

N.B.—Part IV(A) of the *Gazette* No. 1,509 of 03.08.2007 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,510 – 2007 අගෝස්තු 10 වැනි සිකුරාදා – 2007.08.10
No. 1,510 – FRIDAY, AUGUST 10, 2007

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

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

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication e.g., Notices for publication in the weekly *Gazette* of 17th August, 2007, should reach the Government Press on or before 12 noon on 03rd August, 2007.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2007.

Rules And Instructions For Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examinations, Results of Examinations & c.

DEPARTMENTAL EXAMINATION FOR PRELIMINARY GRADE MEDICAL OFFICERS AND DENTAL SURGEONS - SEPTEMBER, 2007

IT is hereby notified that the Departmental Examination for Preliminary Grade Medical Officers and Dental Surgeons which should be passed by preliminary grade Medical Officers before promotion to grade II and which should be passed by Dental Surgeons before confirmation in the service in terms of Section 07 of the Minute of Medical Officers in the Health Services, published in the *Gazette* (Extra Ordinary) No. 662/11 of 17.05.1991 of the Democratic Socialist Republic of Sri Lanka, will be held on 30th September, 2007 in Sinhala, Tamil and English media. The venue and the time of the examination will be notified along with the Admission Card.

02. *Qualifications.* - Preliminary Grade Medical Officers and Dental Surgeons who have not completed the relevant examination can apply for this examination.

03. *Applications.* - Applications prepared by the candidates as per specimen appended to this letter should be sent under Registered cover to reach the Director (Examinations) "Suwasiripaya" No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 31.08.2007 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self addressed envelope in the size of 9"x 4" inches, affixed with stamps to the value of Rs. 30.00 should be sent along with the application. (Candidates can write their official or private address) Applications which are received late, incomplete or inaccurate will be rejected.

04. *Examination fees :-*

- (i) Candidates who sit the examination for the first time need not pay examination fees. However in every subsequent sitting they should affix stamps to the value of Rs. 25 per subject in the stamps cage provided for in the application and cancel same by placing their signature and the date.
- (ii) The fees once paid will not be allowed to transfer for any other Examination or refunded under any circumstances.

05. *Admission to the Examination :-*

- (i) Candidates whose applications have been accepted will be issued with Admission Cards. They should duly complete and submit same to the Supervisor at the Examination centre. Otherwise they will not be allowed to sit the examination.

- (ii) Candidates should prove their identity to the Supervisor at the examination hall. For this purpose one of the following documents will be accepted :-

- (a) National Identity Card,
- (b) Departmental Identity Card,
- (c) Driving License,
- (d) Passport.

06. *Scheme of the Examination.* - The examination will consist of three written question papers and a Sinhala/Tamil *Viva Voce* test. Each part will receive 100 marks. Candidates should score a minimum of 50 marks for a pass in each part. The Examination can be completed at one sitting or at several sittings.

07. *Syllabus of the Examination :*

07.1 Written Examination :

07.1.1 Establishments Code. - Duration 02 hours. Should answer five (05) out of eight (08) questions. Total marks 100.

Syllabus :

(i) Establishments Code :

(a) Part I - Chapters II, III, V, VI, VII, VIII, IX, XI, XII, XIII, XV, XXIV, XXV, XXVII, XXVIII, XXX, XXXI, XXXII, XXXIII.

(b) Part II - Chapters XLVII and XLVIII.

(ii) General Regulations of the Department of Health Services.

(iii) Orders of the Public Service Commission.

07.1.2 *Administration of Hospitals and Dispensaries.* - Duration 1 1/2 hours. Total marks 100. Should answer four (04) questions out of seven (07) questions.

Syllabus :

Health Manual

Part I - Medical Services
Part II - Laboratory Services

07.1.3 *Accounts.* - Duration 02 hours. Should answer 04 questions out of 07 questions. Total marks 100.

(iii) Names denoted by initials (In English Capitals) :

- [illegible]

(b) (i) Designation (Medical Officer/Dental Surgeon) :——.

(ii) Date of Internship appointment :——.

(iii) Date of appointment to the preliminary Grade :——.

- (ii) Regulations of Stores Accounts of the Department of Health Services.
- (iii) Sections of Finance in the manual of the Department of Health Services.
- (iv) Financial Regulations relating to the daily routine duties of a Medical Officer of Health.

02. Subjects Offered (Mark “✓” within the cages against the subjects you offer in this Examination. Mark “X” against the subjects not offered) :

Administration of Hospitals and Dispensaries	<input type="text"/>	Accounts	<input type="text"/>
Establishment Code	<input type="text"/>	Sinhala Viva Voce	<input type="text"/>
Tamil Viva Voce	<input type="text"/>		

03. (a) Present Station :————.

The Staff Officers in the Department of Health Services will conduct this Examination in Colombo to examine the proficiency in Sinhala/Tamil Language. Total Marks 100. Skills of Officers to discuss on matters pertaining to their daily routine duties will be examined.

- (b) District of the Present Station : _____.
- (c) Examination Center preferred (If sufficient number of candidates are not available any examination center action will be taken to refer them to the closest examination center)
Mark "✓" in the relevant cage.

08. The information is also available in the Web Site—www.health.gov.lk.

Dr. U. A. AJITH MENDIS,
Director General of Health Services.
For Secretary of Health.

Ministry of Health Nutrition and Welfare,
“Suwasiripaya”,
No. 385, Ven. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
27th July, 2007.

For Office use only

SPECIMEN FORM OF APPLICATION

**Departmental Examination for Preliminary Grade
Medical Officers and Dental Surgeons – September, 2007**

01. (a) (i) Name of the Applicant (In Sinhala or Tamil with initials at the end) :_____.
- (ii) Name of the Applicant (In English Capitals with initials at the end) :

[illegible]

03. (a) Present Station :———.
- (b) District of the Present Station :———.
- (c) Examination Center preferred (If sufficient number of candidates are not available any examination center action will be taken to refer them to the closest examination center)
Mark “✓” in the relevant cage.
- | | | | | | |
|------------|--|--------------|--|-------------|--|
| Colombo | | Kandana | | Mulleriyawa | |
| Kaluthara | | Galle | | Badulla | |
| Kurunegala | | Anuradhapura | | Rathnapura | |
| Kandy | | Batticaloa | | Jaffna | |
- (d) Whether a self-addressed envelop in the size of 9 x 4 inches with stamps affixed to the value of Rs. 30.00 has been attached to the application to post the Admission Card ? :———.
- (e) (i) Postal Address to post the Admission Card (In Sinhala/Tamil) :———.
- (ii) Postal Address to post the Admission Card (In English Capitals) :———.

04. Medium you sit for the examination (Sinhala/English/Tamil) : _____

05. (a) Whether you sit for the examination for the first time :—.
- (b) If not so, have you affixed stamps to the application ? :

Stamp Cage

06. Certificate of the candidate :

(i) I do hereby certify that the particulars furnished by me in this application are true and accurate to my knowledge and I need not affix stamps since I sit the Examination for the first time/have affixed stamps to the value of Rs. since I repeat the Examination,* and the stamps affixed by me to the application are genuine and not used.

(ii) I agree to abide by the rules and regulations stipulated by the Department of Health for the conduct of this Examination and if I was found ineligible in accordance with the scheme of the Examination I agree with whatever decision taken for the cancellation of my candidature.

_____,
Signature of the candidate.

2007.

07. Certification of Head of Institution :

Mr./Mrs./Miss is well known to me and he/she sits the Examination for the first time/repeats the Examination* he/she* need not affix stamps/has affixed stamps to the value of Rs. to the Application and he/she* placed his/her* signature in my presence.

_____,
Signature of Head of Institution/
Frank/Rubber Stamp.

Stamp

08. Certificate of the Head of Decentralized unit/specialised Campaign :

Mr./Mrs./Miss serves as a Medical Officer/Dental Surgeon in my Division/Campaign* and the particulars furnished by him/her* in the Application are correct in accordance with the particulars available in his/her* personal file and he/she* is eligible to sit for the Examination.

_____,
Signature of Head of Decentralized Unit/
Specialized campaign.
(Frank/Rubber Stamp)

08-409

MINISTRY OF EDUCATION

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN
CLASS 2 GRADE II OF SRI LANKA TEACHER
EDUCATORS SERVICE

THE Efficiency Bar Examination for Officers in Grade 2-II of Sri Lanka Teacher Educators' Service will be held in Colombo on November 2007.

The syllabus of this examination and other provisions have been published in the *Gazette* Extra Ordinary of the Democratic Socialist Republic of Sri Lanka bearing No. 1070/13 and dated 11th March 1999. This syllabus and other provisions are indicated below for the convenience of the applicants.

The officers may appear for the prescribed subjects in the Efficiency Bar Examination in the same instance or in different instances.

Syllabus

Subject No.	Subject	Marks	Time
(01)	General Management and Establishment Work Regulation in the Establishment code with special reference for Chapters i, ii, iii, iv, v, vii, viii, ix, xii, xiv, xxiv, xxviii, xxx, and xxxi	100	1- 1/2hours
(02)	Financial Regulations – with special reference for Chapters i, ii, v, viii, xii, xiii and xiv in Part I of the Government Financial Regulations	100	1 1/2 hours
(03)	Education Law – Candidates' knowledge expected relating to the following Ordinance and Acts of Parliament	100	2hours

- (i) Education Act, No.31 of 1939 and regulations imposed thereunder
- (ii) Assisted Schools and Training Colleges (Special Provisions) Act, No.5 of 1960
- (iii) Assisted Schools and Training Colleges (Supplementary Provisions) Act, No.8 of 1961
- (iv) Public Examinations Act No.25 of 1968 amended by Public Examinations (Amendment) Act, No.15 of 1976
- (v) Assisted Schools (Special Provisions) Act, No.65 of 1981
- (vi) National Institute of Education Act, No.28 of 1985
- (vii) Colleges of Education Act, No.30 of 1986
- (viii) National Education Commission Act, No.19 of 1991

- (ix) National Authority on Teacher Education Act No.32 of 1997
- (x) Constitution of Sri Lanka with special reference for the 13th Amendment and Chapter 3 on Fundamental Rights.
- (xi) Enactments made by Provincial Councils relating to Education.

P. S.-Candidates should obtain at least 40% marks for each subject for passing the Efficiency Bar Examination.

03. Language Medium of the examination :

- i. Candidates may answer the papers in Official Language or in the National Language.
- ii. Candidates may answer the papers in the language medium of the competitive examination they appeared for joining the Public Service. Regarding those who joined Public Service without appearing for a Competitive Examination they may answer the papers in the language medium of the examination they were qualified to join the Public Service.

04. If it is revealed that any candidate had appeared for the examination in a medium he/she is not entitled to answer his/her candidature will be cancelled.

05. Application should be prepared in conformity to the following specimen form.

06. This examination is conducted by the Commissioner General of Examinations and candidates are bound to abide by the rules and regulations imposed by him for conducting this examination.

07. Applications should be sent under registered post addressed to Commissioner General of Examinations, Foreign Examinations Branch, Department of Examinations, Pelawatta, Battaramulla to be reached on or before 10.09.2007. Any applications received after this date will be rejected. The words 'Efficiency Bar Examination - Sri Lanka Teacher Educators' Service 2-II, should be written on the top left hand corner of the envelope enclosing the application.

08. In the event of any candidate not receiving his admission card at least seven days before date of examination he should promptly notify to that effect to the Commissioner General of Examinations, Pelawatta Battaramulla. Telegraphic address: Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, Pelawatta, Battaramulla. While informing the non receipt of the admission Card, following information it is necessary to supply the following information :

- i. Name of Examination ;
- ii. Candidate's name in full ;
- iii. Candidate's address in full ;
- iv. Date of posting the applications.
(Registered number and Post office)

Those who are residing close by may notify the Organizations and foreign Examinations Branch, Department of Examinations (E- Block).

09. Any appeals forwarded by candidates who fail to fulfil the requirements indicated at para above will not be considered.

10. It is the responsibility of the candidates to submit evidence to prove their identity at the Examination hall and for this purpose any one of the following documents will be valid :

- (i) National identity Card issued by the Commissioner of the Department of Registration of Persons ;
- (ii) A Valid Passport.

11. It has been decided to charge examination fees on the following basis from the candidates appearing for this examination :

- (a) No fees will be charged from candidates appearing for the first time for the whole examination or for part of the examination ;
- (b) Fee for the whole examination Rs.150.00 ;
For one subject Rs. 50.00.

Candidates should pay the examination fee by revenue stamps by duly placing their signature and canceling the stamps.

ARIYARATNE HEWAGE,
Secretary,
Ministry of Education.

Ministry of Education,
Isurupaya,
Battaramulla.
17th July, 2007.

Application

EFFICIENCY BAR EXAMINATION IN CLASS 2 GRADE II OF SRI LANKA TEACHER EDUCATORS' SERVICE

Applications should be sent under registered post addressed to Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examination Pelawatta Battaramulla through the Head of the Institute.

(Name of the examination should be indicated on the top left hand corner of envelope)

Language medium appearing for the examination :

Sinhala	- 2	<input type="text"/>
Tamil	- 3	
English	- 4	

(Relevant Number to be written in the cage)

- 1. (a) Name with initials at end :———. (In English Capital letters) Ex :- Mr/Mrs/Miss Silva, A. B.
- (b) Names denoted by initials :———. (In English capital letters)

2. Date of birth :

Year Month Date

3. (i) Designation :———. (ii) Name and address of NCOE/TC serving (Admission Card will be sent to this address) :———.

4. Private address (In English Capital letters) :———.

5. Please indicate clearly the subject number and subjects appearing as indicated under (a) in para 3 of the Notice :

Subject No.	Subject
1	
2	
3	

6. Whether you have appeared for this examination earlier completely or partly and if so indicate the subjects, year appeared and the medium :

Medium	year	Medium
.....

7. Examination fees paid :

Stamps to be affixed here

(Prescribed stamps to be affixed and cancelled by applicants's signature)

8. I hereby declare that the above details are true and correct and that I am entitled to sit for this examination in the language medium indicated in para 03 of the *Gazette Notification*.

_____,
Signature of applicant.

Date :———.

Commissioner General of Examinations,
Forwarded.

I certify that this candidate is eligible to sit for this examination and he/she is qualified to appear in the language medium indicated under para 03 of *Gazette Notification* 02. I also certify that the candidate has duly cancelled the stamp/stamps.

_____,
Signature of President NCOE/Manager T.C/
Designation.

Date :———.

08-241

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2007 (I)

REFERENCE above examination notice published in the *Gazette of the Democratic Socialist Republic of Sri Lanka* No. 1503 dated 22.06.2007.

2. It is hereby notified that the closing date of application stipulated in paragraph 5.0 of the above examination notification is amended as 24th August 2007.

A. NOBERT,
Director General of Combined Services,
Ministry of Public Administration &
Home Affairs.

Ministry of Public Administration &
Home Affairs,
Independence Square,
Colombo 7,
25th July 2007.

08-438

MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS

Registrar General's Department

COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF DOCUMENTS ASSISTANTS

APPLICATIONS are hereby invited by the Registrar General for the Competitive Examination for Recruitment to the Posts of Documents Assistants of the Registrar General's Department.

This Examination will be held in Colombo in December, 2007 by the Commissioner General of Examinations. The Head of Department holds rights to postpone or cancel the examination.

01. *Conditions of Service*.—Recruitments to the post of Documents Assistants will be made subject to the general conditions governing appointments in the public service and on the following conditions :

- This post is permanent and pensionable. The selected candidates should make contribution to the Widow/Widower and Orphans Pension Fund. They are also subject to the Establishment Code and Financial Regulations.
- Sections 10 to 12 of Chapter 11 of the Establishments Code will also apply on this regard.
- New entrant officer to the public service will be subject to a probation period of three (03) years.

- (iv) Officers who are already in public service will be appointed on acting basis for one year.
- (v) The candidates should pass the written Efficiency Bar Examination before Lapse of 3 years from appointment. No exemption from this Efficiency bar will be granted on the basis of age.
- (vi) On confirmation in the post the officers selected from the Public Service will cease to be a member of the former service and will have no right of reversion to that service.

02. *Salary Scale.*— MN-1-2006, Rs. 12,920 - 10 x 120 - 11 x 140 - 10 x 210 - 10 x 290 - Rs. 20,660. (Circular 6/2006)

03. *Age Limit.*— Candidates should not be less than 18 years and not more than 45 years. The upper age limit will not apply to the officers already in the Public Service.

04. *Educational Qualifications.*— The following qualifications should have been completed as at 20.07.2007.

Passed the G. C. E. (O/L) Examination in 06 subjects in not more than two sittings including any of the subjects from Language (Sinhala/Tamil) or Literature and Arithmetic, Basic Mathematics. At least 05 subjects should be passed in one sitting with credit passes in 03 subjects including Language/Literature ; or

Passed the N.C.G.E. Examination in 06 subjects in not more than two sittings including First Language and Mathematics. At least 05 subjects should be passed in one sitting with A or B passes in 03 subjects including First Language ; or

Passed the G. C. E. (O/L) Examination in 06 subjects in not more than two sittings including Language (Sinhala/Tamil) and Mathematics. At least 05 subjects should be passed in one sitting with Credit passes in 03 subjects including Language.

05. *Professional and Other Qualifications.*— Should possess the certificate obtained after following a course of which the duration is not less than 06 months in a Government Technical College or the National Youth Services Council or the National Apprenticeship Board on Shorthand or Typing or Clerical or Draughtsman ship or Higher Accountancy or Computer or Accounts Assistants' and successful completion of 06 months training period in a Government Institute.

06. *Method of Recruitment.*— Selections will be made at an interview held for the highest scorers of the competitive Examination conducted by the Commissioner General of Examination for the eligible candidates who were selected after calling for applications through a notice in the Government Gazette/Public Newspapers.

07. *Examination Fee.*— Examination fee is Rs. 250. The receipt obtained on payment of this fee to the District/Divisional Secretariat under Revenue Head No. 4000-20-03-20-13 of the Commissioner General of Examination before the closing date of applications. This fee is not fundable. It will be useful to retain a photocopy of the receipt with the candidate.

08. *Method of application :*

- (a) The application should be in conformity with the specimen appended to this notice and should be prepared on a A4 sizes paper using its both sided and including No. (1)-(5) in the first page.
- (b) The application should be filled in the language in which the candidate is eligible to sit for the examination.
- (c) The applications for the post should be sent under the registered cover to the Commissioner General of Examinations Sri Lanka, Department of Examinations, Pelawatta, Battaramulla, on or before the 20.09.2007. "Competitive Examination for Recruitment to the Posts of Documents Assistants" should be clearly indicated on the top left corner of the envelope containing the application, Applications received after this date will not be accepted. It will be useful to retain a photocopy of the application.

Note.— Candidates in the Public Service/Provincial Public Service should send their applications through the respective Heads of their Department/Organization.

- (d) Applications which are not complete in every respect may be rejected. No complaints regarding lost or delayed applications in the post will be entertained.
- (e) Receipt of an application will not be acknowledged. Admission cards will be sent to the candidates by the Commissioner General of Examination by post. A candidate who does not receive the admission card seven days before the date of the examination should immediately notify the Commissioner General of Examinations, with the following details :
 - (i) Name of the Examination ;
 - (ii) Full name of the Candidate ;
 - (iii) Address ;
 - (iv) Date of posting the application, Registration number and Post Office ;
 - (v) Photocopy of the receipt of payment of Examination Fees.

09. *Admission to the Examination Centre :*

- (i) A candidat presenting himself/herself for the examination must produce his/her Admission in which his/her signature has been duly attested to the Head of the Examination Centre. A candidate who fails to do so will not be permitted to sit for the examination.
- (ii) Every candidate should sit the examination at the Examination Hall assigned to him and follow the general rules imposed by the Commissioner General of Examination.

For office use only

MINISTRY OF PUBLIC ADMINISTRATION AND HOME
AFFAIRS

Recruitment to the Posts of Documents Assistants

01. (i) Last name followed by initials (in English Block Capitals)
:_____.

(ii) Names denoted by initials (in English Block Capitals) Eg. :
SILVA, A. B.

02. Full Address :

(i) Private (in English Block Capitals) : _____.

(ii) Official (in English Block Capitals) : _____.

(Officers who are in Public Service/Provincial Public Service must write their official addresses. Any change in address should be informed immediately.)

03. (i) Date of Birth :
Year : _____, Month : _____, Date : _____.

(ii) Age as at 20.07.2007 : _____.
Years : _____, Months : _____, Days : _____.

04. Sex : Female - 01
Male - 0 (write the relevant number in the cage)

05. Civil Status : []
 Married - 2
 Unmarried - 1 (write the relevant number in the cage)

06. National Identity Card No. :

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07. Educational Qualifications : G. C. E. (O/L Examination) :

1st Sitting : 2nd Sitting :
Year : _____. Index No. : _____. Year : _____. Index No. : _____.

[illegible]

- (i) National Identity Card issued by the Department of Registration of Persons.
- (ii) A valid passport issued not more than three years prior to the date of examination.

11. *Furnishing False Information.*— If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to or during or after the examination. If any of the particulars furnished by a Candidate, who is in the Public Service, is found to be false within his knowledge or if he has willfully suppressed any important fact, he will be liable to dismissal from the Public Service.

12. Any matter not provided for in these regulations will be dealt with as determined by the Public Service Commission.

13. Method of Examination :

I. Medium :

- (a) The candidate may apply for the Examination in one of the two mediums of Sinhala and Tamil.
- (b) Every candidate should answer the question papers in the language which is stated in the application.
- (c) No candidate will be allowed to change the medium of language indicated in his/her application.

II. Subjects and syllabus.—The examination consists of the written question papers of the following subjects.

- (1) Language Skills.– A question paper of 1 1/2 hours designed to test candidate's knowledge of expression of ideas, comprehension, orthography and grammar in association with subject related matters. (100 Marks)
- (2) Intelligence.– A question paper of 01 hour designed to test the candidate's Statistical and logical ability and general intelligence associated with subject related matters. (100 Marks)

40% or more marks for each question paper should be obtained in order to qualify for the recruitment.

14. The final decision regarding any matter complicated or not provided for herein will be at the discretion of the Registrar General.

L. K. RATHNASIRI,
Registrar General.

Registrar General's Department,
No. 280, Main Street,
Colombo 11,
27th July, 2007.

08. Professional and Other Qualifications : _____.

Details of the Course as per Para. 7 in the *Gazette* Notification.

<i>Institution where Course was followed</i>	<i>Course</i>	<i>Duration</i>	<i>Government Institute where Candidate underwent Training</i>	<i>Duration of Training</i>

09. Firmly paste the Cash receipt here :

10. Certificate of the Candidate :

I certify that to the best of my knowledge and belief all the information given in this form is true and I have affixed cash receipt No. dated in payment of the Examination fee. I also agree to be bound by the rules governing the examination introduced by the Commissioner general of examination and any decision that may be taken to cancel my candidature prior to or after the Examination if it is found that I am ineligible according to the regulations of the Examination or to dismiss me from the post without compensation if the inaccuracy is detected after the appointment.

_____,
Signature of the Candidate.

Date : _____.

Attestation

I do hereby certify that Mr./Mrs./Miss who is an officer of my office personally known to me signed before me on 2007.

_____,
Signature of Attesting Officer.

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

Attestation

In case of Government servants, the signature can be attested by the Head of Department or the relevant Staff Officer. In case of external candidates signature can be attested by Principal of an approved School, a retired Principal of such school, Justice of the Peace, Commissioner of Oaths, Attorney-at-law, an officer of the public or Local Government Service drawing an annual consolidated salary of Rs. 19,755 or over, Notary Public, a Chief Priest, or a Priest in charge of a religious institution.

Certificate of the Head of Department

I certify that Mr./Mrs./Miss is employed in this Department and that his/her work and conduct are satisfactory. He/She fulfills the requirement stated in the relevant notification calling for applications to apply for this examination. No penalty whatsoever has been imposed on him/her other than a warning. He/She can/cannot be released from service, if selected.

_____,
Signature of Head of Department.

Date : _____.
Name and Designation : _____.
Address : _____.
Telephone No. : _____.

08-435