

# ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

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

අංක 1,964 – 2016 අප්‍රේල් මස 22 වැනි සිකුරාදා – 2016.04.22  
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(Published by Authority)

### PART I: SECTION (IIA) – GENERAL

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

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*Note.* – Budgetary Relief Allowance of Workers Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of January 14, 2016.

#### 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 13th May, 2016 should reach Government Press on or before 12.00 noon on 29th April, 2016.

#### 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*. ”

W. A. A. G. FONSEKA,  
Government Printer (*Acting*)

Department of Govt. Printing,  
Colombo 08,  
01st January, 2016.

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



### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

Service. Such Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

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

### 4. Terms of Engagement :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

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

##### ANURADHAPURA DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 23rd May, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
30th March, 2016.

##### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Anuradhapura	Horowpothana	Post of Registrar of Marriages (General/ Kandyan) of Hurulu Palatha Division and Births and Deaths of Mahapothana North Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura.

04-768

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Muslim Marriages

##### ANURADHAPURA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Muslim Marriages in the Divisions set out in the Schedule hereto.

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

02. Muslim males only can apply for these Posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 23rd May, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
30th March, 2016.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Division and Post for which Application are called</i>	<i>Address to which Applications should be sent</i>
Anuradhapura	Horowpothana	Post of Registrar of Muslim Marriages in Kapugollewa Area of Hurulu Palatha Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura.

04-767

**REGISTRAR GENERAL'S DEPARTMENT**

**Post of Registrar of Muslim Marriages**

**HAMBANTOTA DISTRICT**

APPLICATIONS are invited for the Posts of Registrars of Muslim Marriages in the Divisions set out in the Schedule hereto.

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

02. Muslim males only can apply for these Posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 23rd May, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
29th March, 2016.

## SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Division and Post for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Hambantota	Hambantota	Post of Registrar of Muslim Marriages for Bandagiriya Division	District Secretary/Additional Registrar General, District Secretariat, Hambantota.

04-766

## REGISTRAR GENERAL'S DEPARTMENT

## Posts of Registrars of Marriages, Births and Deaths in Tamil Medium

## TRINCOMALEE DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 23rd May, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
04th April, 2016.

## SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Trincomalee	Kuchchavelli	Post of Registrar of Marriages (Tamil) of Kattukulam North Division	District Secretary/Additional Registrar General, District Secretariat, Trincomalee.
Trincomalee	Kinniya	Post of Registrar of Birth and Deaths (Tamil) of Kurunchankerney Division	District Secretary/Additional Registrar General, District Secretariat, Trincomalee.

04-852

**REGISTRAR GENERAL'S DEPARTMENT**

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

**MATARA DISTRICT**

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 23rd May, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
04th April, 2016.

**SCHEDULE**

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Matara	Weligama	Post of Registrar of Marriages (General) in Weligam Koralya Kohonugamuwa Area	District Secretary/Additional Registrar General, District Secretariat, Matara.

04-851

**REGISTRAR GENERAL'S DEPARTMENT**

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

**PUTTALAM DISTRICT**

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 23rd May, 2016.

E. M. GUNASEKERA,  
Registrar General.

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

#### SCHEDULE

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

04-850

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Muslim Marriages

#### BADULLA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Muslim Marriages in the Divisions set out in the Schedule hereto.

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

02. Muslim males only can apply for these Posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 23rd of May, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
06th April, 2016.



SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Badulla	Lunugala	Post of Registrar of Muslim Marriages of Lunugala Town Division	District Secretary/Additional Registrar General, District Secretariat, Badulla.

04-849

**PUBLIC SERVICE COMMISSION**

**Recruitment on Open Basis the Post of Legal Officer of (Grade III of Executive Service Category)**

**MINISTRY OF WOMEN AND CHILD AFFAIRS**

APPLICATIONS are invited from qualified candidates to fill two vacancies in the post of Legal Officer of Grade III of Executive Service Category of the Ministry of Women's Affairs.

01. *Method of Recruitment.*— Out of the candidates who are with the qualifications mentioned in the notice, recruitments will be made on the highest marks scored at a Structural Interview held by an interview board appointed by the Public Service Commission in accordance with the available number of vacancies. The structural interview will be held in accordance with the approved marking scheme (See Chapter 06) of the Public Service Commission.

02. *Required Qualifications :*

- (i) *Educational/Professional Qualifications :*  
LLB Degree in a university recognized by the University Grants Commission/having made oath as an Attorney-at-Law of the Supreme Court.
- (ii) *Experience :*  
Should have active professional practice of not less than three years after having made oath as an Attorney-at-Law of the Supreme Court.
- (iii) *Physical Qualifications :*  
Every candidate should be physical and mental order to serve in any part of the island and to discharge duties and functions of the post.
- (iv) *Other Qualifications :*
  - \* Applicants should be a citizen of Sri Lanka,
  - \* Applicants should have excellent moral character,
  - \* Applicants should have fulfilled all required qualifications in every respect by the date stated in the notice.

03. *Terms of engagement and service condition :*

- (i) This post is permanent, pensionable and the selected candidates are liable to contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme.

(ii) This appointment is subject to probationary period of three years. First Efficiency Bar Examination shall be passed within three years from the date of recruitment for the post of Legal Officer Grade III.

(iii) In accordance with Public Administration Circular No. 01/2014 dated 21.01.2014 all officers appointed must achieve other state languages efficiency within five years of appointed to state service in addition to state language of recruited to public service and officers recruited other than an official language must achieve due official language proficiency within the probation period.

(iv) This appointment is subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other Departmental Orders.

04. *Age limit.*— Applicants must not be less than twenty one (21) years and not more than forty five (45) as at the closing date of applications.

05. *Salary Scale.*— The monthly salary scale of Rs. 22,935 -10x645 -8x790 -17x1,050 - Rs. 53,555 is entitled to this post (SL 1-2006 salary group in P. A. C. No. 6/2006 dated 25.04.2006).

06. The following marking scheme is based for the structured interview :—

<i>Subject</i>	<i>Marks</i>
01. Additional Educational Qualifications :	20
A degree in Law from a recognized university	20
– For First Class	15
– For Second Class (upper)	10
– For Second Class (lower)	10
For a First Class in the final year of Law College	15
For a Second Class the final year of Law College	10
<b>Note :</b> 10 marks should be granted only if the final year examination pass with an honor (Marks will be granted only for maximum qualification either the degree or Law College qualification)	
02. Additional Professional Qualifications :	15
– Doctorate in Law	15
– Post Graduate Degree in Law for not less than one year	10

Subject	Marks
– Post Graduate Diploma in the relevant field for not less than one year awarded by a recognized institute or a post Law Diploma (05 marks for one diploma)	15
– Diploma course of not less than six months in relevant field awarded by a recognized institution (03 marks for one Diploma)	15
03. Additional Experience	30
Experience as an Attorney-at-Law in public or private sector – More than 06 months and less than one year - 2 marks – Maximum of 30 marks by 5 marks for one year (Except three years service period engaged in as an Attorney-at-Law to obtain basic qualifications)	
<b>Note.</b> – Additional experience should be confirmed by a certificate obtained by an Attorney-at-Law or President's Counsel or judge who have completed not less than 20 years of service.	
04. Proficiency in English Language	15
– Degree/Post Graduate Degree/LLB Degree/ Post LLB Degree in English Medium (All relevant question papers should have been answered in English medium)	15
– Diploma in English language in a University recognized by the University Grants Commission or recognized Government institution (01 year or 1440 hours)	10
– Certificate course in English Language obtained from a recognized university recognized by the University Grants Commission or recognized government institution (06 months or 720 hours) (Marks will be given for the maximum qualification)	05
05. Computer literacy	15
– For studying Information Technology as a main subject for degree in a university recognized by University Grants Commission	15
– Diploma Course in Information Technology in a recognized government institution not less than 01 year or 1440 hours	10
– Certificate Course in Information Technology in a recognized government institution 06 months/720 hours 03 months/360 hours (Marks will be given for the maximum qualification)	07 05
06. Marks given for skill at the interview	05
Total marks	100

07. *Identity of the candidates.*– Applicants who have fulfilled all required qualifications in every respect will only be summoned for the structural interview. Original copies and duly certified copies should be furnished to the structural interview. In order to confirm the identity at the interview following identity cards will be accepted :

- (i) National Identity Card issued by the Commissioner of Registration of Persons,
- (ii) Valid Passport.

08. *Forwarding applications :*

- (i) Applications prepared as per the specimen appended at the end of this notice must be sent by registered post to the Secretary, Ministry of Women's Affairs, 05th Floor, Sethsiripaya Stage II, Battaramulla on or before 06.05.2016 and the late applications will be rejected.
- (ii) A specimen application is given at the end of this notice. Application should be prepared by including from 01 to 09 in the first page and from 10 to 13 in the second page and the rest is in the other pages and it should be filled by the candidate's own legible hand writing. Duly certified copies of the certificate should be enclosed with the application. Originals and duly certified copies of the certificates should be produced at the interview.
- (iii) The text "Recruitment to the Post of Legal Officer of the Ministry of Women's Affairs" should be clearly written on the top left hand corner of the envelope containing the application.
- (iv) Signature of the candidate should be attested by a Principal of a Government School/Justice of the Peace/Commissioner of Oaths/Attorney-at-law/Notary Public/Commissioned Officer in the Armed Forces or an officer holding a permanent post in Government is not than monthly salary of Rs. 22,935.00.
- (v) Applicants who are already in Public Service or Local Government Service should forward their application through their Heads of respective Departments.
- (vi) Applications not comply with the specimen attached hereto will be rejected. Any complaint with regard to the loss or delay of applications will not be accepted.

09. *Furnishing false information.*– If it is found that the information furnished by the candidate are false or wrong prior to recruitment, his candidature will be cancelled. Any of such false or wrong information revealed after the recruitment action will be taken to dismiss from the service subject to the relevant cause of action.

10. The Public Service Commission reserves the right to fill or not to fill the vacancies.

By the order of the Public Service Commission,

Secretary,  
Ministry of Women and Child Affairs.

Ministry of Women and Child Affairs,  
05th Floor, Sethsiripaya Stage II,  
Battaramulla,  
08th April, 2016.

SPECIMEN APPLICATION

(For office use only)

RECRUITMENT FOR THE POST OF LEGAL OFFICER OF GRADE III OF EXECUTIVE  
SERVICE CATEGORY MINISTRY OF WOMEN AND CHILD AFFAIRS

01. Name of the Applicant :

- (i) Name following initials (In English block letters) :\_\_\_\_\_.  
(ii) Name in full (in English block letters) :\_\_\_\_\_.  
(iii) Name in full (Sinhala/Tamil) :\_\_\_\_\_.

02. Address and Telephone No. :

- (i) Official Address :\_\_\_\_\_.  
Telephone No. :\_\_\_\_\_.  
(ii) Private Address :\_\_\_\_\_.  
Telephone No. :\_\_\_\_\_.  
Mobile No. :\_\_\_\_\_.

03. Date of Birth :

Year :\_\_\_\_\_, Month :\_\_\_\_\_, Date :\_\_\_\_\_.

04. Age as at the closing date of applications :

Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.

05. NIC No. :\_\_\_\_\_.

06. Sex :\_\_\_\_\_.

07. Civil status :\_\_\_\_\_.

08. Educational Qualifications :

- (i) University in which the LLB Degree was obtained :\_\_\_\_\_.  
(ii) Date of awarded the degree :\_\_\_\_\_.  
(iii) Medium :\_\_\_\_\_.

09. Date of made the oath as an Attorney-at-Law of Supreme Court :\_\_\_\_\_.

10. Professional Qualifications :

Examination/ Diploma	Year	Subject	Grade	Name of the Institution/University

11. Details of the experience :

Institution	Designation	Period of Service

12. Proficiency in Computer Literacy :

- (i) Degree :\_\_\_\_\_.  
(ii) Diploma :\_\_\_\_\_.  
(iii) Certificate Course :\_\_\_\_\_.

13. English Language Proficiency :

- (i) Degree :\_\_\_\_\_.  
(ii) Diploma :\_\_\_\_\_.  
(iii) Certificate Course :\_\_\_\_\_.

14. Have you ever been convicted in a Court of Law for any offence ?

Yes ☐ No ☐

14. I. If yes, give details :\_\_\_\_\_.

15. Certificate of the Applicant :

I hereby certify that the particulars furnished in this application are true and correct. I shall not subsequently change any of the particulars mentioned here. I am also aware that if any particulars contained herein are found to be false or incorrect before selection the application will be cancelled and if so found after selection I am liable to be dismissed without any compensation subject to the relevant cause of action.

\_\_\_\_\_,  
Signature of the applicant.

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

16. Attestation of the signature of the applicant :

I do hereby certify that Mr./Mrs./Miss ..... of ..... who submit this application is personally known to me and he/she placed his/her signature in my presence on ..... 2015.

\_\_\_\_\_,  
Signature of the Officer Attesting.

Name of the attester :\_\_\_\_\_.

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

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

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

17. Certificate of the Head of the Department/Information :  
(Only for those who are already in the public service)

I hereby certify that the applicant Mr./Mrs./Miss ..... is serving in this Ministry/Department/Institution as a ..... His/her work and conduct are satisfactory and that he/she has not been subject to any disciplinary action and that he/she can be released/cannot be released from service if selected for the post.

\_\_\_\_\_,  
Signature of the Head of  
Department and officia frank.

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

## Examinations, Results of Examinations & c.

### INSTITUTE OF TECHNOLOGY – UNIVERSITY OF MORATUWA

#### Admission to the National Diploma in Technology Course 2016/2017

APPLICATIONS are invited from eligible candidates for admission to the National Diploma in Technology, 3-year fulltime Course conducted by the Institute of Technology, University of Moratuwa. The Course will be conducted within the University premises at Moratuwa until it is moved to new premises of the Institute of Technology, University of Moratuwa at Diyagama, Homagama.

1. *General.*– The National Diploma in Technology Course consists of two years of academic study and one year of Industrial Training and is conducted in English medium. The course is offered in the following fields of study :

(a) *Maritime Studies Courses (Set I) :*

- (i) Marine Engineering Technology.
- (ii) Nautical Studies and Technology.

(b) *Other Fields of Courses (Set II) :*

- (i) Chemical Engineering Technology.
- (ii) Civil Engineering Technology.
- (iii) Electrical Engineering Technology.
- (iv) Electronics and Telecommunication Engineering Technology.
- (v) Mechanical Engineering Technology.
- (vi) Polymer Technology.
- (vii) Textile and Clothing Technology.

2. *Eligibility :*

2.1 *Age :*

- (a) Applicants should be below 24 years of age on 31.12.2015.
- (b) Applicants below 20 years of age on 31.12.2015 will be given preference for admission to the Marine Engineering Technology and Nautical Studies and Technology Courses. A special medical test and interview would also be conducted for selection of students to Marine Engineering and Nautical Studies Courses.
- (c) Those who are fulltime registered students of any University under the UGC (except the Open University of Sri Lanka) or Higher Educational Institute under the Ministry of Higher Education are not eligible to apply.

2.2 *Educational Qualifications :*

Applicants should have obtained passes in any three (03) of the following subjects :–

- (i) Physics,
- (ii) Chemistry,
- (iii) Combined Mathematics,
- (iv) Advanced Mathematics.

at one and the same sitting of a G. C. E. (A/L) Examination conducted by the Commissioner General of Examinations, Sri Lanka in 2013 or 2014 or 2015.

3. *Selection Criteria :*

3.1 *Admission to the Course :*

The selection of students for admission will be based on the performance at G. C. E. (A/L) Examination and the aptitude test to be conducted by the Institute of Technology, University of Moratuwa.

From those who pass the aptitude test, selections will be done in the merit order of G.C.E. (A/L) results, *i.e.*, in the order of z-scores. In the selection, 40% merit and 60% district quota will be applied.

3.2 *Field of Study :*

Aptitude test marks together with the applicant's order of preference for the field of study as indicated in the field preference will be considered in the allocation of the field of study.

4. *Application Procedure :*

4.1 *Application Form :*

- (i) Application should be made according to the Specimen Form given in this *Gazette* Notification. Specimen application will also be available in the following Web address.

<http://www.mrt.ac.lk/itum>

- (ii) Applications should be forwarded under **Registered Post** marked “**NDT Admission 2016/2017**” on the top left hand corner of the envelope and addressed to the “Deputy Registrar, Institute of Technology, University of Moratuwa, Katubedda, Moratuwa.
- (iii) Application should reach the Deputy Registrar, Institute of Technology, University of Moratuwa on or before the closing date for applications.
- (iv) A self-addressed 9" x 4" stamped envelope (Rs. 40 worth), should be enclosed along with the application form.

- (v) No copies or originals of the certificates should be sent along with the application form. However, the content of the application has to be certified as indicated. (See cages 3 & 5 in the form of application.)

6. *Aptitude Test.*– Applicants, short-listed according to the G. C. E. (A./L.) performance in Merit and District Quota will be called for an aptitude test that will be conducted at the Institute of Technology, University of Moratuwa.

7. *Registration :*

- (i) Candidates selected for admission will be required to produce the **originals** of the following certificates on the date of registration :–

- \* G.C.E. (A/L) Certificate,
- \* Certificate indicating G. C. E. (A./L.) Z-Score,
- \* School Leaving Certificate,
- \* Birth Certificate,
- \* Affidavit in support of any changes in name appearing in different documents/certificates.

8. *Very Important :*

- (i) A candidate once registered for the National Diploma in Technology Course will not be eligible for admission to any other course in this University or in any other University in Sri Lanka (except Open University of Sri Lanka) or in any other Higher Educational Institute under the Ministry of Higher Education during the tenure of the course.
- (ii) A student who has already registered in this university or any other university in Sri Lanka (except Open University of Sri Lanka) or in any other Higher Educational Institute is not be eligible for applying.
5. (i) *Application Fee.*– Application fee for SET 1 or SET 2 is Rs. 300 and SET 1 and SET 2 is Rs. 500. A receipt of payment in favour of “**Institute of Technology, University of Moratuwa, A/C No. 0000308280 of Bank of Ceylon, Katubedda Branch**” to the value of Rs. 300 (Rupees Three Hundred) for one set of fields of study (Rs. 500 if applying for both sets of fields), obtained only from any branch of the **Bank of Ceylon** should accompany each application. This application fee is non-refundable.

- (ii) *Closing Date.*– The closing date of applications is 20.05.2016.

Director.  
Institute of Technology,  
University of Moratuwa.

<p>APPLICATION FOR ADMISSION TO THE NATIONAL DIPLOMA IN TECHNOLOGY COURSE</p> <p>INSTITUTE OF TECHNOLOGY UNIVERSITY OF MORATUWA</p> <p>ACADEMIC YEAR - 2016/2017</p>	<p><i>For office use only</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Application No.</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>District</td> <td colspan="4"></td> </tr> </table>	Application No.					District				
Application No.											
District											
<p>Application for (Please <input checked="" type="checkbox"/> )</p> <p>1. Maritime Fields - SET 1 <input type="checkbox"/></p> <p>2. Other Fields - SET 2 <input type="checkbox"/></p> <p>[Applicants may apply for single set (Set 1 or Set 2) or both sets (Set 01 and Set 02)]</p>											

1. Personal Details : (Please use **BLOCK CAPITALS**)

Name in Full	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																																												
(Leave one blank cage between names)																																																													

Name with Initials :																										
(Leave one blank cage between names)																										
Title ▶	Mr./Ms.					Sex ▶					Male/Female															
Age As at 31st Dec. 2015	(Years)			(Months)			Date of Birth					Date			Month			Year								
National ID Number																										

## 2. Contact Details :

Address (Residence):																											
(Leave one blank cage between different segments of the address)																											
Telephone											Mobile																
E-mail (if available)																											

## 3. Results of G. C. E. (Advanced Level) Examination :

<i>Subjects &amp; Details of Examination</i>	<i>Grades &amp; Details obtained at the</i>		
	<i>1st Attempt</i>	<i>2nd Attempt</i>	<i>3rd Attempt</i>
Year			
Physics			
Chemistry			
Combined Mathematics			
Advanced Mathematics			
Index Number			
Z-Score			
Results of the year to be considered for Selection (indicate whether 2013 or 2014 or 2015)			

## 4. Medium :

Medium in which you wish to sit the Aptitude Test	
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## 5. School(s) attended from Year 11 to Year 13 :

Year	Name & Address of School	District	Period of Attendance						
			From			To			
			Year	M	D	Year	M	D	
11									
12									
13	1st Attempt								
	2nd Attempt								
	3rd Attempt								

6. Certification of Results and Schools attended :

**It is compulsory to certify the results under No. 3 and details under No. 5 in the application by the School Principal for the School Candidates, and by a Justice of Peace for External Candidates.**

I certify that the particulars given above by the candidate in the Cage No.3 and No. 5 are true and accurate according to the Original Certificates.

Name of the Principal/Justice of the Peace :

Rev./Dr./Mr./Mrs. ....

Official Seal

Signature

Date

7. Field Preference :

SET 1 - Insert order of preference as 1 for First preference and 2 for Second preference. This should be completed only by the candidates who have applied for Maritime Studies.

SET 2 - Insert order of preference as 1, 2, 3, 4, 5, 6, 7. '1' for the "Most Preferred", '2' for the next and so on '7' for the last preferred.

Set 1		Set 2	
Maritime Fields	Order	Other Fields	Order
Marine Engineering Technology		Chemical Engineering Technology	
Nautical Studies and Technology		Civil Engineering Technology	
		Electrical Engineering Technology	
		Electronic and Telecommunication Engineering Technology	
		Mechanical Engineering Technology	
		Polymer Technology	
		Textile & Clothing Technology	

Are you registered as a fulltime student in any other University under the UGC (other than Open University) or any other Higher Educational Institution under the Ministry of Education ?  
(Delete whatever is inapplicable)

Yes

No

**APPLICANT'S DECLARATION :**

- I declare that I am not a fulltime registered student at any University (except Open University of Sri Lanka) or any Higher Educational Institution under the Ministry of Education.
- I certify that all the particulars given by me in this Application are true and accurate. I am aware that if the particulars given by me in this Application are found to be false or inaccurate prior to my admission, I will be discontinued from the course.
- In the event of my being selected for admission after the Test, I shall abide by Statutes, By-Laws, Regulations and the Rules of the Institute of Technology, University of Moratuwa, in so far as they are applicable to me.
- I have pasted the cash deposit/ cash transfer receipt obtained from Bank of Ceylon, drawn in favour of "Institute of Technology, University of Moratuwa - Account No. 0000308280 of Bank of Ceylon, Katubadde Branch".
- I also enclose a self addressed stamped envelope (Rs. 40 worth) in size 9" x 4".

6. I am aware that if I am found to be registered in another University or any other Higher Educational Institution under the Ministry of Higher Education at the time of sitting for the Aptitude Test for the National Diploma in Technology Course, I will not be selected for the Course.

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

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

Paste your Cash Deposit/Cash Transfer Original Slip here.

04-902

## MINISTRY OF SKILLS DEVELOPMENT AND VOCATIONAL TRAINING

### National Apprentice and Industrial Training Authority

INSTITUTE OF ENGINEERING  
TECHNOLOGY - KATUNAYAKE RECRUITMENT OF  
SPECIAL APPRENTICES IN ENGINEERING FOR  
NATIONAL DIPLOMA IN ENGINEERING SCIENCES  
(NDES) COURSE 2016 BATCH

APPLICATIONS are invited from citizens of Sri Lanka to recruit Special Apprentices in Engineering 2016 batch for the above course of studies at the Institute of Engineering Technology (IET), Katunayake.

1. *Educational Qualifications for Entry*:- Candidates with qualifications mentioned below are eligible to apply :

- 1.1.1 A Pass at the GCE (O/L) Examination in 06 subjects in one sitting including three (03) credit passes for Mathematics, Science and Language (Sinhala/ Tamil/ English) ;

*And*

- 1.1.2 Credit pass for English subject at the GCE (O/L) Examination ;

*And*

- 1.2 Passes at the GCE (A/L) in Combined Mathematics, Physics & Chemistry in one sitting ;

*or*

- 1.3 Passes at the GCE (A/L) in Combined Mathematics, Physics and Information & Communication Technology in one sitting. (It is compulsory to pass the Information & Communication Technology as a main subject).

2. *Age*:- Between 18 and 25 years as at 31.12.2016.

3. *Duration & Course Schedule*:- This is a four year course, where the 18 Month academic instruction Programme is sandwiched with the 30 Month Industrial Training as given below :

Basic Instruction Programme at IET	- 06 Months
Basic Industrial Training in Industry	- 12 Months
General Instruction Programme at IET	- 06 Months
General Industrial Training in Industry	- 12 Months
Specialized Instruction Programme at IET	- 06 Months
Specialized Industrial Training in Industry	- 06 Months

Instruction Programmes consist of theoretical Instructions & Laboratory Practicals conducted at Institute of Engineering Technology.

Industrial Training Programmes are conducted at recognized Industrial Establishments.

An English course will be conducted outside the course period at the beginning. Participation is compulsory for all selected apprentices for the English Course.

4. *Courses conducted in the IET are as follows*:

#### A. Civil Engineering Sector

1. Civil - Building & Structural Engineering.
2. Civil - Highway & Railway Engineering.
3. Civil - Water & Environmental Engineering.



**B. Electrical Engineering Sector & Communication**

4. Electrical - Electronics & Communication Engineering.
5. Electrical - Electrical Power Engineering.

**C. Mechanical Engineering Sector**

6. Mechanical - Automotive Engineering
7. Mechanical - Mechanical General Engineering
8. Mechanical - Marine Engineering.

(a) “The Quality Management System of Marine Engineering Course of IET is in accordance with the requirements of ISO 9001 – 2008.

(b) In respect of Marine Engineering Course, the Institute is engaged in providing academic instructions and industrial training Programmes to meet the mandatory requirements for knowledge, understanding and proficiency in Marine Engineering at the operational level related with STCW 95, including its amendments and model course 7.04 of International Maritime Organization (IMO) coverage.

5. *Medium of Instruction.*– All academic programmes are conducted in English.

6. *Contract of Apprenticeship :*

- 6.1. Each selected candidate is required to enter into a contract with the training establishment, which consists, mutual obligations on both the training establishment and the Apprentice. At the time of registration students should deposit a sum of Rs. 5,000, refundable at the completion of the course. The deposit of the students, who are leaving the programme within two weeks from the date of registration will be refunded.
- 6.2 Sumurdhi beneficiaries are exempted from the refundable deposit, on submission of original Sumurdhi Card with a certified letter from Grama Sevaka approved by Divisional Secretary.
- 6.3 All selected students will have to make a non refundable payment of Rs. 1,500 which is Rs. 500 as a registration fee and Rs. 1,000 for library development fund.
- 6.4 There is no guarantee of employment at the end of the training period.
- 6.5 All the students registered for the above courses, should maintain a minimum requirement of attendance specified by the Institute for each subject during the course period. Those who fail to meet this requirement are not allowed to sit for the examinations and evaluations and they have to leave the course.

7. *Award of Certificates.*– National Diploma in Engineering Sciences Certificate will be awarded on successful completion of all examinations, evaluations and on clearance of all obligations.

8. *Selection Criteria :*

- 8.1 All applicants who have the minimum entry qualifications as stated in para 1 and within the age limit mentioned in para 2 above, would be eligible. Selections will be done as given below.
- 8.2 Those candidates who are eligible will be required to sit for a written aptitude test in English medium. (Eligible candidates will be informed in advance)
- 8.3 Limited number of applicants will be called for an interview depending on the merit order of the written test.
- 8.4 Applicants are finally selected, based on the written test marks and the interview marks.
- 8.5 Those who are selected for Marine Engineering Course will have to appear for a medical test at their own expense prior to the registration.

9. *Applications :*

- 9.1 Certified copies of educational qualifications {GCE (O/L) & GCE (A/L)} must be attached with the application. Applications without copies of educational certificates will be rejected.
- 9.2 All applicants should pay a non-refundable examination fee of Rs. 500, (Rs. 700 for applications downloaded from the IET web site.) as per the details of 9.3 to any branch of People’s Bank.
- 9.3 The Pay-In-Slip needs to be duly perfected with the following:
  - (i) *Branch Code and Account No: 276-1-001-8-6351396.*
  - (ii) Credit Instruction: To the credit of National Apprentice & Industrial Training Authority collection account No. 276-1-001-8-6351396. *at People’s Bank, Katunayake.*
  - (iii) Name & the Address of the Applicant.
- 9.4 Applications & additional information can be obtained from IET web site (www.iet.edu.lk)
- 9.5 Application forms could be collected from the Registrar, Institute of Engineering Technology, Temple Road, Katunayake on payment of Rs.200 in cash, or by post by sending a money order for Rs.200 with a self-addressed stamped envelope (size 9”x4”) to “Registrar, Institute of Engineering Technology, Temple Road, Katunayake” up to 13th May 2016.

- The above Money Order should be drawn in favour of the Accountant, Institute of Engineering Technology, payable at Katunayake Post Office.
- ☎ (011-2252833 / 011-2252834 / 011-2254667)
- 9.6 Students, obtaining applications from IET website, have to pay Rs. 700 as the examination fee.
- 9.7 Duly filled application forms, should be sent under registered cover to reach the Director / Principal, Institute of Engineering Technology, Temple Road, Katunayake along with the Pay-In-Slip duly signed by an Authorized Officer of the Bank, on or before 27th May 2016. "Recruitment of Special Apprentices – 2016" should be mentioned in the left hand corner of the envelope. Late applications or applications forwarded by hand will not be accepted.
- 9.8 Those who have followed or are following Diploma or Degree level full time courses of studies in a Government Technical Institute or University are not eligible to apply.
- 9.9 Receipt of the applications will not be acknowledged.
- 9.10 Application forms also could be obtained from the following offices up to 27th May 2016 on payment of Rs.200 in cash.
- (i) National Apprentice & Industrial Training Authority, 971, Sri Jayewardenepura Mawatha, Welikada, Rajagiriya. ☎ (011-2888782-7)
  - (ii) Industrial Engineering Training Institute, 581, Galle Road, Katubedda, Moratuwa. ☎ (011-2647393/ 011-2643356)
  - (iii) Automobile Engineering Training Institute, 07, Denister De Silva Mawatha, Orugodawatta, Wellampitiya. ☎ (011-2572977 / 011-2532182)
  - (iv) National Apprentice & Industrial Training Authority, No. 10/4, Malwatta Road, Badulupitiya. Badulla. ☎ (055-2230644)
  - (v) National Apprentice & Industrial Training Authority, No:642, Vidyala Road, New Town, Ratnapura. ☎ (045-2228667)
  - (vi) National Apprentice & Industrial Training Authority, 27 A, Open University Road, Nupe, Matara. ☎ (041-2226958)
  - (vii) National Apprentice & Industrial Training Authority, No.108/2B, Thiwanka Bodhi Mawatha, Kandy. ☎ (081-2201918)
  - (viii) National Apprentice & Industrial Training Authority, Airport Road, Anuradhapura. ☎ (025-2223178)
  - (ix) National Apprentice & Industrial Training Authority, Negombo Road, Malkaduwwa, Kurunegala. ☎ (037-2223789)
  - (x) National Apprentice & Industrial Training Authority, Somasundaram Road, Chundikkuli, Jaffna. ☎ (021-2222383)
  - (xi) National Apprentice & Industrial Training Authority, No.06, G S Lane, Kalmunaikudi 13, Kalmunai. ☎ (067 – 2229357)
  - (xii) National Apprentice & Industrial Training Authority, No. 242, Havelock Road, Colombo 05. ☎ (011-2597671/011-2587258)
  - (xiii) National Apprentice and Industrial Training Authority, No. 326/2, Main Street, Kaluthara South ☎ (034-2224239)
  - (xiv) National Apprentice & Industrial Training Authority, No. 61/5, Minuwangoda Road, Gampaha. ☎ (033-2232874)
  - (xv) National Apprentice & Industrial Training Authority, Molawatta Medagama Road, Madampe. ☎ (032-2248250)
  - (xvi) National Apprentice & Industrial Training Authority, No. 103, Irrigation Place, New Town, Polonnaruwa. ☎ (027-2223023)
  - (xvii) National Apprentice & Industrial Training Authority, Kachcheri Complex, Monaragala. ☎ (055-2276504)
  - (xviii) National Apprentice & Industrial Training Authority No. 77/3, Hospital Lane, Nuwara Eliya. ☎ (052-2223702)
  - (xix) National Apprentice & Industrial Training Authority, No. 11, Temple Road, Mandandawala, Matale. ☎ (066-2223173)
  - (xx) National Apprentice & Industrial Training Authority, No. 440, Kandy Road, Meepitiya, Kegalle. ☎ (035-2223127)
  - (xxi) National Apprentice & Industrial Training Authority, No. 395, Wakwella Road, Julgaha, Galle. ☎ (091-2235628)
  - (xxii) National Apprentice & Industrial Training Authority, No. 34, Mihindu Mawatha, Tangalle. ☎ (047-2241512)
  - (xxiii) National Apprentice & Industrial Training Authority, Mankulam Road, Mulliyawalai, Mulathivu. ☎ (021-2061012)
  - (xxiv) National Apprentice & Industrial Training Authority, Kandy Road, Anandapuram, Kilinochchi. ☎ (021-2285615)
  - (xxv) National Apprentice & Industrial Training Authority, No. 103/7, Post Office Road, Trincomalee. ☎ (026-2226569)
  - (xxvi) National Apprentice & Industrial Training Authority, No. 16/1, New Kalmuni Road, Batticaloa. ☎ (065-2228130)

(xxvii) National Apprentice & Industrial Training Authority,  
No. 49/21, 1<sup>st</sup> Lane, Kovil Road, Kurumankadu,  
Vavuniya. ☎ (024-2224679)

(xxviii) National Apprentice & Industrial Training Authority,  
No. 952/1, Old Moor, Street, Nallayar Street, Mannar.  
☎ (023-2223404).

10. The Institute of Engineering Technology will not be responsible for any delay or loss of applications in the mail. Therefore, the candidates are requested to post their applications well ahead in time to avoid delays.

Chairman,  
National Apprentice & Industrial Training Authority,  
No. 971, Sri Jayewardenepura Mawatha,  
Welikada,  
Rajagiriya.

04-770

## MINISTRY OF NATIONAL POLICIES AND ECONOMICS AFFAIRS

### First Efficiency Bar Examination for Entrepreneurship Development Training Officers of the Small Enterprises Development Division of the Ministry of National Policies and Economic Affairs - 2015

AN examination for the first efficiency bar for the Entrepreneurship Development Training Officers of the Small Enterprises Development Division of the Ministry of National Policies and Economic Affairs will be held in Colombo by the Commissioner General of the Examinations on behalf of this Ministry. Applications are invited as per the following notification.

#### 02. Examination Procedure :

- (a) This examination consists of 03 question papers. The syllabuses relevant to each paper are as follows.
- (b) The total marks for each subject is 100 from subject number 01 to 03 and the minimum pass mark is 40 for each subject.
- (c) This examination will be conducted in both Sinhala and Tamil medium. Candidates are not allowed to change the medium applied for.
- (d) Candidates are required to obtain 30 marks out of 75 marks in the written test and 10 marks out of 25 marks in oral test for the subject of English.
- (e) Candidates may pass this examination appearing for the 03 subjects due for this examination at a single or several sittings. In the event that a candidate at a single sitting has failed only a single test, either the written

test or the oral test for the subject of English, he or she may apply only for the respective test so failed earlier, at the next sitting.

(f) *Examination Fee.*— The candidates appearing for the whole examination or a part of it for the first time need not to pay the examination fee. In the event that it is not for the first time, the examination fee will be charged as mentioned below :

For the whole examination	Rs. 500
Per Subject	Rs. 200

This examination fee should be paid in cash at any post or Post Office to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt received in the name of the candidate should be affixed by one margin in the relevant cage of the application. Money orders or stamps are not accepted as examination fee and under any ground the fee will not be refunded or transferred for any other examination.

03. Question papers and the syllabuses relevant to each paper :

First Question Paper (Time - 03 hours)

(I) Financial Regulations (Subject Number - 01)

- (i) Consolidated Fund.
- (ii) Units of Budget Classification.
- (iii) Recurrent Expenditure/Capital Expenditure.
- (iv) Virement Procedure.
- (v) Supervision by the Chief Accounting Officers.
- (vi) Accounting Officers and Accounting Officers of public revenue.
- (vii) Responsibilities of Chief Accounting Officers.
- (viii) Duties and Responsibilities of Accounting Officers on public revenue.
- (ix) Supervision and control by Treasury.
- (x) Executive powers of the Treasury as a Department.
- (xi) Internal Audit.
- (xii) Delegation of duties on financial control.
  - (a) Expenditure
  - (b) Revenue
- (xiii) Audit quarries.
- (xiv) Payment procedure.
- (xv) Board of Survey.
- (xvi) Procedures on supplies and obtaining services.

Second Question Paper (Time - 03 hours)

(II) Establishment Code and Office Procedure. (Subject Number - 02)

A question paper that examines the knowledge on chapter number I, II, III, IV, VI, VII, VIII, XII, XIV, XV, XXII, XXIV, XXV, XXVII of the part I and chapter

number XLVII of the part II of the Establishment Code and the Office Procedures and field organizing procedures.

Third Question Paper (Time - 03 hours)

(III) English - (Subject Number - 03)

- (a) Written Test
- (b) Oral Test

(1) Content :

Written examination (3 hours)

(a) Grammar : The following areas will be tested :-

- (i) The verb forms of all Principal Tenses of English e. g. : The Present Simple Tense, The Simple Past, The Present Perfect, etc.
- (ii) Nouns, Countable, Uncountable.
- (iii) Pronouns.
- (iv) Adjectives - Degrees of Comparison.
- (v) Adverbs of Frequency, Word order, phrases.
- (vi) Prepositions.
- (vii) Determiners.
- (viii) Question Words.
- (ix) Model Auxiliaries, can, Could, May, Might, Should, Must, Ought.
- (x) The Definite Article.
- (xi) Cardinals/Ordinals.
- (xii) The Passive Construction.
- (xiii) Relative Clauses.
- (xiv) If Clauses.
- (xv) Reported Speech.
- (xvi) There is/There are
- (xvii) Have/Has

(b) Vocabulary tested will be that of General Modern English with special emphasis on the following field of Management, Administration and Social and Economic Development.

(c) Writing - Ability to write essays, Department Reports, official letters.

Oral Examination (15 minutes)

- (a) Speech
- (b) Listening Comprehension
- (c) Reading

(2) Scheme of Examination :

- 1. Written examination - There will be one paper of 3 hrs duration. (75% Marks)
- 2. Oral Examination - 15 Minutes duration (25% Marks)

04. Method of Application :

(a) The application should be prepared as per specimen application given at the end of this notification in an A4 size paper using both sides of the paper in such a manner that Heading Numbers (1) to (3) appear on the first page and the rest on the second page. The relevant information should be filled accurately in his/her own handwriting. Applications that do not comply with the specimen and that have not been filled properly will be rejected without notice. It would be advisable to keep a photocopy of the application with the candidate. The perfected applications that do not comply with the specimen application given in the notice will be rejected. Please indicate the title of the examination as appeared in the specimen, in English as well on both Sinhala and Tamil Application forms.

(b) The duly filled applications should be sent under registered post to reach the following address before 20.05.2016.

Commissioner General of Examinations,  
Department of Examinations,  
(Organization and Foreign Examination Branch),  
P. O. Box 1503,  
Colombo.

(c) The name of the examination "First Efficiency Bar Examination for Entrepreneurship Development Training Officers 2015" should be clearly indicated on the top left hand corner of the envelope containing the application. Applications that receive after the closing date will not be accepted. Keeping a photocopy of the application will be useful.

(d) A notice will be published in the newspapers by the Department of Examinations - Sri Lanka immediately after the admissions are issued. In the event the admissions is not received at least 5 days before the scheduled date of the examination mentioned in the notice, such a candidate shall inform the Organization and Foreign Examination Branch of the Department of Examinations - Sri Lanka as mentioned in the notice. When inquiring, the name of the examination applied for, the full name of the candidate, NIC and the address of the candidate shall be indicated accurately. In the event the candidate is a resident outside of Colombo, it is advisable to send a letter of request containing the afore-mentioned information to the fax number given in the notice along with a fax number to which a photocopy of the admission could be sent to the candidate soon. When inquiring so, it would be advisable to keep ready the copy of the application, copy of the receipt relevant to payment if making payment of examination fee is applicable and the receipt of registration of application to confirm any details inquired by the Department of Examination.

05. *Sitting for the Examination :*

SPECIMEN APPLICATION FORM

(a) The Commissioner General of Examinations will issue admissions to the candidates who have sent duly perfected applications along with the receipt of payment of due examination fee, where payment of examination fee is relevant, paid on or before the closing date of the applications mentioned in the notice, accurately stating the medium in which the candidate sits for the examination, the signature of the candidate and the Certificate of the Head of the Department. Candidates should sit for the examinations at the examination center assigned to them. Candidates should get their signature on the admission card attested in advance and produce to the supervisor of the examination hall. Candidates who fail to produce the admission will not be permitted to sit for the examination. The rules to be abided by the candidates are given in this *Gazette* notification.

*Note.*— Issuing of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examinations with regard to the conducting of this examination. Candidates will be subjected to punishment imposed by the Commissioner General of Examinations in the event of violation of these rules and regulations.

(b) *Identity of the Candidates.*— Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they appear for. In this respect any one of the following documents will be accepted :

(i) National Identity Card issued by the Department of Registration of Persons,

(ii) Valid Passport.

06. The Secretary of the Ministry of National Policies and Economic Affairs reserves the right to make a decision on any matter not covered by this notification.

M. I. M. RAFAEEK,  
Secretary.

Ministry of National Policies and Economic Affairs,  
"Miloda" (Old Times Building),  
First Floor, Bristol Street,  
Colombo 01,  
22nd April, 2016.

(For office use only)

FIRST EFFICIENCY BAR EXAMINATION FOR ENTREPRENEURSHIP  
DEVELOPMENT TRAINING OFFICERS OF THE SMALL ENTERPRISES  
DEVELOPMENT DIVISION OF THE MINISTRY OF NATIONAL POLICIES AND  
ECONOMIC AFFAIRS - 2015

Medium in which you sit  
for the examination :

Sinhala - 2/Tamil - 3 (Indicate the relevant number in the cage)

01. Name :

1.1 Name in full :\_\_\_\_\_.

(In English block capital letters)

*Example :* HERATH MUDIYANSELAGE SAMAN  
KUMARA GUNAWARDHANA

1.2 Last Name with initials at the end of the name :\_\_\_\_\_.

(In English block capital letters)

(E. g. – GUNAWARDHANA, H. M. S. K.)

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

1.4 National Identity Card No. :

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02. 2.1 Official Address :\_\_\_\_\_.

(In English block capital letters)

(Admission card will be posted to this address)

2.2 Permanent Address :\_\_\_\_\_.

(In Sinhala/In Tamil)

2.3 Sex :

(Female - 1, Male - 0)

(Indicate the relevant number in the cage)

03 Subjects appearing in the Examination :

1. .... Subject Number

2. .... Subject Number

3. .... Subject Number

04. The relevant attempt number :\_\_\_\_\_.

05. Examination fee :

(i) Amount paid : Rs. :\_\_\_\_\_.

(ii) Name of the office the fee has been paid to :\_\_\_\_\_.

(iii) Date of payment :\_\_\_\_\_.

(iv) Receipt Number :\_\_\_\_\_.

If you have paid the examination fee, according to paragraph No. 02(f) of the *Gazette* notification, the receipt should be affixed here. It will be advisable to keep a photocopy of the receipt with you.

I declare that the above information is accurate. Further, I shall agree to abide by the rules and regulations imposed by the Commissioner General of the Examination on conducting the examination.

\_\_\_\_\_,  
Signature of the candidate.

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

*Certificate of the Head of the Department :*

I hereby certify that Mr./Mrs./Miss ..... who submits this application, placed his/her signature in my presence, the particulars furnished by him/her are accurate and he/she is qualified to sit for the relevant Efficiency Bar Examination. Further, I certify that he/she is sitting for this examination for the first time/paid the examination fee and affixed the relevant receipt.

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

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

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

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

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

(To be certified by placing the Official Stamp)

04-846

**OPEN COMPETITIVE EXAMINATION FOR  
RECRUITMENT OF ASSISTANT DIRECTORS  
(GRADE III EXECUTIVE SERVICE) FOR  
THE DEPARTMENT OF COMMERCE UNDER  
THE MINISTRY OF INDUSTRY AND  
COMMERCE - 2016**

APPLICATIONS are hereby invited from the candidates who have the necessary qualifications stipulated in this notice for the post of Assistant Director of Commerce (11 vacancies) in the Department of Commerce coming under the purview of Ministry of Industry and Commerce.

The applications prepared as per the specimen application form given at the end of this notice should be sent under registered post to reach "The Commissioner General of Examinations, Organizations and Foreign examinations Branch, Department of Examination of Sri Lanka, P. O. Box 1503, Colombo" on or before the date mentioned below. On the top left hand corner of the envelope containing the application "Open Competitive Examination for Recruitment of Assistant Directors Grade III of Executive Service for the Department of Commerce" should be mentioned.

(a) Closing date of application is 20.05.2016.

*Note :* The complaints made on the loss or delay of application and other connected letters in the post will not be considered. The damages caused due to delay in the part of applicant until the closing date shall be borne by the applicants.

01. *Recruitment Procedure.*— Candidates who satisfy the prescribed qualifications will be selected in order of merit on the results of the written examination and an interview by the Public Service Commission.

02. *Terms of Engagement :*

- (i) This post is permanent. You will be subjected to the pension scheme approved by the Government of Sri Lanka in the future.
- (ii) The officers are subjected to 3 years of probationary period and the first efficiency bar examination should be passed within the 3 years of probationary period.
- (iii) Prescribed official language proficiency shall be obtained within 5 years of joining the service as per Public Administration Circular 01/2014. The officers who join the service in a language other than the official languages should obtain proficiency in one language of the official languages within 3 years and the other within 6 years.
- (iv) This appointment will be subjected to procedural rules issued by the Public Service Commission, provisions of the Establishment Code of Democratic Socialist Republic of Sri Lanka and financial ; regulations of the government and other departmental orders.
- (v) The officers may be appointed to serve abroad from time to time and will be entitled to receive an allowance approved by the government on such occasions.

03. *Salary Scale.*— The monthly salary scale entitled to this post is as per the Public Administration Circular No. 03/2016-SL-1-2016, Rs. 47,615 -10x1,335 -8x 1,630 - 17x2,170 - Rs. 110,895 and the salary will be paid as per the instructions given therein.

04. 4.1 *Educational Qualifications :*

- (i) A first class or second class (Hons.) special degree in Economics, Commerce, Business Administration, Marketing, Statistics, Accountancy, Public Administration or Management obtained from a university recognized by the University Grant Commission or from an institution recognized by the University Grant Commission as an institution for as awarding degrees.
- (ii) A first class or second class general degree with Economics or Commerce obtained from a university recognized by the University Grant Commission or from an institution recognized by

the University Grant Commission as an institution for awarding degrees.

- (iii) A degree in law obtained from a university recognized by the University Grant Commission or from an institution recognized by the University Grant Commission as an institution for awarding degrees.

4.2 *Professional Qualification :*

Candidates who fulfill the educational qualifications stipulated in 4.1. iii above should have sworn in as an Attorney-at-law in the Supreme Court (of Sri Lanka).

4.3 *Professional Experience :*

Candidates who fulfill the educational qualifications stipulated in 4.1. iii above should have a minimum of 3 years service as a practicing lawyer in the field of Commerce or International Trade Law.

05. *Age limit.*– Should not be less than 21 and not more than 35 years of age on the closing date of applications. (Accordingly candidates who have the date of birth on or after 20.05.1981 and on or before 20.05.1995 are only eligible to apply).

06. *Physical suitability.*– All candidates should be physically and mentally fit to serve in any part of the island and any country abroad.

07. *Other :*

- (i) Should be a citizen of Sri Lanka,
- (ii) Should be of good character.
- (iii) Should have fulfilled all the required qualification for the post on the closing date of application.

08. *Written Examination :*

- (i) Will be held in Colombo in July 2016 by the Commissioner General of Examination for Public Service Commission.
- (ii) Examination will be held in Sinhala, Tamil and English mediums,
- (iii) Candidates will be allowed to sit for the examination in any one of the languages mentioned above and should answer all the question papers in the same language so selected. The medium of language applied for will not be allowed to change subsequently.
- (iv) Written examination will consist of following papers :

Subject No.	Subject	Duration	Marks	Minimum Pass Marks
01	Intelligence Test	01 hour	100	40%
02	General Paper (Commerce and Economics)	02 hours	100	40%
03	English	02 hours	100	40%
04	Essay and Summary	02 hours	100	40%

8.1 *Syllabus of Written Examination :*

- (a) *Intelligence Test :*  
Consists of multiple questions to determine the candidate's ability of logical reasoning, analytical thinking and decision, making.
- (b) *General Paper (Commerce and Economics) :*  
Consists of questions to examine the candidate's knowledge on commercial and economic background of Sri Lanka and overseas.
- (c) *English :*  
Consists of questions to determine the candidate's knowledge in grammar, vocabulary and comprehension of English language. Candidates must answer all the questions.
- (d) *Essay and Summary :*  
Should write essay/essays on one or several given subjects. Subjects are selected which are not related to the field of study but to examine candidate's ability of expression, imagination, thinking capacity, general knowledge and language skills.  
Comprehension is meant to examine the candidate's ability to understand the meaning of the given passage and express it clearly in a summarize form.

8.2 *Interview :*

- (i) An equivalent number of candidates to the number of vacancies will be called for the interview in order of merit from candidates who have obtained more than 40% marks for all subjects.
- (ii) The interview board appointed by the Public Service Commission will examine the basic qualifications and certificates of the candidates.

8.3 *Release of results.*– A list of names of the qualified candidates selected equivalent to the number of vacancies (as mentioned in the notice) in accordance with the paragraph 8.2. I will be given to the Secretary of the Public Service Commission. Results will be issued by post to all the candidates who have sat for the exam or will be released on [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

09. *Procedure of application :*

- (i) The examination will be held in all three languages : Sinhala, Tamil and English. Candidates will be able to sit for the examination in any one language and should appear for all subjects only in the language selected by him/her. The medium of language applied for will not be allowed to change under any circumstances. Candidates must sit for all four papers.

- (ii) The examination fee is Rs. 1,000. The receipt obtained by paying the above examination fee to the credit of the revenue head 2003-02-13 of the Commissioner General of Examination at any Post Office of the Island should be properly affixed in the relevant space provided in the application form. Keeping a photocopy of the receipt will be useful.

**Note :** The examination fees once paid will not be fully or partially refunded under any circumstances or for reasons such as withdrawing the application declining in sitting for the examination or having found disqualified after sitting for the examination.

- (iii) The examination will be held in Colombo and the date of examination will be notified later.
- (iv) All incomplete applications will be rejected without any notification to the applicant.

**Note :** Issuance of an admission card to a candidate should not be considered as an acceptance that he or she has fulfilled the required qualifications to sit for the examination.

- (v) Application should be prepared in accordance with the specimen using "A4 sheets and section 01 to 08 in the first page and the remaining sections in the second and third pages". All entries in the application have to be made in the applicant's own clear hand writing. Name of the examination in the heading should be written additionally in English language in the case of Sinhala and Tamil medium applications.

All applications which do not comply with the specimen application and all incomplete applications will be rejected without any notification to the applicant. Keeping a photocopy of the application will be useful.

- (vi) Any application which is not complete in every aspect is liable to be rejected. No complaint than an application has been lost or delayed in post will be considered.
- (vii) Application should be prepared in the medium of language which the applicant intends to sit for the examination.
- (viii) Completed applications should be forwarded by registered post to reach the Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examination of Sri Lanka, P. O. Box 1503, Colombo on or before 20th of May 2016. Applications received after the closing date will not be accepted. The words "Open Competitive Examination for Recruitment of Assistant Directors Grade III (Executive Service)

for the Department of Commerce" should be clearly indicated on the top left hand corner of the envelope enclosing the application.

- (ix) Receipt of application will not be acknowledged. A newspaper advertisement will be published by the Department of Examination as soon as admission cards have been issued. It is advisable for applicants to be on alert of such advertisements.
- (x) The Commissioner General will issue admission cards on the assumption of that the applicants have fulfilled all the requirement specified in the notice, the prescribed fee has been duly paid and the certification/attesting of the application has been done correctly.

A newspaper advertisement will be published by the Department of Examination as soon as the admission cards have been issued. Candidates who do not receive their admission cards at least 05 days before the date of the examination mentioned in the advertisement should, without delay inquire from the Organizations and Foreign Examinations Branch of the Department of Examination, Sri Lanka, Name of the examination, Full name of the applicant, National Identity Card Number, Address should be mentioned when an inquiry is made. If such applicant lives outside Colombo, it is advisable to send a fax to the Fax number mentioned in the advertisement submitting a letter including above details and a fax number of the applicant, in order to receive admission card immediately as possible. Keeping a photocopy of the copy of the completed application and the receipt obtained from the registered post will be useful for such situations.

- (xi) The Commissioner General of Examinations, reserves the rights to postpone or cancel the examination with the approval of the Public Service Commission.
- (xii) The candidate who sits for the examination should produce the attested admission card to the supervisor in the prescribed examination hall. Any candidate who fails to produce the admission card will not be allowed to sit for the examination.

All candidates should be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules.

- (xiii) A candidates must sit the examination only at the assigned examination hall. Every candidate must get his/her admission card duly attested and surrender



it to the supervisor of the hall on the first day s/he presents himself/herself for the examination. A set of rules to be observed by all candidates is published in the *Gazette*.

**Note** : Issuance of an admission card to a candidate should not be considered as an acceptance that he or she has fulfilled the required qualifications to sit for the examination.

(xiv) *Identity of a candidate*. – The candidate should prove his/her identity to the satisfaction of the supervisor on each subject he/she sits for. Either of the following documents will be accepted.

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

(b) Valid passport.

*Special note* :

(a) Any document or a copy of the document should not be attached to the application ;

(b) Applications of those candidates who fail to furnish documents when required, will not be considered.

The candidates who are already in public service should forward their application forms through the respective Head of the Department and the signature in the admission card should be attested by the respective Head of the Department. In the case of other candidates' signature in the application form should have been attested by a Principal of a Government School, a Justice of the Peace, Commissioner for Oaths, Notary Public, Commissioned Officer in the armed forces, an officer holding a *Gazetted* post in the Police Service or an Officer holding a permanent post in the Public Service whose annual salary is Rs. 240,360 or above.

10. This post shall be subjected to procedural rules issued by the Public Service Commission Circular and other provisions issued by the government from time to time in relation to the Public Service and the conditions stipulated in the relevant scheme of recruitment of the Grade III Executive Service and any amendments subsequently make.

11. If any incorrect any information in the application is found before the appointment, his/her candidature will be liable for cancellation. If such information is found after the appointment will render the applicant liable to cancellation/dismissal from the service.

12. Decisions will be taken by the Public Service Commission regarding any matter not mentioned in this notice. The final decisions in filling all the vacancies or part of the vacancies rest with the Public Service Commission.

13. This notification is published in Sinhala, Tamil and English and if there is any discrepancy among these texts, the notice published in Sinhala is considered as correct.

On the order of Public Service Commission,

T. M. K. B. TENNEKON,  
Secretary,  
Ministry of Industry and Commerce.

No. 73/1, Galle Road,  
Colombo 03,  
On 30th March, 2016.

*Annexure I*

### Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR  
RECRUITMENT OF ASSISTANT DIRECTORS FOR THE  
DEPARTMENT OF COMMERCE UNDER THE MINISTRY  
OF INDUSTRY AND COMMERCE - 2016

(For office use only)

Medium of examination :  
(Sinhala - 2, Tamil - 3, English - 4)  
(Write the relevant number in the cage)

(The phrase "Application for the Post of Assistant Director of Commerce in the Department of Commerce" should be clearly indicated on the top left hand corner of the envelope enclosing the application)

01. (i) Full Name (In English block letters) : \_\_\_\_\_.  
(Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- (ii) Surname with initials (in block letters) : \_\_\_\_\_.  
(Eg. : GUNAWARDHANA, H. M. S. K.)
- (iii) Full name (in Sinhala/Tamil) : \_\_\_\_\_.

02. Postal Address and the Telephone No. (In English Block Letters) : \_\_\_\_\_.  
(Admission will be sent to this address)

03. Sex :   
(Male - 0, Female - 1)  
(Write the relevant number in the cage)

04. National Identity Card Number :

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05. Resident District : \_\_\_\_\_.

06. Whether married ? Unmarried ? Widow/Widower ? : \_\_\_\_\_.

07. Date and place of birth :

Year :     Month :   Date :

- (i) Place of birth : \_\_\_\_\_.
- (ii) Age as per *Gazette* Notification : \_\_\_\_\_.

Year :     Month :   Date :

08. Ethnicity : Sinhala - 1  
 Sri Lanka Tamil - 2  
 Indian Tamil - 3  
 Muslim - 4   
 Burgher - 5  
 Malay - 6  
 Other - 7  
 (Write the relevant number in the cage)

09. Education Qualifications : \_\_\_\_\_.

(Mention the details of all degrees, merit passes, professional and vocational qualifications obtained, date of obtaining such qualifications, if a class has been obtained, details on them, the subject offered and the names of institutions)

Examination/Degree	Year	Subject
(b) Exam passed with a credit pass :		
(1) Sinhala	(2) Tamil	(3) English

10. Academies, School and other institutions attended after 12 years of age :

Academy or School	From	To
(1)		
(2)		
(3)		
(4)		
(5)		

Professional Education :

Institute	From	To
(1)		
(2)		
(3)		
(4)		
(5)		

11. Details on outstanding achievements in sports and details of responsible posts held by you in such fields of sports : \_\_\_\_\_.

12. (a) Have you released form indebtedness ? If you have indebted, for how much ? : \_\_\_\_\_.

- (b) Are you a convict for a criminal offense in the court ? If so, mention all the details with dates number of the case : \_\_\_\_\_.

13. Mention the present employment and previous employments (Date of assuming duties, date of termination from the service and last drawn annual salary) :-

Designation	From	To	Annual Salary Rs.
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			

14. Special Qualifications : \_\_\_\_\_.

(Do you have special qualifications and/or experience mentioned in the *Gazette* Notification ? If so, indicate entire details on them including the dates. Please see the *Gazette* Notification for any special qualification specified) : \_\_\_\_\_.

15. If any other information : \_\_\_\_\_.

16. (Attach the original receipt receipt by pasting it from an edge here) :

No. of the receipt : \_\_\_\_\_.

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

Divisional Secretariat : \_\_\_\_\_.

17. I do hereby certify that the particulars provided by me in this application form are true and correct. Further, I am fully aware that if any information provided herein is found to be false or incorrect prior to my selection for the post, I am liable to be disqualified and if it is found after the selection, I am liable to be dismissed from the service without paying any compensation. I am also aware that I will be subject to all the rules and regulations stipulated by the Commissioner General of Examinations with regard to conducting the examination and issuance of results.

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

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

18. Attestation of signature of the applicant I attest that I know the applicant Mr./Mrs./Ms. .... and s/he has signed before me on ..... and the required examination fee has been paid and the receipt of the bill is attached herewith.

\_\_\_\_\_,  
Signature of the Attester.

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

Name of the Attester : \_\_\_\_\_.

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

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

(Official stamp of the Attester)

If the applicant serves in the government service, report of the Head of the Department on the applicant :

I do hereby certify that the particulars given in paragraph 13 above are correct/should be amended as follows, the applicant has paid the relevant examination fees and pasted the receipt and his/her work and conduct is ..... He/She can be released. Cannot be released from his/her present position.

\_\_\_\_\_,  
Signature of the Head of the  
Department/Institution.

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

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

04-903