar of Pelena Area of Kalutara & Panadura Thotamuna Division	District Secretary/ Additional Registrar General, District Secretariat, Kalutara.
Kalutara	Panadura	Post of Muslim Marriages Registrar of Thotawatta Area of Kalutara & Panadura Thotamuna Division	District Secretary/ Additional Registrar General, District Secretariat, Kalutara.
Kalutara	Panadura	Post of Muslim Marriages Registrar of Eluwila Area of Kalutara & Panadura Thotamuna Division	District Secretary/ Additional Registrar General, District Secretariat, Kalutara.
Kalutara	Panadura	Post of Muslim Marriages Registrar of Henamulla Area of Kalutara & Panadura Thotamuna Division	District Secretary/ Additional Registrar General, District Secretariat, Kalutara.

PARLIAMENTARY BUDGET OFFICE

Vacancies

IN terms of Section 14 of Parliamentary Budget Office Act, No. 6 of 2023, applications are invited from citizens of Sri Lanka who are competent, honest, of high moral integrity and of good repute for the posts of “**Parliamentary Budget Officer**” and “**Deputy Parliamentary Budget Officer**” for the Parliamentary Budget Office.

The Parliamentary Budget Office was established with the intention of assisting the legislature in its performance of public finance responsibilities under the Constitution.

The Parliamentary Budget Office shall be independent, non-partisan, and exclusive of and protected from any political influence. It shall further be appropriately staffed with well qualified economists, and be tasked with producing high quality analysis and reports.

Applications should be sent under registered cover to reach the “**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**” on or before **6th May 2024**, indicating the post apply for on the top left corner of the envelope. (This notice is accessible *via* www.parliament.lk).

1. Parliamentary Budget Officer

1.1 Salary Scale

The monthly salary scale specified for this post is Rs. 358,150 – 5X10,030 – Rs. 408,360/- (The minimum initial gross monthly remuneration together with all other allowances will be approximately Rs. 665,000/-).

1.2 Age Limit

Should be not more than 65 years of age by the closing date for applications.

1.3 Experience:

At least 15-years of experience in government budgeting, financial policy, fiscal policy, or macroeconomic analysis.

2. Deputy Parliamentary Budget Officer

2.1 Salary Scale

The monthly salary scale specified for this post is Rs. 302,510 - 5X8,470 – Rs. 344,860/- (The minimum initial gross monthly remuneration together with all other allowances will be approximately Rs. 560,000/-).

2.2 Age Limit

Should be not more than 65 years of age by the closing date for applications.

2.3 Experience:

At least 10 years in government budgeting, financial policy, fiscal policy, macroeconomic analysis, and/ or the expenditure management system in Sri Lanka.

3. Educational Qualifications:

3.1 A degree from a recognized university in a relevant field of study such as economics, business, finance, political science, or public administration.

3.2 A post-graduate degree or significant experience in economics, public policy, management, business, or finance.

3.3 Significant management experience at the senior executive level (in a private/public sector or a non-government/research organization); and

3.4 Substantial experience leading high-level budgeting, economic, and/ or financial analyses, ideally related to the public sector.

4. Skills and Competencies:

- 4.1 Knowledge of the Sri Lankan Government's budgeting process, expenditure management processes, and public sector management principles such as accountability and transparency.
- 4.2 Significant understanding of the principles and practices of public finance, macro-economic and fiscal policy.
- 4.3 Understanding of Parliament's constitutional responsibilities in relation to public finance and the role played by different parliamentary stakeholders.
- 4.4 Capacity to navigate and respond to competing interests in complex, partisan situations in a manner that maintains individual and institutional independence.
- 4.5 Ability to quickly synthesize and effectively communicate complex information in clear language to non-technical audiences and act as a spokesperson when interacting with the public, media, public institutions, parliamentarians, governments, and other organizations.

5. Personal Attributes:

- 5.1 Integrity and high ethical standards.
- 5.2 Impartiality and independence.
- 5.3 Strategic thinker.
- 5.4 Sound judgment and tact in partisan environments.
- 5.5 Excellent interpersonal skills.
- 5.6 Experience leading and managing high-performing teams.

6. Method of Recruitment

On the merit of a structured interview

7. Terms and Conditions of Service

Refer the Parliamentary Budget Office Act, No. 6 of 2023,
http://www.documents.gov.lk/files/act/2023/6/06-2023_E.pdf

8. Disqualifications:

Refer the Parliamentary Budget Office Act, No. 6 of 2023,
http://www.documents.gov.lk/files/act/2023/6/06-2023_E.pdf

9. Applicants should attach to their application, copies of the following certificates. Originals of the certificates should be produced when called upon to do so.
 - (a) Birth Certificate,
 - (b) Certificates of Educational Qualifications,
 - (c) Certificates of Professional Qualifications
 - (d) Certificates of Experience
10. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.
11. Canvassing in any form will be a disqualification.
12. Applications received after the closing date will be rejected.

Secretary - General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte,
April 5, 2024.

Examinations, Results of Examinations &c.

DEPARTMENT OF IMMIGRATION AND EMIGRATION

Open Competitive Examination for Making Recruitment for the post of Operational Assistant Grade III of Management Assistant Non - Technical - Service Category 2 of the Department of Immigration and Emigration – 2023 (2024)

APPLICATIONS are invited from the eligible Sri Lankan citizens for the Open Competitive Examination of making recruitment for the post of Operational Assistant of the Department of Immigration and Emigration.

1. The term “Head of the Department” in this notification means the Controller General of the Department of Immigration and Emigration. Recruitments are made through this Examination for the post of Operational Assistant of the Department of Immigration and Emigration. Unless otherwise specified, the term “ post “ means the post of Operational Assistant.

2. The closing date of applications is **25.04.2024**.

2.1. Written Examination – This examination consists of the under mentioned two (02) papers.

01. Intelligence Test
02. General knowledge

2.2. Date of Examination – This examination will be held in Colombo in July, 2024 The Controller General of Immigration and Emigration reserves the power to postpone or cancel this examination.

3. The number to be recruited is Fifty (50). At the event of exceeding the number of vacancies by the candidates who have secured equal marks for the last vacancy or for the last few vacancies, the Controller General for Immigration and Emigration will make the final decision regarding filling up the number of vacancies. The effective date of this appointment of these recruitments will also be determined by the Controller General of Immigration and Emigration.

4. *Conditions of Service :*

4.1 An applicant selected will be appointed to Grade III subjecting to the general conditions governed by the Public Service, Provisions of the Establishments Code and Financial Regulations, Procedural Rules of the Public Service Commission published in the Extraordinary *Gazette* No. 2310/29 of 14.12.2022, terms and conditions of the Scheme of Recruitment post of Operational Assistant Grade III of Management Assistant Non - Technical - 02 Service Category of the Department of Immigration and Emigration approved by the Public Service Commission dated 18.10.2018 and the amendments already made and to be made to the Scheme in future.

4.2 This post is permanent and pensionable. However, the appointees shall be subjected to the policy decisions made by government in future on Pension Scheme offered to the new appointees.

4.3 Operational Assistant Grade III is recruited to the post subjecting to a probationary period of three (03) years. Those who recruit so shall pass the First Efficiency Bar Examination as mentioned in the Scheme of Recruitment within three (03) years.

4.4 Prescribed Official Language proficiency shall be obtained within three (03) years after the recruitment to the post as per the Public Administration Circular No. 18/2020 dated 16.01.2020 and the consequent circulars.

4.5 The officers recruited to the service in a non official language shall obtain the relevant official language proficiency within the probationary period.

4.6 The Controller General of Immigration and Emigration reserves the power to cancel the appointments of the applicants who fail to assume on due date the duties offered to him / her and / or who reject or evade to assume duties in an area to which appointed.

5. *Monthly Salary Scale :*

The monthly salary scale of this post is Rs. 27,140-10x300-11x350-10x495-10x660-45,540 (MN-1/2016) as per the Schedule No. I of Public Administration Circular 03/2016 dated 25.02.2016. Additionally, the other allowances paid by the Government from time to time to the Government officers will also be received.

6. *Qualifications for recruitment :*

- 6.1. (i) Should be a citizen of Sri Lanka.
(ii) Should be of a distinctive character.

6.2 *Educational Qualifications :*

- (i) Should have passed G.C.E. (Ordinary Level) Examination in six subjects in not more than two sittings with Credit passes for Sinhala/ Tamil/ English language and Mathematics and for another two subjects.
and
(ii) Should have passed G.C.E (Advanced Level) Examination at least in one subject (excluding the Common General Test).

6.3 *Physical Eligibility :*

- (i) Physical eligibility of the applicants will be subject for special consideration. The minimum height of the Operational Assistants (Male) shall be 05 feet 04 inches (162.5cm) and the circumference of the chest (Without inhaling) shall be minimum of 32 inches (81.25 cm). The minimum height of the Operational Assistants (Female) shall be 05 feet 02 inches (157.5cm).
(ii) Every candidate should be of sufficient physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

6.4 *Age :*

Age shall not be below Eighteen (18) years and not above thirty (30) years as at the date of closing applications.

6.5 *Limits on qualifications :*

- (i) Qualifications required to apply for this examination shall be completed in every manner on or before the closing date of applications.
(ii) Robed priest of any religion is not permitted to sit for this examination.

7. *Examination fees :*

The fee for the examination is Rs. 600.00. It shall be paid to any Post Office / Sub Post office in the island before the closing date of application as to credit the Revenue Head 20-03-02-13 of Commissioner General of Examinations. Receipt, obtained making payment shall be affixed in the appropriate place on the application. The fee paid for the examination will not be refunded or transferred for any other examination on any reason. Money orders or stamps are not accepted for the examination fee. (It will be useful to keep a photocopy of the receipt with the applicant.)

8. *Mode of Application :*

- 8.1. The application shall be in compliance with the specified format attached to this notice and shall be prepared using both sides of a 8 ½ X12 (A4) size paper. The application may be prepared either by typing or computerizing or in the applicant's own handwritings. It is emphasized to prepare the application, as to appear Nos. 1 to 6 on the first page, Nos. 7 to 10 on the second page and the balance on the other pages. Applications with incomplete information and not complied with the specimen application will be rejected without information. Further, it is the responsibility of the applicant to scrutinize as to whether the completed application is in compliance with the specimen application in the notification of examination. (It will be useful to keep a photocopy of the application with the applicant.)

- 8.2. The application should be in the same medium of language in which the candidate intends to sit for the examination.
- 8.3. Applications completed correctly shall be sent by registered post on or before **25.04.2024** to reach the following address.
“The Commissioner General of Examinations,
Institutional Examination Organizing Branch,
Department of Examinations of Sri Lanka,
P.O. Box 1503,
Colombo.”

“Open Competitive Examination for Making Recruitment for the post of Operational Assistant Grade III of Management Assistant Non - Technical - Service Category 2 – 2023(2024)” shall be indicated clearly on the top left hand corner of the envelope in which the application is enclosed. Late applications will be rejected without of information. In preparing the application, it is essential to indicate the name of the examination mentioned in the title of this notification in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications.
- 8.4. The candidate’s signature on the application shall be attested by a Principal of a Government School/ Justice of the Peace/ Commissioner of Oaths/ Attorney at Law/ Notary Public/ Authorized Officer of the Armed Forces/ Officer holding a Gazetted post in the Police Service or a Staff Grade officer holding a permanent post in the Government.
- 8.5. Applications not completed in every respect will be rejected without information. No complaints will be entertained regarding loss or delay of applications in post.
- 8.6. Acknowledgement of receipt of the applications will not be made. The Commissioner General of Examinations will issue admission cards to the candidates assuming that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. The Department of Examinations of Sri Lanka will publish a paper advertisement stating the same as soon as the Admission cards are issued. If the applicant does not receive the admission card even after 02 or 03 days from the date of publication of the advertisement, he / she should inform the Department of Examinations of Sri Lanka through the telephone numbers mentioned in the advertisement. The name of the examination applied, applicant’s full name, National Identity Card number and the address should be correctly mentioned there. If the applicant is from outside Colombo, it may be fruitful to send a letter of request to the Department of Examinations by fax stating your fax number and the above information in order to obtain a copy of the Admission card by fax. Furthermore in order to prove certain information inquired by the Department of Examination, it will be useful to have the copy of application retained by the applicant, the copy of the receipt of payment of examination fee and the receipt registered at the time of posting the application.

9. *Admission for the Examination*

- 9.1. Only the applicants who have been issued Admission cards by the Commissioner General of Examinations are permitted to sit for the examination. A candidate who does not produce the Admission card on the date of examination will not be permitted to sit for the examination.
- 9.2. Candidates are required to sit the examination at the examination hall assigned to them. The Admission card attested his / her signature shall be handed over to the Supervisor of the Examination Hall on the first day he /she sits the examination. A set of rules to be followed by every candidate has been published at the beginning of this *Gazette* Notification. The Candidates are subject to the rules and regulations stipulated by the Commissioner General of Examinations regarding the conducting of examination. If such rules imposed are violated, they will be subject to a penalty imposed by the Commissioner General of Examinations.

Note - Issuance of an admission card to a candidate shall not be constituted as fulfillment of all the qualifications requested by this notification either to sit the examination or to hold a post.

10. *Identity of Candidate*

The candidates shall prove their identity to the satisfaction of the Supervisor for each subject they sit in the examination hall. Any of the following documents will be accepted for this purpose.

- (i) National Identity Card issued by the Department for Registration of Persons
- (ii) Valid Passport
- (iii) Valid Sri Lankan Driving License

Furthermore, candidates shall enter the examination hall without covering their face and ears so as to verify their identity. Candidates who refuse to prove their identity so will not be permitted to enter into the examination hall. Furthermore, the applicant shall not cover his /her face and ears so as to verify his /her identity for the examination authorities at the event of entering the examination hall until leaving at the end of the examination.

11. *Penalty for providing false information.*

True information shall be provided carefully at the event of filling the application forms. The candidature of an applicant will be cancelled as per the rules and regulations of this examination if it is found that he /she does not eligible before the examination, at the event of holding examination or after the examination.

12. *Action will be taken when necessary as per the decision made by the Controller General of Immigration and Emigration regarding the facts which have not been mentioned in this notification.*

13. *Conducting the examination*

13.1. This examination is held in Sinhala, Tamil and English media.

13.2. The medium in which he / she sits the examination will be treated as the medium of appointment.

Note :

- (i) Both Question papers, viz. Intelligence Test and General knowledge shall be answered in the same language.
- (ii) Candidate will not be permitted to change subsequently the medium of Examination mentioned in the application.

14. *Method of recruitment*

14.1 *Written Examination*

A Written Examination consisting of two Question Papers in the under mentioned subjects will be conducted. Candidates shall sit all the subjects of the examination. The subjects and the minimum marks which shall be obtained to pass each subject are as follows.

Subject No.	Subject	Marks	Minimum marks to be obtained for pass	Duration
01	Intelligence Test	100	40	1
02	General knowledge	100	40	1

14.2 An Interview Panel appointed by the Controller General of Immigration and Emigration will hold a General Interview and an Interview for the assessment of eligibility for the candidates who have secured “Merit” as thrice the number expected to be recruited among the applicants who have obtained a minimum of 40% marks or more for each Question paper sitting all the question papers of the Written Examination.

- (i) General Interview –
- (ii) The applicants who have obtained eligibility at the written examination in 14.1 above are eligible to appear before the general Interview. This Interview is held to check whether the qualifications for making recruitment mentioned under 6 above have been fulfilled and the qualifications are complied with the limits. Marks will not be given at this interview.
- (ii) Interview for the assessment of eligibility

The applicants proven to have completed all the qualifications for making recruitment are eligible for the Interview for the assessment of eligibility. The interview for the assessment of eligibility will be held to assess the additional qualifications, skills and competencies of the applicants. Marks will be given as follows and the maximum marks one can obtain is twenty five (25).

Main topics for which marks are assigned for the Interview for assessment of eligibility	Maximum Marks	Minimum marks to be considered for selection
Additional Educational qualifications	05	Not applicable
Computer literacy	05	
Language skill	05	
Skill shown at the Interview	05	
Other Competencies	05	
Sports skills		
Scouting/ Student Corps		
Other Professional skills		
Total	25	

If a certain number among the applicants called for the General Interview do not eligible for appearing for the Interview for the assessment of eligibility, any other applicants for those who have not eligible so are not called for the General Interview.

2. If there is no number of eligible candidates equal to thrice of the number to be recruited available, only the eligible applicants are called for the interview.
3. The Controller General of Immigration and Emigration will decide the date of interview and the appointment of the Interview Panel.

Note :

1. Recruitments are made on the results of a Written Examination and an Interview for the assessment of eligibility. Initially the Written Examination is held and thrice the number expected to be recruited will be called for the Interview for the assessment of eligibility among those who pass the written examination. Recruitments are made on the order of merit of the total marks of the written examination and the marks secured at the Interview for the assessment of eligibility.
 - II. The appointing Authority will approve the comprehensive Marking Scheme for the Interview for the assessment of eligibility within maximum marks assigned for the main fields mentioned in the table and for which marks are given.
- N.B. – Participation in the interview is not constituted as a fulfillment of the qualifications for awarding the appointment.

- 14.3 Number expected to make recruitment as per the number of vacancies - Recruitments are made to this post on the order of merit of the applicants who obtained the highest marks as per the total marks of the written examination and the marks secured at the Interview for the assessment of eligibility.
- 14.4 The full Result Register prepared as per the merit of the total marks secured by candidates at Examination as per paragraphs 14.1 and 14.2 of this Gazette Notification will be handed over to the Controller General of Immigration and Emigration. Subsequently, results will be sent personally to all candidates who sit the examination or published in the website www.results.exams.gov.lk. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding conducting the examination and issuance of results. If such rules imposed are violated, he /she will be subject to a penalty imposed by the Commissioner General of Examinations.

15. Syllabus of the Written Examination

01. Intelligence Test – Duration 01 hour. Marks 100.

Intelligence Test

A question paper to determine logical power, mathematical skills, comprehension and ability to make decisions.

02. General knowledge - Duration 01 hour. Marks 100.

General knowledge

To determine general knowledge on recent economic, social and political information in Sri Lanka, World politics, knowledge on the fields of science and technology and new scientific inventions.

16. If there is any inconsistency or incompliance among the Sinhala, Tamil and English media notifications, the Sinhala media notification shall prevail.

I. S. H. J. ILUKPITIYA

Controller General of Immigration and Emigration,
Department of Immigration and Emigration.

Suhurupaya,
Department of Immigration and Emigration,
Battaramulla,
28th March, 2024.

Specimen application

(For office use)

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Open Competitive Examination for Recruitment to Grade III of Operational Assistant Post of Management
Assistant Non - Technical Level Seg- 02 Service of the Department of Immigration and Emigration – 2024

1. Medium : (Write the relevant number in the box)

Language medium for appearing for the examination	Number
Sinhala	2
Tamil	3
English	4

(Application shall be completed in the language of sitting the examination.)

2. Personal Information

2.1 Name in Full (in Block letters):
(Ex : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

2.2 The name begins with the last name and the initials of the other names after (In Block letters) :
.....
(Ex : GUNAWARDHANA H.M.S.K.)

2.3 Name in Full (in Sinhala / Tamil):

2.4 Permanent Address (in Block letters) :
.....

2.5 Ethnic Group: (Write the relevant number in the box)

Sinhala - 1
Tamil - 2
Indian Tamil - 3
Muslim - 4
Others - 5

3. Address to send the Admission card :

- i.
.....
(in Block letters)
- ii.
.....
(in Sinhala / Tamil)

Male	-	0	<input type="checkbox"/>
Female	-	1	

[illegible][illegible]

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[illegible]

Year passed	Index No.	Medium of Examination	Subjects	Pass

10. Physical Qualifications :

10.1 Height

..... Feet inches or centimeters

10.2 Circumference of chest (Not applicable for women applicants.)

..... Feet inches or centimeters

11. 11.1 Whether you have convicted in a Court of Law? (Yes/ No)

11.2 If the answer is “yes”, give the details of the same.

.....
.....

12. 12.1 Whether you are holding a post in the Government Service at present (Yes/ No)

11.3 12.2 If the answer is “yes”, give the details of the same.

.....
.....

13. Whether you are a person who held a post in the Government Service and dismissed / quitted from the same ?

14. Examination Fees :

- I. Post office / sub post office paid :
- II. Amount paid :
- III. Date paid :
- IV. Receipt No. :

Examination receipt may firmly be affixed here.
(It may be useful to keep a photocopy of the receipt with you.)

15. Declaration of Applicant:

I hereby certify that the particulars furnished by me here are true and accurate. I also agree to abide by the rules and regulations of the examination and with the decision made to cancel my candidature if any particulars contained herein are found to be false and incorrect as per the provisions and conditions of this examination, before the examination, while holding the examination or thereafter.

Further, I declare that I will subject to the rules and regulations, enacted by the Commissioner General of Examinations regarding the holding of examination.

.....,
Signature of Applicant.

Date:

16. Attestation of the signature of Applicant: (As per Paragraph 8.4 of the *Gazette* Notification.)

I, do hereby certify that Mr./ Mrs./Miss. (Name in full)
who submits this application is personally known to me, he/she placed his/her signature before me

on..... , and the receipt of making payment the examination fee has been affixed herein this application.

.....
Signature of the officer attesting the signature.

Date :
Name :
Designation :
Address :
(Official seal shall be placed.)

04-113

**MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES
DEPARTMENT OF SRI LANKA CUSTOMS**

To Customs Guards,

Limited Competitive Examination for the Promotion to the Post of Inspector of Customs, Grade II of Sri Lanka Customs - 2024

ONLINE applications are called from Customs Guards- Grade II who possess below mentioned qualifications to fill 50% of existing vacancies of posts of Inspector of Customs-Grade II.

01. Qualifications :

1.1 Professional Qualifications

- i. Should be an officer of the post of Customs Guard- Grade II
- ii. Should have an immediately preceding 05 year period of active and satisfactory service and have earned all the salary increments during the said period.
- iii. Should have performed average or higher performance level in accordance with the approved scheme of performance appraisal during five years (05) preceding the date of promotion.
- iv. Should have passed Efficiency Bar examinations, relevant to the post of Customs Guard-Grade II.

1.2 Experience

Should have completed a period of service of at least 03 years as a Customs Guard- Grade II.

Note -

Officers who have fulfilled below mentioned qualifications up to 31.12.2026 will be recruited under the limited stream.

- i. Should have completed an active and satisfactory period of service of at least eight (08) years of the post of Customs Guard- Grade III.
- ii. The appointment should be permanent.
- iii. Should not have been subject to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020.
- iv. Should have earned eight (08) salary increments and should have performed average or higher performance level in accordance with the approved scheme of performance appraisal.
- v. Should have passed the relevant efficiency bar examinations.
- vi. Should have acquired the competency in relevant official language.

1.3 Other :

- i. Should not be subjected to disciplinary action during the prescribed period as per Public Service Commission Circular No. 01/2020
- ii. It is mandatory to complete the qualifications mentioned in 01 above before the closing date of acceptance of applications of **22.04.2024**.

02. The application has been published on www.doenets.lk website of the Department of Examinations on “Online Applications – Recruitment Exams” under “our Services” and, applications should be submitted through online system only. Closing date of acceptance of applications is 22nd April 2024. Submission of online applications are open from 08th April 2024 at 9.00 a.m. and closed on 22nd April 2024 at 9.00 p.m. Once the online application is submitted it should be downloaded, relevant parts of the printed copy should be filled in writing and should be submitted to the head of the institution to be entered into the personal file.

Online applications should be completed only in the English language. Before completing the online application, download the instructions prepared to apply for the examination. Strictly follow these instructions when filing out the application. No amendment made to the application after obtaining a printout of the application will be considered as a valid amendment. Incomplete applications will be rejected without notice.

The examination fee is Rs. 600/-. Payment of examination fee should be made only by the following methods, provided by the online system.

- i. Any bank credit card
- ii. Any bank debit cards with the facility of Internet transaction
- iii. Online banking method of Bank of Ceylon
- iv. Any branch of the Bank of Ceylon

Note:-

- (a) Instructions on the method of payment under above methods have been given under the technical instructions for the examination of the website.
 - (b) Payment will be notified by a SMS or e-mail. The full amount for the examination fee should be paid and applications that pay less or more examination fees will be rejected. The Department of Examinations will not be responsible for the delays in the payment of examination fees by aforesaid methods.
 - (c) The examination fee shall not be refunded or transferred to any other examination due to any reason.
03. This examination will consist of two parts, a written examination, and a general interview. The marks and time given for each subject in the written examination are given as follows:

Part 1- Written Examination

	Total marks	Pass marks
Case Study (01 Hour)	100	50

Part 2 - General Interview (Marks are not given).

Candidates similar to the number of vacancies are called for a general interview on a merit order to examine whether they have fulfilled the basic qualifications required for appointment to the post.

This examination will be conducted in all three mediums; Sinhala, Tamil, and English. Applicants should sit for the whole examination in the same medium. It is not permitted to change the applied medium later. The applicants can apply for the examination medium in which they passed the qualifying examination to enter their present service. The decision of the Commissioner General of Examination relevant to conducting the examination and release of results will be the final.

04. The syllabus of the case study subjects of the examination is given below:

Knowledge will be tested through a written examination consisting case studies, based on procedures related to the duties of Inspectors of Customs with special attention towards the following duties.

1. Inspection of the movement of inward and outward vehicles, persons, passengers and baggages from gates of other customs premises of harbours, Export Processing Zones and Airports for imports and exports.
2. Storing and releasing of goods, brought to store in Customs Offices, harbours, airports, export processing zones and other customs premises, custom warehouses and customs bonded warehouses and releasing after customs clearance and documentation and securing of relevant documents.
3. Key duties
4. Operations, raids and arrestments
5. Goods and containers retained, arrested, and forfeited at Customs and related documents.
6. Carrying and handing over of goods for which duties and other customs levies have not been paid under their supervision on behalf of Sri Lanka Customs.

05. 5.1 Applicants who have scored 50% or more marks for the Case Study subject will be eligible for calling for interview. Applicants who have passed the written examination and qualified at the interview will be selected to be appointed subject to the approved number of vacancies for the relevant recruitment and 10% of approved vacancies for recruitment will be allocated for female officers.

5.2 Release of results

The results sheets including the names of applicants who are eligible as per above 5.1 paragraph will be forwarded to the Director General of Customs. Thereafter, the Department of Examinations will inform the results to all the applicants who sat for the examination, *via* the post or official website of the department www.results.exams.gov.lk

06.

- 6.1 The Commissioner General of examinations will issue the admission cards to the applicants on the assumption that only the applicants who have fulfilled the qualifications referred to in the *Gazette* notification have forwarded the applications. The Department of Examinations will publish a paper notice immediately after the issuance of admissions to applicants. If admissions have not been received after two or three days of this notice, it should be informed to the Institutional Examination Branch of the Department of Examinations as mentioned in the notice. Applicants are informed to forward inquiries to the Department of Examinations mentioning the name of the examination, the full name of the candidate, address, NIC number, and the address. If the applicant lives outside Colombo, it is more fruitful to inquire with a request letter mentioning a fax number to fax a copy of the admission to the applicant. Keeping a copy of the downloaded application, and a copy of the receipt obtained on payment of the examination fee will be more fruitful.
- 6.2 The applicant should sit for the examination under the prescribed center under the prescribed index number. All the applicants should hand over the attested admission cards to the examiner in charge of the examination on the first day of the examination. The applicants who fail to do so will not be permitted to sit for the examination.
- 6.3 Applicants should prove their identity to the satisfaction of the examiner in charge of the examination center for all subjects of the examination. Any of the following documents will be accepted.

- (I) National Identity Card
- (II) Valid Passport
- (III) Valid Sri Lankan Driving License

Also, the applicants should expose their identity without covering their faces and ears when they enter the examination hall. Applicants who refuse to do so will not be allowed to enter the examination hall. Further, the applicants should remain with their faces and ears uncovered till they leave the examination hall, enabling the examination authorities to identify the applicant.

07. 7.1 Issuance of admission to the candidate does not confirm that he/she has fulfilled all the requirements required to sit for the examination or qualified for the post.
- 7.2 This examination will be held only in Colombo. The date and venue of the examination will be informed later.
08. Applicants will be liable to rules and regulations imposed by the Commissioner General of Examination in relevant to conducting the examination. In case of violation of such rules and regulations he or she will be liable to any penalty imposed by the Director General of Examination.
09. In the event of any inconsistency between the Sinhala, Tamil, and English text of this *Gazette* Notification, the Sinhala text shall prevail. Matters not included in these regulations if any will be decided at the discretion of the Director General of Customs.

Director General of Customs,
Sri Lanka Customs.

“Customs House”,
No.40, Main Street,
Colombo 11.

04 -123

AUDIT SERVICE COMMISSION

Limited Competitive Examination for Recruitment of Superintendents of Audit in Executive Service Category of the Sri Lanka State Audit Service– 2023 (2024)

THE Limited Competitive Examination for recruitment of Superintendents of Audit in Executive Service Category of the Sri Lanka State Audit Service, for the officers of the National Audit Office will be held in Colombo in August 2024 by the Commissioner General of Examinations. The Audit Service Commission reserves the right to postpone or cancel this examination.

A number of 165 vacancies existing in the post of Superintendents of Audit in Executive Service Category in Class II of Grade II of the Sri Lanka State Audit Service as per the provisions of 7.2.3 of service minute of Sri Lanka State Audit Service published in the *Extraordinary Gazette* of Sri Lanka Democratic Socialist Republic of Sri Lanka No. 2366/31 dated 12th January 2024 and the policy decision taken by the Cabinet of Ministers No. CP/21/1274/301/017 dated 13.09.2021 will be filled by the Audit Service Commission on the results of a written examination and an interview held for the candidates who have completed the qualifications specified in paragraph 02 below.

01. Service Conditions :

This appointment is subject to the conditions enacted in the service minute of Sri Lanka State Audit Service published in the Extraordinary *Gazette* Notification of Democratic Socialist Republic of Sri Lanka No. 2366/31 dated 12th January 2024, the amendments to be made hereafter to the aforesaid Service Minute , Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and circulars, instructions and orders issued by National Audit Office from time to time.

- i. This post is permanent and pensionable. Further, you shall make contributions to the Widows' and Orphans' / Widowers' and Orphans' Pension Scheme.
- ii. The successful candidates will be appointed to this service on probation for a period of one year from the date of appointment.
- iii. Confirmation at the end of their probationary period of successful candidates will be *inter-alia* depend on :
 - (a) Satisfactory work, attendance and conduct.
 - (b) Passing of Efficiency Bar Examination before the end of probation period
- iv. He /She should report to the prior service/post, if he/she fails to secure confirmation at the end of the probationary period.
- v. In terms of provisions set out in the Public Administration Circular No.18/2020 dated 16.10.2020, the Officers selected for the said appointment should acquire the proficiency in other official language/official languages.
- vi. Every candidate should have an excellent moral character and should be in sound health.
- vii. Officers selected are subject to the condition of willing to serve in any part of the island.
- viii. Should not have been subject to a disciplinary punishment as per the provisions specified in paragraph 12(V) of the service minute of Sri Lanka State Audit Service in the Extraordinary *Gazette* Notification of Democratic Socialist Republic of Sri Lanka No.2366/31 dated 12th January 2024.

02. Qualifications:

The following officers, who have 10 years continuous active service period of the National Audit Office (The then Auditor General's Department) as at 06.05.2024, only will be permitted to appear for this Examination.

- (a) Audit Officers in the Audit Examiners' Service or Assistant Superintendents of Audit ;
or
- (b) Officers in the Supra Grade, Grade I or Grade II of the Management Service Officers' Service receiving a monthly consolidated salary of not less than Rs.32, 900/- as per the Public Administration Circular 3/2016.

03. Salary Scale:

According to the service minute of Sri Lanka State Audit Service published in the Extraordinary *Gazette* Notification of Democratic Socialist Republic of Sri Lanka No. 2366/31 dated 12th January 2024, the consolidated salary scale relating to this post as per AS -03-A is Rs. 50,285 - 10x1,335 - 8x1,630 - 17x2,170 – Rs. 113,565/- (per month).

04. Age Limit:

The age limit is not applicable to the limited recruitment.

05. Physical Fitness and other Service Conditions

Health and Discipline - The candidate must satisfy the Auditor General that he/she is duly qualified in respect of health and an excellent moral character. The candidate must be of sound physical health.

Note - A candidate will be deemed to have been qualified only if he / she has successfully completed in every respects the qualifications required to apply for the examination as at the closing date of applications for the Examination.

06. Written Examination:

- (i). This Examination will be held by the Commissioner General of Examinations.
- (ii). Particulars on Examination:

A written test consisting of three (03) question papers on following subjects will be held. The total marks for the written test is 300 marks as 100 marks per each paper. The minimum marks to be scored to pass the subjects and each subject are as follows.

The candidates should appear for all question papers.

No.	Subjects	Time	Total Marks	Minimum marks to be scored to pass
01	Accountancy	03 hours	100	40%
02	Auditing	03 hours	100	40%
03	Business Mathematics	03 hours	100	40%

- (iii) Syllabus:

Name of the Question Paper	Syllabus
I. Accountancy	Accounting Theory, Manufacturing Accounts, Trading Accounts, Profit and Loss Accounts and Balance Sheet, Suspense Accounts and Rectification of Errors, Single Entry and Incomplete Records, Total Accounts, Stock Valuation, Receipts and Payments Account, Income and Expenditure Accounts, Cash Basis and Accrual Basis, Capital and Revenue Expenses, Depreciation, Amortization and Depletion, Partnership Accounts, Provisions and Reserves, Joint Ventures, Bills of Exchange, Limited Companies, Accounts of Public Corporations, Consignment Accounts, Goods on Sale or Return, Container Accounts, Branch Accounts, Departmental Accounts, Hire Purchase Accounts, Investment Accounts and Royalty Accounts
II. Auditing	General Theory and Principles of Auditing Types of Audit – Internal and External, Statutory and Private, Balance Sheet Audit, Interim and Final Audit, State Audit and Audit of Private Enterprises Role of the External Auditor and the Internal Auditor, their Relationship, Personal Qualities and Independence Internal Control and Check – Review, Recording, Preliminary Evaluation, Authentication and Final Evaluation, Analytical Audit, Organization Charts and Flow Charts and Auditing In-depth

Name of the Question Paper	Syllabus
	<p>Vouching – Classification of Capital and Recurrent Expenditure and Income and Expenditure, Sampling Methods and Techniques, Detection and Prevention of Fraud and Error</p> <p>Audit of Sales – Debtors and Receipts Procedure, Purchase on Credit and Payments Procedure, Payroll Procedure, Cost and Inventory Records, Books of Account and Interim and Final Audit</p> <p>Verification of Assets and Liabilities – Ownership, Existence and Valuation of Fixed Assets, Investments, Stocks, Debtors, Cash, Liabilities and Contingent Liabilities</p> <p>Limited Companies – Statutory Books of Limited Companies, Powers and Duties of Directors, Divisible Profits</p> <p>Public Corporations – Appointment, Remuneration and Removal of Auditors, Action before Acceptance of a new Audit, Powers, Duties and Responsibility of Auditors</p> <p>Organization of Control of External and Internal Audits: Audit Programmes, Internal Control Questionnaires and Charts</p> <p>Audit of Mechanized Systems</p> <p>Internal Audit, Efficiency Audit, Management Audit, Operational Audit, Systems Audit, Value for Money Audit</p> <p>Investigations</p>
III. Business Mathematics	<p>Series – Arithmetic, Geometric, Binomial and Exponential Series, Compound Interest and Discounting Formulas and their derivation</p> <p>Equations – Linear and Quadratic Equations and their Graphical Equivalents, Derivatives and their application to the solution of maximum and minimum points.</p> <p>Data – Collection and Tabulation of Data, Approximation and Limits of Accuracy, Market Research and Collection of Data</p> <p>Presentation – Use of Statistics in the presentation of Reports, Analysis of Statistical Information and its interpretation in non-technical Language, Graphs and Diagrams including Logarithmic Graphs</p>

07. Interview

A number of candidates as determined by the Audit Service Commission, out of the candidates, who have obtained the highest total marks, from among the candidates who have obtained marks not less than 40 percent for each question paper at the written examination, will be interviewed by a Board of Interview approved by the Audit Service Commission. The interview will be conducted only for the scrutiny of certificates/service records of candidates.

(Reference – 7.2.3.3.4 of the Service Minute)

08. Conditions of Examination

(I) Examination Fees

The fee for this examination is Rs.1200. This fee should be paid to any post/sub-post office in the Island on or before the closing date of applications with instructions for crediting to the Revenue Head 20-03-02-13 of the Commissioner General of Examinations and the receipt obtained in your name should be affixed at the specific place of the application. The examination fees paid will not be refunded fully or partly under any circumstances. **It is advisable to keep a photocopy of the receipt related to the examination fees.**

(II) Submitting Applications

- (a) The application should be prepared in accordance with the specimen form annexed to this notification, using both sides of the papers in A4 size and should be clearly filled by the candidate himself. The application should be prepared so as to include topics from 01 to 05 on first page and topics from 06 to 09 on second page.
- (b) Since the applications which are incomplete and not prepared in accordance with the specimen form shall be rejected without any notice, candidates should recheck whether the perfected application form complies with the specimen given in the examination notice and the application is accurately perfected including all the particulars and the examination fee has been paid and the particulars of the same have been included in the application and the receipt is attached. It is advisable to keep a photocopy of the receipt related to the examination fees and a photocopy of the perfected application.
- (c) Candidates should fill the application form in the language in which they wish to sit the examination. When preparing the application form, the name of the examination mentioned in its heading is required to be written in English in addition to Sinhala in Sinhala medium applications and in English in addition to Tamil in Tamil medium applications.
- (d) Application for the Limited Competitive Examination must be sent by registered post to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations, Sri Lanka, P.O. Box 1503, Colombo on or before **06.05.2024**.
- (e) The words “Limited Competitive Examination for Recruitment of Superintendents of Audit in Executive Service Category of the Sri Lanka State Audit Service 2023 (2024)” should be clearly mentioned on the top left hand corner of the envelope containing the application. Applications received after that date will not be entertained. Candidates should submit their applications through the Auditor General.
- (f) The candidate is responsible for the accuracy of all information given in the application for the examination. Applications which are not completed in every respect will be rejected. No allegation that an application has been lost or delayed in the post will be considered. Moreover, his/her admission to the examination does not constitute an appropriate acceptance thereof. Such admissions are subjected to examination in a subsequent requirement.
- (g) Applications will not be acknowledged. A notification will be published in newspapers by the Department of Examinations Sri Lanka immediately after the issue of Admission Cards to the candidates. If the admission card is not received in 2 or 3 days after the publishing of the advertisement, it should be notified to the Department of Examinations in the manner specified in the advertisement. Inquiries should be made from the Department of Examinations by correctly stating your full name, address, National Identity Card number and the name of the examination by keeping in hand the copy of the application kept with you, the copy of the receipt related to the payment of the examination fee, and the receipt obtained after registering the letter at the time of mailing the application. If you

are an applicant residing outside of Colombo, it will be more beneficial to inquire by faxing a request letter to the Department of Examinations Sri Lanka by indicating the aforementioned details and a fax number to get a copy of the admission card of the examination to you by fax.

- (h) The signature of candidate must be attested by a person authorized to attest the signature of the application and the admission card of the examination.

09. Admission to the Examination

- (i) On the presumption that those who meet the qualifications mentioned in the Gazette, have submitted applications, the Commissioner General of Examinations shall issue admission cards to the applicants within the age limit given in the notice who have sent dully filled applications along with the receipt for the examination fee paid on or before the deadline for receiving applications.
- (ii) The candidates should sit the examination at the examination center assigned to them. On the first day of sitting the examination, the admission card with the attested signature, should be produced to the Supervisor of the examination center. Any candidate failing to produce his/her admission card shall not be permitted to sit the examination.
- (iii) The set of rules to be followed by every candidate has been published in this Gazette.
- (iv) The issue of an admission card for the examination to a candidate does not indicate that he or she has fulfilled the qualifications to sit the examination or been deemed eligible to be employed.
- (v) All candidates are bound to abide by the rules laid down by the Commissioner General of Examinations for holding the examination and releasing the results. In case of violation of those rules, he or she is liable to punishment meted out by the Commissioner General of Examinations.

10. Identity of the Candidate

Every candidate should verify his/her identity to the Supervisor relating to each subject that the candidate sits for. Any of the following documents shall be accepted in that connection.

- I. National Identity Card
- II. Valid Passport
- III. A valid Driving License acquired in Sri Lanka

The candidates should enter the examination center without covering faces and ears in a manner that their identities can be verified. Candidates refusing to verify the identity shall not be allowed into the examination center. Furthermore, the candidates should not cover their faces and ears during the stay in the examination center so that the authorities shall be able to identify them.

11. Providing Misinformation

If a candidate is found to be ineligible, his / her candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false within his/her knowledge or if he/she has willfully suppressed a material fact, he/she shall be liable to dismissal from the public service.

12. Decisions taken by the Audit Service Commission on matters not mentioned in this Notice shall be needed whenever necessary.

13. Medium of Examination -

- (a) The examination shall be held in the mediums of Sinhala, Tamil and English.
- (b) A candidate shall sit the examination in the medium through which the qualifications mentioned in Paragraph 02 for applying for this examination, have been acquired, or he/she shall sit the examination in the medium of an official language.

Note:

- (i) A candidate should answer all the question papers in the same language.

14. Method of Selection for Appointment -

Candidates who have scored not less than 40 % for each of the 03 question papers of the written examination shall be selected based on the highest total marks scored. If the same mark has been scored by more than one candidate, final decision on the selection shall be taken by the Audit Service Commission.

- 15. The results sheet consisting of a number of candidates equivalent to the number of existing vacancies out of the candidates who have qualified in the written examination will be submitted to the Secretary to the Audit Service Commission. After that the results shall be informed by the Commissioner General of Examinations to the candidates personally by post or through the website of the Department of examinations, www.results.exams.gov.lk
- 16. If a candidate is found to be ineligible, his / her candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false within his/her knowledge or if he/she has willfully suppressed a material fact, he/she shall be liable to dismissal from the public service.
- 17. The right either for filling/not filling a part or all the vacancies, rests with the Audit Service Commission. Decision of the Audit Service Commission on matters not under scope of the regulations mentioned above shall be deemed the final decision.
- 18. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

By Order of the Audit Service Commission,

D.K.WIJESINGHE,
Secretary,
Audit Service Commission.

No. 35/A, Dr. N.M. Perera Mawatha,
Colombo 08,
At Audit Service Commission,
On 01st of April /2024.

Specimen Application

**Limited Competitive Examination for Recruitment of Superintendents of Audit in Executive Service
Category of the Sri Lanka State Audit Service – 2023 (2024)**

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(For office use only)

The Medium of Language in which
You are sitting for the Examination

Sinhala - 2

Tamil - 3

English - 4

--

(Write the relevant number in the cage)

01. Name in full
.....
(In English Block Capitals)

02. (i) Present Branch and Address:
.....
(Any change in the Address should be notified immediately)

(ii) Telephone No:

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03. (Female-1, Male-0)

(Write the relevant number in the cage)

--

04. National Identity Card number

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

05. (i) Your present Service and relevant Grade, Class and Segment:

➤ If you are an officer belonging to the Management Service Officers' Service, the date of
appointment to the class II / class I / Supra grade:-

(ii) Give your Consolidated Monthly Salary as at 06.05.2024:

(iii) Date of your appointment to the National Audit Office (The then Auditor General's Department) and
the continuous period of service completed in this Department as at 06.05.2024

(iv) Give the Medium of language in which you passed the qualifying examination for entry to the Audit
Examiners' Service / Management Service Officers' Service

06. Certificate of the Candidate

I declare that the information given in this application is true to the best of my knowledge and belief. I also agree to abide by the rules of the examination laid down by the Commissioner General of Examinations 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 conditions of the examination.

Date..... Signature of Candidate

07. Affix the receipt firmly to the Application (Retain a photocopy of the receipts with you)

- (i) Number :
(ii) Date :
(iii) Place of Payment :
(iv) Amount Paid Rs. :

Firmly affix the receipt here from an edge

08. Certificate of the Supervisory Officer

I hereby certify that Mr/Mrs./Miss.....forwarding this application placed the signature on the application in my presence.

.....
Signature of the Supervisory Officer

Name :
Designation :
Date :

09. Certificate of the Head of Department

I hereby certify that the information given by Mr./Mrs./Miss forwarding this application, in cages 04(i), (ii), (iii) and (iv) of the application is correct according to the records available in the Department and that he/she is eligible to sit this examination in accordance with the rules specified in the *Gazette* Notification.

Date : For Auditor General

Any changes to the Medium of language indicated for sitting the examination will not be permitted after the expiry of the last date for receiving applications

PUBLIC SERVICE COMMISSION

Ministry of Mass Media

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE PRINTING SERVICE, EXECUTIVE SERVICE CLASS I, GRADE III – 2021 (2024)

Applications are accepted from the following qualified internal applicants currently working in the Department of Government Printing for 06 vacancies in the Executive Service of Class I Grade III category in the Printing Department as per the instructions of the Public Service Commission. The application should be prepared as per guide lines in the model application form that is attached the end of this notice should be sent by registered post to the following address on or before the deadline to Commissioner General of Examinations, Institutional Examinations Organization branch, Department of Examinations, Pelawatta, Battaramulla. Make sure to clearly indicate the subject as “Limited Competitive Examination for recruitment to Executive Service of Class I Grade III category in the Printing Service of the Department of Government Printing” on the top left hand corner of the envelope.

Also, the title of the examination should be mentioned in English in addition to Sinhala, for Sinhala application forms. Title of the examination should be mentioned in English in addition to Tamil, for Tamil application forms.

- (a) Deadline for applications acceptance is **08.05.2024**.

Note : Delay or lost application forms or any complaints related to the same will not be accepted. Applicants should also bear the delay and damages incurred in receipt of applications till the end of the deadline.

1. Method of Recruitment :

Internal applicants are recruited through a written competitive examination and a general interview as per the guidelines of the Printing Service Minute of Government Printing Department. Every candidate appearing for the limited written competitive examinations conducted by the Commissioner General of Examinations must appear for all the prescribed question papers. The applicants who have scored more than 40% in each question paper and those of who have scored the maximum mark as per the rules of the Public Service Commission will be eligible for the general interview considering the number of available vacancies. Eligibility will be checked by an interview panel approved by the Public Service Commission (marks will not be given in the interview).

The number of applicants to be appointed and the effective date of appointment will be determined as per the Public Service Commission Regulations.

2. Salary scale :

Public Administration Salary Circular No. 03/ 2016 dated on 25th of February 2016, is SL-1-2016 : Rs. 47,615 – 10 x 1,335 – 8 x 1,630 – 17 x 2,170 – Rs. 110,895 monthly salary scale .

3. Service conditions of the Post :

- 3.1. This is a permanent and pensionable position and you will be subjected to policy decisions taken by the Government in the future regarding the pension scheme you are entitled to. Further you have to contribute to Widow and Orphan's/Widowers' and Orphans' pension scheme. You have to pay the Contribution for the same, as prescribed by the Government from time to time.
- 3.2. Officers who recruited for this post on internal basis will undergo of one year probation period.
- 3.3. According to the Public Administrative Circular No. 18/ 2020 of 16.10.2020, one must have proficiency in other official languages or official languages.

- 3.4 This appointment will be carried out in accordance with the provisions of the rules of procedures, conditions included in the amendment and other departmental orders of Public Service Commission procedural rules, the establishment code of the Democratic Socialist Republic of Sri Lanka, and the Government Finance Regulations and the minute of Printing Service of the Department of Government Printing published in the *Extraordinary Gazette* No.1816/ 12 dated as at 26.06.2013.

4. Recruitment position, qualifications and number of vacancies.

- 4.1 Number of vacancies is Six (06).

4.1.1 The number of vacancies for the post of Assistant Government Printer (Production) is four (04). The number of vacancies for the Post of Assistant Government Printer (Printing Editor) is Two (02) .

4.1.2 Recruitment Eligibilities for the posts of Assistant Government Printer (Production) and Assistant Government Printer (Printing Editor)

- (a) Being an officer in the supervisory management assistant (Technical) category of the Printing Service with not less than 15 years of service in a departmental post of Management assistant technology category in the Printing Department.
- (b) Having Two certificates on Printing Technology at the Sri Lanka Institute of Printing or a recognized institution. (The duration of a course should not be less than one year.)
- (c) Not having received a disciplinary punishment in accordance with the Provisions mentioned in Public Service Commission Circular No. 01/ 2020 and it's related circulars.

5. Physical Qualifications –

- (a) Every candidate should be willing to work in any Part of Sri Lanka.
- (b) Must be physically and mentally fit to perform the duties of the position.

6. Age Limit :

Maximum age limit is not applicable for internal applicants working in a permanent post in the Department.

7. Other Qualifications :

- (a) Applicants must be Citizens of Sri Lanka.
- (b) Applicants must be Excellent Character.
- (c) Should not be a priest of any religious sect.
- (d) It is mandatory to have completed the qualifications mentioned in table 4 before the deadline of applications on 08.05.2024 for recruitment to the post.

8. Written Examination and General Interview –

- 8.1 Written examination.

8.1.1 This examination will be conducted by the Commissioner General of Examinations.

8.1.2 Subjects and syllabus related to the written examination:

The limited competitive examination for recruitment to Executive Service of Class I Grade III Category of the Printing Service will be conducted as a written test consisting of the following subjects and syllabus.

	<i>Duration</i>	<i>Maximum marks</i>	<i>Pass marks</i>
(a) General Administration	3 hrs	100	40
(b) Printing Technology	3 hrs	100	40

<i>Name of the exam paper</i>	<i>Syllabus</i>
(a) General Administration	Questions consists of the rules and regulations in the Establishment Code. Public Service Commission Procedural rules and Departmental Orders to check its knowledge and apprehension.
(b) Printing Technology	<p>I. Pre-Press Type setting Lay outting papers Creating computer designs Works in process camera Planning and lay-outting by using film roles Ripping Setting images Forming Plates Forming polymer plates</p> <p>II. Printing – Printing Offset Litho papers Printing Offset Litho Web Printing Letter Press Forms Printing Letter Press Rotary</p> <p>III. Post - Press : Cutting Folding, Gathering and inserting Wiring Sewing sections and Perfect Binding Forming case covers Making Ledgers Foiling Re-binding and special binding works</p> <p>IV. Others: Cutting using dye, Blind Embossing Foil Laminating Creasing and perforating Costing and Estimating Security Printing</p> <p>V. Future Requirements : Setting Plates Printing Continuous Stationery Digital printing</p> <p>VI. Compiling : Pre-Editing Proof Reading Examining Machine proofs</p>

<i>Name of the exam paper</i>	<i>Syllabus</i>
	<p>VII. Maintaining and repairing Mechines and Machine parts in equipments, Maintaining and repairing Mechines and Electric parts in equipments, Maintaining and repairing Mechines and Electronic parts in equipments, Maintaining and repairing computer and electronic parts</p> <p>Maintaining and repairing building (including electric parts)</p> <p>(Applicants are given opportunity to answer four (04) questions from four (4) preferable parts out of the presented questions from the each part mentioned above.)</p>

8.2 **General Interview :**

8.2.1 Marks will not be awarded for common interview test, the purpose of which is expected to be achieved is to check whether the candidate has fulfilled the qualifications mentioned in the notification issued as per the approved Printing Service minute and also to examine the physical fitness.

9. **Conditions of the Examination :**

9.1 The examination will be conducted in Sinhala, Tamil and English medium, Candidates can appear for the exam in any language as their choice. Candidates must answer all the papers of this examination in the same language. A Candidate will not be allowed to change the medium of examination mentioned in his application afterwards. Every candidate should appear for both papers (02).

9.2 **Examination Fee :**

The examination fee is Rs. 1,200.00. Payment should be done at any post office located in the island to be deposited the account of the revenue Heads of 20-03-02-13 of Commissioner General of Examinations. The receipt obtained in the name of the applicant should be affixed at one end in the prescribed space in the application form. (It is useful to keep a copy of the receipt with you.)

9.3 Examination fee is non refundable for any reason.

9.4 This exam will be held in Colombo. The date of exam will be announced later.

9.5 Incompleted application forms that are not submitted and will be rejected without any intimation.

Note : You will not be allowed to enter the examination hall without the admission card, on the day of commencement of the examination, one should be forwarded to the examination hall only with the admission card with his/ her signature that has been certified and to be handed over to the Head of the Exam centre. The issuance of an admission card to the candidate shall not be deemed to qualify to appear in the examination.

9.6 Applications should be prepared by the applicant on A4 size paper measuring 22 x 29cm and applicants should prepare their applications in such a way that from 1.0 to 3.7 information are on the first page and from 3.8 to 6.0 are placed on the second page and the rest is on the third page and the relevant information should be clearly entered in their own handwriting. Not conforming to the model application form stand. Incompleted applications will be rejected without prior notice. It will be helpful to keep a copy of the relevant application. Further more the applicant should check whether the completed application form is in accordance with the model application form mentioned in the examination notification. Otherwise the application will be rejected. Applications should be prepared as per the attached model application form.

- 9.7 The receipt of applications will not be notified. A media release will be published immediately after the admission card is issued to the candidates. If the admission card is not received within 2 or 3 days after the publication of the notification, it should be informed to the Department of Examinations as mentioned in the application. If you are a candidate from outside of Colombo. It would be very effective to send a copy of your application, a copy of the registration receipt and fax number in your request letter to receive the admission card.
- 9.8 The Commissioner General of Examinations has the power to postpone or cancel the examination on the approval of Public Service Commission.
- 9.9 Candidates of the Examination are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination. If he or she violate of these rules and regulations shall be liable to punishment as may be imposed by the Commissioner General of Examinations.
- 9.10 Candidates should satisfy the Head of the examination hall regarding the subject in which they are appear in the examination. Any of the following documents will be accepted :-
- I. National Identity card.
 - II. A Valid Passport.
 - III. Valid Sri Lankan Driving Licence.

Also exam candidates should enter the exam hall without covering their face and both ears so that their identity can be verified. Applicants who refuse to confirm their identity will not be admitted to the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving it, the applicant must remain uncovered so that the examination authorities can recognize the candidate.

Note :

- (a) No documents or copy should be attached to the application form.
- (b) Candidates who fail to submit the documents when requested will not consider their applications.
- (c) Applicants should send applications through their head of Department. Before submitting the applications, it is mandatory for all applicants to get their signatures certified by a staff officer of the department.

10. Penalty for providing false information:

If a candidates is found to be ineligible before or during the examination or after examination or at any time, his candidature will be disqualified. If it is found that he/ she has knowingly submitted false information or he/ she has deliberately suppressed and important information.

11. Public Service Commission rules of procedure, circulars issued from time regarding Government Service and Printing minute applicable to the Executive Service of Class I Grade III in the Printing Service and the conditions of further amendments therein shall apply to these posts.
12. And the officers selected for this position should work day and night in any place in Sri Lanka as per the requirement of the Government not only in the Government Printing Department.
13. Officers who recruited for this post must agree to work at any location abroad based on the situational requirements of the Government of Sri Lanka.
14. Any matter not mentioned in these regulations shall be decided by the Public Service Commission.
15. If it appears that there is any inconsistency on inconsistency between the language texts of this announcement published by the Sinhala, Tamil and English media, in such a case the Sinhala Media announcement will be dealt with.

16. The Public Service Commission has the Final decision on whether to fill up the above vacancies or not or partially fill up.

As order of the Public Service Commission.

V. P. K. ANUSHA PELPITA,
Secretary, Ministry of Mass Media.

03rd April, 2024.

SPECIMEN APPLICATION FORM

For office use only

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE PRINTING SERVICE EXECUTIVE SERVICE OF CLASS I
GRADE III POSTS OF ASSISTANT GOVERNMENT PRINTER (PRODUCTION) AND ASSISTANT GOVERNMENT PRINTER
(PRINTING EDITOR) IN THE DEPARTMENT OF GOVERNMENT PRINTING 2021 (2024)**

1.0 Medium :

Language Medium in Examination

Sinhala – 2

Tamil – 3

English – 4

(Put the relevant number in the box)

2.0 Preference

The Post/posts applied for is (as per preference)

Preference 01

Preference 02

Assistant Government Printer (Production) – 1

Assistant Government Printer (Printing Editor) – 2

(Enter the number of the post you are applying for in the blank box in the order of preference.)

Note :

In the event that an applicant applies for more than one of the above mentioned posts, separate applications should not be submitted for each post, and the order of preference for each post should be recorded in a single application. Also there is no possibility to change the preference order later.

3.0 Personal information :

3.1 Full name (in English block letters) :

.....

3.2 Name with initials to end in English block letters :

(e.g.: SILVA A .B.)

.....

3.3. Full Name (in Sinhala/Tamil) :

3.4 Permanent Address (in English block letters) :

3.5 Permanent Address (in Sinhala/Tamil) :

3.6 Mobile Number :

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

3.7 National Identity Card No. :

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

3.8 Gender :

--

Male -0, Female -1
(Put the number in relevant box)

3.9 Marital status :

--

Unmarried -1, Married-2
(Put the number in relevant box)

3.10. Date of Birth :
Date :

--	--

 Month :

--	--

 Year :

--	--	--	--

3.11 Age as on last date of receipt of Applications :
Days :

--	--

 Months :

--	--

 Years :

--	--

3.12 Are you sending applications for Open Competitive Examination? :

4.0 Eligibility Information :

4.1 Service detail of the Department of Government Printing :

4.1.1 Date of appointment for Printing Service :

4.1.2 Current position held :..... Attached Section:

4.1.3 Work Experience in the printing service as at 08.05.2024:
Days :

--	--

 Months :

--	--

 Years :

--	--

4.2 Names of printing technology courses and details of Institutions that had followed duration of not less than 1 year :

	Course I	Course II	Course III
Name of the course			
Institution			
Duration			
Language Medium			
Validity date of certificate			

5.0 Cash receipt :

(Paste the receipt here firmly) (a Photocopy of the receipt keep with you will be helpful)
--

6.0 Applicant's certificate:

That the information stated herein is true and correct to the best of my knowledge and belief and that I have obtained the information required for applying for this post as per the Printing Service Minute and amendments published in the *Extra ordinary Gazette* No. 1816/ 12 of 26.06.2013. I declare that have fulfilled the qualifications and have attached the receipt No. and dated on which the examination fees were paid.

I also agree to act in accordance with the rules of the examination and any decision taken to cancel my candidature before or during the examination or thereafter if I am found to be ineligible under the conditions of this examination. I also declare that I will abide by the rules laid down by the Commissioner General of Examinations regarding the conduct of the examination.

.....
Signature of the applicant.

Date :

7.0 Certificate from the staff Officer in charge of the section in which the applicant is working;

Certifying that the applicant is working as an Officer holding a post in the Department of Government Printing. I submit his application for further affairs.

.....
Signature
Officer in charge.

Date :

Name of the Officer in charge of the section :

Position :

Address :

(Must be certified with an official Seal)

8.0 Attestation of Applicant's Signature (should be as per 9.10 (d) of the advertisement)

I hereby certify that this application is (Full name) submitted and the prescribed examination fee has been paid and his/ her signature has been affixed before me on the date of affixing the said receipt.

.....
Attestator's Signature.

Date :

Name of the Officer :

Position :

Address :

(Must be certified with an official Seal)

9.0 Certificate of Head of Department/ Institution :

The applicant Mr./Mrs./ Miss is currently employed as a in this Department. However he/she is required to meet all requirements as per No. 2 as mention in the minute of Printing Service of the Department of Government Printing of the *Extraordinary Gazette* No. 1816/ 12 of 26.06.2023 publication.

Also he/she has to quality to have not undergone any disciplinary procedure in accordance with the provisions mentioned in the Public Service Commission Circular No. 01/ 2020 and amendments made thereto.

I hereby certify that he/ she has completed the satisfactory service of 5 years presently to the above mentioned date and that his/ her application has been recommended accordingly.

.....
Signature of Head of Department.

Date :

Name of Head of Department :

Position :

Address :

(Must be certified with an official Seal)

04-213

IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Press.

The Government Printer accept payments of subscription for the Government *Gazette*.

Note.—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer.

THE SCHEDULE

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
	2024					
APRIL	05.04.2024	Friday	—	22.03.2024	Friday	12 noon
	10.04.2024	Wednesday	—	28.03.2024	Thursday	12 noon
	19.04.2024	Friday	—	05.04.2024	Friday	12 noon
	26.04.2024	Friday	—	10.04.2024	Wednesday	12 noon
MAY	03.05.2024	Friday	—	19.04.2024	Friday	12 noon
	10.05.2024	Friday	—	26.04.2024	Friday	12 noon
	17.05.2024	Friday	—	03.05.2024	Friday	12 noon
	22.05.2024	Wednesday	—	10.05.2024	Friday	12 noon
	31.05.2024	Friday	—	17.05.2024	Friday	12 noon
JUNE	07.06.2024	Friday	—	22.05.2024	Wednesday	12 noon
	14.06.2024	Friday	—	31.05.2024	Friday	12 noon
	20.06.2024	Thursday	—	07.06.2024	Friday	12 noon
	28.06.2024	Friday	—	14.06.2024	Friday	12 noon

GANGANI LIYANAGE,
Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2024.