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The Gazette of the Democratic Socialist Republic of Sri Lanka

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PART I : SECTION (IIA) — ADVERTISING

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

PAGE				PAGE		
Posts - Vacant	—	Examinations, Results of Examinations &c.	...	1333

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

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

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

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication e.g., Notices for publication in the weekly *Gazette* of 24th November, 2006 should reach the Government Press on or before 12 noon on 10th November, 2006.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2006.

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examinations, Results of Examinations &c.

EFFICIENCY BAR EXAMINATION AND THE WRITTEN TEST ON COMPUTER SKILLS FOR OFFICERS IN CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2006 (I)

IT is hereby notified that an efficiency bar examination and a written test on computer skills for officers in class III of the Public Management Assistants' Service will be held by the Commissioner-General of Examination as per the provisions of the relevant approved service minutes in the month of February, 2007.

2.0 Information on the eligibility of the candidates are furnished in Section Nos. 5 and 9 of the Public Management Assistants' Service Minute published in the *Government Gazette* No. 1372/23 of 24.12.2004. Any officer who had been appointed to a post in the Combined Services before 01.01.2004 should have been confirmed in his/her post as per the relevant service minute after fulfilling the requisite relevant to that service. Provisions of Public Management Assistants' Service Minute will apply totally for an officer who has assumed duties in a post after 01.01.2004.

3.0 This examination for officers in Class III of Public Management Assistants' Service will be held in Colombo, Galle, Kandy, Jaffna, Batticaloa, Matara, Kurunegala, Rathnapura, Badulla, and Anuradhapura. The relevant towns and town numbers are given below.

Town	Town No.
Colombo	01
Galle	02
Kandy	03
Jaffna	04
Batticaloa	05
Matara	06
Kurunegala	07
Rathnapura	08
Badulla	09
Anuradhapura	10

A centre without sufficient number of candidates will be cancelled.

- 4.0 (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him.
- (ii) The rules and regulations for candidates have been separately printed in the Gazette Notification. Candidates will be subject to any punishment imposed by the Commissioner General Examination for violation of these rules and regulations.

5.0 The application for this examination should be in the form of specimen appended to this notification. Applicants should prepare the applications themselves according to the specimen. Applications prepared thus should be sent by the registered post through the respective Heads of Departments to reach the Commissioner-General of Examinations, Organizations and Foreign Examinations Branch, Department of Examination, Pelawatte, Battaramulla on or before 18th December, 2006. The name of the Examination should be indicated in the top left hand corner of the envelop of the application. Applications received after the closing date will be rejected.

6.0 *Identity of the Candidates* :- Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, one of the following documents should be submitted to the supervisor.

- (i) National Identity Card issued by the Department of Registration of Persons.
- (ii) A valid Passport.

The candidature of those who fail to produce any of the above mentioned documents may be cancelled at the discretion of the Commissioner General of Examinations.

7.0 *Applications* - Applications should be prepared in a paper of A4 size in such a manner that para Nos. 1.0 to 8.0 appear on the first page. The application could be typewritten but should be filled in correctly and legibly by candidates own handwriting.

The candidates appearing for the examination for the 1st time need not pay examination fees. However, stamps to the value of Rs. 90 for the whole examination and stamps to the value of Rs. 50 for a single subject should be affixed for subsequent sittings. The stamps should be duly cancelled by placing signature of the candidate and the date. Under any circumstances, the fees will not be refunded or transferred in respect of any other examination.

8.0 The Commissioner-General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. If a candidate has not received his/her admission card at least seven days before the day of examination, he/she should, without delay, inform the Commissioner-General of Examinations, Department of Examinations, Organizations and Foreign Examination Branch, Pelawatte, Battaramulla. (Telegraphic address "Exams": Battaramulla) about the non-receipt of admission card along the with following information.

(i) Name of the Examination

(ii) Full name of the candidate

(iii) Full postal address

(iv) Post office, registration number and the date of dispatch.

9.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations to enable them to appear for the examination. No traveling expenses will be paid.

10.0 The officers may sit for this examinations either in the language medium in which they sat for the entry examinations to the service or in one of the official languages. Candidates who entered the service without a competitive examination may sit for the examination in their medium of education or in one of the official languages.

11.0 Officers may appear separately for each subject at different occasions at their discretion. However they should score at least 40% of the total marks for each subject, for a pass.

12.0 Commissioner-General of Examination will release the results of the examination to the Director General of Combined Services, and names of the successful candidates will be published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka.

13.0 *Examination Procedure* - Candidates should sit for a written examination which will consist of the following subjects.

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>
(i) Office systems	100	01 Hr.	01
(ii) Accounting System	100	01 Hr.	02
(iii) Computer Test	100	1 1/2 Hr.	03

13.1 *Office Systems.*—

Basic knowledge in office systems adopted in government offices and the ability of practical application of the knowledge will be tested. Further, the candidates ability of understanding official correspondence, ability of indicating observations/ ideas precisely and clearly and the skill of drafting letters as per the instructions given will be tested.

13.2 *Accounting Systems.*—

Candidates knowledge in and understanding for basic accounting procedure adopted in government office and the purposes of books and records on financial control will be tested.

13.3 *Test on Computer Skills.*—

Objective of this test is to verify the candidates' skills on the following.

Basic concepts of Information Technology
Windows Operating Systems
File Management

World Processing

Basic skills, Screen Familiarization, Editing Text
Aligning Text, Fonts and Attributes, Indenting
Paragraphs, change of Line Spacing
Tab Settings, Finding and replacing text, Spelling and
Grammar Thesaurus
Working with columns, Page setup
Printing documents, Creating Tables, Sorting Text
File Management
Mail Merging
Working with macros

Spreadsheets

Basic Skills
Formatting
Editing
Columns and ranges, Insertion and Deletion
Sorting data
Creating Charts
Printing
@function
Working with Macros, File Management

Databases

Introduction, Basic Skills
Databases - Creation and application
Forms
Linked forms, Popup forms, Dialog and message boxes
Queries
Sorting
Reports
Working with macros

Presentations/Graphics

Basic Skills, editing, formatting
Applying Designs, Inserting images, clip art and graphs
Slide Transition and effects, Animations
using Presentation tools, Preparing Masters, Printing slides
and notes

<i>Serial No.</i>	<i>Subject</i>	<i>Subject No.</i>
1.		
2.		
3.		

9.0 9.1 Are you sitting the examination for the first time ? :_____.

9.2 If not, value of the stamps affixed :_____.

9.3 Stamp Cage :

Please affix Stamps to the value of Rs. 90 for whole Examination and Rs. 50 for only one subject.

(ii) The Officer* has/has not appeared for the examination previously ;

(iii) The Officer has appeared for the examination previously and*he/she has affixed stamps to the correct value ;

(iv) He/She is eligible to appear for this examination.

*(Delete inapplicable words).

.....
Signature and official stamp of
the Head of the Department.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

N.B. —Candidates should affix stamps to the correct value and cancel them by placing his/her signature and date on them. Stamps should not overlap when affixed.

I declare that the information furnished above are correct and that I am eligible sit for the examination in the language medium mentioned above. The stamps affixed are valid and are to the value of Rs..... I agree to abide by the rules and regulations of this examination.

Signature of Applicant.

Date : _____.

Note:— Candidate should place his/her signature in the presence of his/her respective Department Head or an officer assigned to sign on behalf of Department Head.

Attestation of Signature

I certify that Mr./Mrs/Miss.....who is an employee of my work station and who is personally known to me placed his/her signature in my presence on.....

.....
Signature and official stamp
of the person attesting.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

Certificate of the Head of the Department

I certify that,

- (i) The information furnished above were verified and ;

Appendix I

The document of computer certificates issued by institutions recognized by Tertiary Education and Vocational Education Commission.:

Serial No.	Name of Institute	Address of Institute	Course
01.	A.C.T. Studies	No. D768/3, Pandukabahaya Mawatha, Ampara	Diploma in Information and Communication Technology
02.	Bureau of Information Technology	Sky Line Building, 50-52, Colombo Road, Chilaw	Diploma in Information and Communication Technology
03.	Don Bosco Technical Centre	Ettukala, Negombo	Diploma in Computer Science
04.	Technical Education Institute	No. 4, Sri Dhamma Mawatha, Colombo 10	Diploma in Information and Communication Technology
05.	Technology of Computer College of Sri Lanka	No. 9, Wilmate Balasooriya Mawatha, Nupe, Matara	Diploma in Computer Science
06.	Special Vocational Training Centre (Computer)	Vocational Training, Authority of Sri Lanka, Fort, Matara	Diploma in System Design Programming

Serial No.	Name of Institute	Address of Institute	Course	Serial No.	Name of Institute	Address of Institute	Course
07.	Le Echole Computer Systems (Pvt.) Ltd.	No. 225, Negombo Road, Kandana	Diploma in Computer Operation and Application	15.	IDM Computer Studies (Pvt.) Ltd.	No. 114A, Janappriya Mawatha, Panadura	Diploma in Computer Studies
08.	Open Arc Computer Science School Ltd.	No. 377B, High Level Road, Nugegoda	Diploma in Computer Science	16.	IDM Computer Studies (Pvt.) Ltd.	No. 148, Grins Road, Negombo	Diploma in Computer Studies
09.	Brightway Institute (Pvt.) Ltd.	No. 174/1, Kandy Road, Kiribathgoda	Diploma in Computer Operation and Applications	17.	IDM Computer Studies (Pvt.) Ltd.	Wakwella Road, Galle	Diploma in Computer Studies
10.	SLIATE Sri Lanka Institute of Advance Technical Education	No. 98, Labuduwa, Akmeemana	Higher National Diploma in Technology	18.	Cholankanda Youth Training Centre	Udahathenna, Gampola	Diploma in Computer Studies
11.	IDM Computer Studies (Pvt.) Ltd.	No. 5, Visaka Road, Colombo 04	Diploma in Computer Studies	19.	IDM Computer Studies (Pvt.) Ltd.	No. 136, Main Street, Anuradhapura	Diploma in Computer Studies
12.	IDM Computer Studies (Pvt.) Ltd.	No. 5B, Hakmana Road, Matara	Diploma in Computer Science	20.	IDM Computer Studies (Pvt.) Ltd.	No. 168/1, Puttalam Road, Kurunegala	Diploma in Computer Studies
13.	Yowun Sewana Centre	National Youth Services, Council Monaragala	Diploma in Information Technology				
14.	IDM Computer Studies (Pvt.) Ltd.	No. 725, Peradeniya Road, Kandy	Diploma in Computer Studies				

11-451

PUBLIC SERVICE COMMISSION

SRI LANKA CUSTOMS DEPARTMENT

RECRUITMENT TO POSTS OF ASSISTANT SUPERINTENDENT OF CUSTOMS, CLASS II

THE Open Competitive Examination for recruitment to Posts of Assistant Superintendent of Customs, Class II of the Sri Lanka Customs Department will be held only in Colombo by the Commissioner General of Examinations in about March, 2007. The date of the examination will be notified in due course through the newspapers. The Public Service Commission reserves the right of postponing or cancelling this examination.

Applications are invited for these posts from both sexes possessing the qualifications given below :

02. Eligibility :- (i) Every candidate must furnish satisfactory proof to the fact that he/she-

- (a) is a citizen of Sri Lanka ;
- (b) is of excellent moral character ;
- (c) is not less than 22 years and not more than 30 years of age on the date of closing of applications ;
- (d) Age limit does not apply for those holding Permanent posts in Public Service.

(ii) *Physical Requirements* .- In the case of males, their height should not be less than 5 feet 5 inches and chest not less than 33 inches (when expanded).

In the case of females their height should not be less than 5 feet 3 inches.

(iii) *Educational Qualifications*. - The candidates must possess the following educational qualifications:-

- (a) A Degree obtained from a recognized University; and
- (b) A Credit Pass in English Language obtained at the Sri Lanka General Certificate of Education (Ordinary Level)/National Certificate of General Education or similar qualification in a higher examination.

Note:- No person pending results of a degree examination will be eligible to sit this examination. However, a person who has passed a degree of a recognized University may be permitted to sit this examination, when an official letter obtained from the Registrar of the University is produced to the effect, that he/she has passed the degree examination.

03. *Conditions of Service* .-(i) *Salary* - The Consolidated annual salary scale attached to the post is as follows:-

Rs. 189,420-3,480x10-3,480 x 8 - 252,060. (Public Administration circular No. 6/2006, M. N. 5).

- (ii) The post is permanent; Oppointees are eligible for a contributory pension under the Contributory Pension Scheme, where appointee contributes 8% of the monthly salary earned while the Government contributes 12%.

Appointees who held a pensionable post before 01.01.2003 entitle for a pension under the Pension Minute, and should contribute to the Widows' and Orphans/Widowers and Orphans' Pension Scheme.

- (iii) Successful candidates will be appointed subject to a probationary period of three years with effect from the date of appointment.
- (iv) The appointees must undergo a medical examination held by a Government Medical Officer to test whether they are physically fit to serve in any part of the

island.

- (v) The appointees are bound to serve day and night on any part of the island.

- (vi) The attention is invited to the General Conditions applicable to the posts in Public Service which have been published at the beginning of Part I: Section (IIA) of the *Government Gazette notification*.

04. *Scheme of Examination*.— The Scheme of Examination for recruitment is as follows :-

	<i>Marks</i>
(01) Aptitude Test (01hour)	100
(02) English Language (01 1/2 hours)	100
Total	<u>200</u>

Aptitude Paper - This paper will consist of questions to test the language skills, the ability in methamatical and logical reasoning.

English Language Paper - It is prepared to test the reading, writing, comprehension and communication skills of the candidates.

Note:— (i) This examination will be conducted in all the three media Sinhala, Tamil and English. Candidates should sit this examination in the same language medium in which they passed the qualifying examination referred to in paragraph 02 (iii) of the this notification (*i. e.* Sinhala or Tamil or English). However, a candidate who has passed the qualifying examination sitting it in Tamil or English medium or a candidate who was educated in Tamil or English medium may answer in Sinhala Medium at the Examination if he desires.

- (ii) Marks will be deducted for bad handwriting and wrong spelling. Candidates whose handwriting is illegible are liable to be disqualified.

- (iii) Admission cards of the examination will be sent to the eligible candidates by the Commissioner General of Examinations. But the receipt of an admission card must not be treated as a fulfillment of qualifications to sit the examination.

- (iv) *Evaluation* : Marks of 40% or above for each question paper will be totaled and such candidates will be called for the interview on the descending order of totals according to the prevailing number of vacancies. No marks will be awarded at the interview, and considered only the marks obtained at the written examination.

05. *Basis of selection*- Candidates who are successful at the written examination and the interview will be selected for

conferment of appointments. Not more than 10% of the vacancies will be reserved for female candidates.

06. It is compulsory for every candidate that, he/she should have fulfilled all the requirements prior to the date of closing applications for the examination.

07. *Method of application:-*

- (i) A specimen form of the application has been given at the end of this notification. Candidates should prepare their application forms themselves in the medium on which they intend to sit the examination conforming to the specimen form referred to above and fill them in their own handwriting. Every cage of the application must be filled by the candidates as instructed and if there are cages not applicable, the words "not applicable" should be entered in such cages. It must be noted strictly that leaving blank cages in the application will cause the applications liable to be rejected. (Heading numbers 01 to 06 of the specimen form should be on the first page, 07 to 12 in the second page, and the rest in the third page of the application that needs to be prepared in A4 size papers.)
- (ii) Applications must be sent under registered post on or before 18 December, 2006. Any applications received after the due date will be rejected. The name of the examination should be written clearly on the top left-hand corner of the envelope in which the application is enclosed.
- (iii) Examination fee of Rs. 300 may be paid at any district/divisional secretariat office to the credit of revenue head number 4000-20-03-20-13 of the Commissioner General of Examinations. The receipt must be attached to the application and it is advised to retain a photocopy of the receipt with the candidate. This fee will not be refunded under any circumstances.
- (iv) Candidates who are already employed in Government Departments/ Boards/Corporations must forward their applications through the Heads of their Departments or Institutions in which they are serving at present. Candidates are requested to forward their applications to heads of their Departments or Institutions well in time with a request that they be transmitted to the Commissioner General of Examinations so as to reach him on or before 18 December, 2006.

The applications should not be sent addressed personally to the Director General of Customs or any other officer of the Department. Applications received after the due date, even if they are forwarded by the departments will be rejected.

If the attestation of the signature of an applicant who is in Government Service does not bear the signature and the official seal of the Head of Department/Head of the institution, such applications will be rejected.

- (v) *Attestation.*— The Signature of an applicant who is in Government Service should be attested by his/her Head of Department or by an officer authorized to do so on his behalf.

The signature of other applicants should be attested by a person authorized to do so, *i.e.* a justice of the Peace, a Commissioner of Oaths, Attorney-at-Law, a Notary Public, a Principal of a Government or a Director Managed School, a Commissioned Officer of the Navy, Air Force or Army, a permanent Government Officer drawing an annual salary of Rs.230,700 or over, a Chief Incumbent or a Head of a Buddhist temple, any other religion in charge of a place of worship or holding a position of importance.

08. *Admission to the Examination*- The Commissioner General of Examinations will send admission cards to all candidates whose applications have been accepted. Candidates presenting themselves for the examination must produce their admission cards with duly attested signature to the Supervisor of the Examination Hall. A candidate who fails to produce such a card will be refused admission to the examination.

A candidate must sit the examination at the very examination hall assigned to him/her. A candidate presenting himself/herself at an examination hall other than the one assigned to him/her will not be allowed to sit the examination. Every candidate presenting himself/herself for the examination must hand over his/her admission card to the Supervisor on the day of the examination itself.

The rules for candidates are given separately in Part I : Section (IIA) of this *Gazette notification*. Candidates will be bound to observe these rules.

If a candidate does not receive his/her admission card at least seven days before the day of examination he/she should communicate without delay the Commissioner General of Examinations, Department of Examinations, Organizing and foreign examinations branch, Pelawatta, Battaramulla, informing him that he/she has not received the admission form and given the following particulars :-

- (1) Name of Examinations ;
- (2) Full name of Candidates ;
- (3) Full postal address;
- (4) Post Office at which application was registered, Registration Number and date of dispatch of his/her application.

09. *Identity Cards.*— Candidates will be required to prove their identity. Any of the following documents will be accepted for this purpose.

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

- (b) A valid passport issued not more than three years before the date of examination.

The Candidature of a candidate who fails to produce a document referred to above is liable to be cancelled at the discretion of the Commissioner General of Examinations.

10. Documents of Eligibility -

- (i) No documents other than the receipt of examination fee should be forwarded with the application. But the necessary particulars should be provided in the form, as prescribed. An application which is not completed conforming to these requirements will be judged on its own merits and may be rejected.
- (ii) Documentary evidence in proof of eligibility will be required. Candidates, who have qualified to be called for the interview, should prove their identity producing documentary proof.
- (iii) The originals of the following documents will be required :
 - (a) A certificate of moral character signed by a responsible person.

Note.— The certificate of character may be obtained from a justice of the Peace, Attorney-at-Law, Divisional Secretary of the area of residence, or a permanent Government Officer in receipt of an annual consolidated salary of Rs.230,700 or over or some person whose name is known and to whom reference can be readily made. The name, designation and address of the person who issues the certificates must be clearly indicated on the certificate.

Candidates holding permanent posts in Government service will not be required to furnish certificate of moral character.

- (b) A certified copy of the entry of the registration of the birth of candidate or a Special Certificate of age issued by the Register General (In the case of candidates whose birth has been not registered).

Note.— (i) The Special Certificate of Birth issued for school or educational purposes, or a certified extract from the birth registration entry will not be accepted.

- (ii) Affidavits or Baptismal Certificate will not be accepted as substitutes for birth certificates.
- (iii) If the name/names appearing in the Birth Certificate differs/differ from the name/names which the candidate generally uses and under which the candidate sits the examination, action should be taken immediately in terms of Section 27 and 28 as the case may be, of the Births and Deaths Registration Act, (Chapter 110) to get the name in the entry of the registration of birth amended.

- (iv) Certificate of Registration as a citizen of Sri Lanka or original official letter of acceptance of claim to citizenship by descent (where applicable).

- (v) Original certificate of educational qualifications or where the certificate has not been issued, other official documents, *e. g.* an official letter issued by a Registrar of a University to the effect that the candidate has passed the degree of examination ; Sri Lanka General Certificate of Education (Ordinary Level)/National Certificate of General Education results sheet issued to the candidate by the Department of Examinations, stating that he/she has obtained a Credit Pass in English Language at this examination.

- (vi) Candidates are warned to have all the necessary documents in readiness at the time of forwarding the application. Any candidate who fails to produce the necessary documents or who delays in producing them when called for will be made disqualified for appointment to this post.

11. *Penalty for Furnishing False particulars.*— If a candidate is found to be ineligible according to the regulations for this examination, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination.

If any of the Particulars furnished by a candidates is found to be false to best of his/her knowledge or if he/she has willfully suppressed any material fact, or if it is proved, at any time during the period of his/her service that he/she was ineligible to sit the examination, he/she will be liable to immediate dismissal from the service. The candidature of those who do not strictly conform to the requirements laid down in this notification will be cancelled.

12. Any matter not provided for in these regulations will be dealt with at the discretion of the Public Service Commission.

This application should be forwarded under registered post to -

Commissioner General of Examinations,
Department of Examinations,
Organizing and Foreign Examinations Branch,
Pelawatta,
Battaramulla.

The Secretary,
Public Service Commission.

Public Service Commission,
No.46, Vauxhall Street,
Colombo 02.

Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO POSTS OF ASSISTANT
SUPERINTENDENT OF CUSTOMS, CLASS II OF SRI
LANKA CUSTOMS DEPARTMENT

(for Office use only)

Medium in which you sit this examination :

Sinhala - 2 Tamil - 3

English - 4

(Write the relevant number inside the box.)

01. Name of the Applicants :_____.

1.1 Name with initials at the end (English capital letters): : *Ex* SILVA, B. A.:_____.

1.2 Name with initials (Sinhala/Tamil) :_____.

1.3 Names denoted by initials (English capital letters) :_____.
(Sinhala/Tamil)

02. Permanent residential address (English capital letters) :_____.

Address to which the admission card should be sent :_____.

03. Particulars of the National Identity Card :_____.

(3.1) Number of the Identity Card :

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

(3.1) Date of issue :

04. Sex :_____.

Male - 0

Female - 1

(Write the relevant number inside the box.)

05. State whether you are a citizen of Sri Lanka :

By descent - 1 By registration - 2

(Write the relevant number inside the box.)

06. Ethnicity :_____.

Sinhalese -

1

Ceylon Tamil -

2

Indian Tamil -

3

Muslim -

4

Burgher -

5

other -

6

(Write the relevant number inside the box.)

07. (a) Date of Birth :_____.

Year

Month

Date

--	--	--	--

--	--

--	--

(b) Age on the closing date of application:

Years

Months

Days

08. Physical requirements :_____.

(i) Height:_____. feet :_____. inches

(ii) Chest (when expanded) :_____.inches

(only for male candidates).

09. Whether a Credit pass has been obtained in English Language? Yes/No.:

10. Examination Fee (Receipt to be attached) :

District/ Divisional Secretariat office	Date :—
Receipt Number	

(These particulars should be given compulsorily)

11. Have you ever been convicted of any offence in the Court of Law (Yes/No.) :

If yes, give details :

12. Educational Qualifications :

Name of University	Degree	Class of Degree	Year	Subjects

12. (i) Whether a Credit pass was obtained for English Language at the examination Sri Lanka General Certificate of Education (Ordinary Level) or National Certificate of General Education ?:_____.

Year of examination :_____.

Index number :_____.

13. Applicant's Declaration/Certification :_____.

I do hereby certify that the particulars given by me in the application are true and correct. I am aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification if detected before selection or discontinuance after selection.

Signature of Applicant.

Date :_____.

14. Attestation of Applicant's signature (Delete whichever inapplicable) :

I certify that Mr/Mrs./Miss..... who is submitting this application is personally known to me/is an employee of this Department/Board/Corporation and that he/she placed his/her signature in my presence on this..... day of..... 2006. In the event of his/her selection for appointment he/she can be released from this Department/Board/Corporation.

Signature of Attestor.

Full name of Attestor:_____.

Designation :_____.

Address :_____.

Date :_____.

Note'— The attestation should be made by a person referred to in paragraph 7 (v) of the *Gazette Notification*.

11-366

EFFICIENCY BAR EXAMINATIONS FOR THE OFFICERS IN SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE, SRI LANKA – 2005

IT is hereby notified that the Efficiency Bar Examination for Officers in the above mentioned Service hopes to be held in Peradeniya commence from February 2007.

2. Time table will be prepared enabling the candidates to sit for Efficiency Bar Examination at the same time.

3. *Syllabus*.— Syllabus and other Provisions by which the First and Second Efficiency Bars are governed are indicated in respective service minutes. Accordingly, syllabus and other provisions for the first efficiency Bar of Sri Lanka Animal Production and Health Service are indicated in annex "A" and syllabus and other provisions for the second efficiency Bar indicated in Annexed "B".

Officers are allowed to sit for the subjects of the Efficiency Bar Examinations at one sitting or different occasions.

4. Subjects for which the officers in each service should appear in the Efficiency Bar are as follows :

Sri Lanka Animal Production and Health Service

<i>1st Efficiency Bar</i>			<i>2nd Efficiency Bar</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration hours</i>	<i>Subject No.</i>	<i>Subjects</i>	<i>Duration hours</i>
01	Financial System	3	01	Part - I	3
02	Administration	3	02	Part - II	3
03	Dept. Regulation Paper I	2	03	Part III - Paper I	3
			04	Part III - Paper II	3
			05	Part III - Paper III	3
04	Dept. Regulations Paper II	3	06	Part III - Paper IV	3
			07	Part III - Paper V	3
			08	Part III - Paper VI	3
05	Special paper *	3	09	Part III - Paper VII	3
			10	Part III - Paper VIII	3
			11	Part III - Paper IX	3
			12	Part III - Paper X	3
			13	Part III - Paper XI	3

* Only for the Officers of Veterinary Research Officers.

Note.— Part I or Part II and two papers from Part III should be appeared by the applicants for the 2nd efficiency bar examination.

A candidate will be required to obtain 40% of the total marks for a pass.

5. The attention of Officers sitting these Efficiency Bar Examination is drawn to paragraph 5 of the Treasury Circular No. 701 dated 04.09.1966 which is reproduced below:—

"The medium for Departmental Examinations (including promotional and Efficiency Bar Examinations) should be the Language in which the officer sat the Competitive Examination to enter the Public Services or the Official Language in cases where initial recruitment took place without Competitive Examination the medium for Promotional/Efficiency Bar Examination should be the Language in which the officer qualified for entry in to the Public Service of the Official Language".

6. Arrangements will be made by the Commissioner General of Examinations to enable the candidates to answer the following papers in Sinhala, Tamil and English. :

- a. Finance
- b. Administration
- c. Departmental Regulation Paper I
- d. Departmental Regulation Paper II

7. If candidate is later found to have sat in a medium in which he is not entitled to sit his candidature will be cancelled.

8. Candidates should submit their applications according to the sub-joined form on half sheet of foolscap paper, both sides of the paper should be used. Candidates appearing for both examination should submit separate applications in respect of each examinations.

9. The Examination will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him for the conduct of Examination. The rules and regulations are published at the end of this notice.

10. Applications must be sent through the Head of Department/Institute by registered Post to reach the Director General Department of Animal Product & Health, Peradeniya on or before 15th December 2006. Any application received after the date will be rejected.

11. If a candidate does not receive his admission card at least 7 days before the day of examination, he should communicate without delay with the Commissioner General of Examinations, P. O. Box 1508, Battaramulla. (Telegraphic Address "Exams" Colombo). Informing him that he has not received the admission from and giving following information :—

- (1) Name of Examination :
- (2) Full Name :
- (3) Full Postal Address :
- (4) Post Office, Registration Number and date of Dispatch.

Those in the vicinity are advised to communicate with the Commissioner General Examinations Branch "E" by Messenger.

12. Subsequent correspondence by candidates who fail to comply with the requirements as laid down in paragraph II above will not be entertained.

13. The attention of all candidates is invited to Circular No. 274 of 29.06.1971 issued by the Commissioner General of examinations regarding the use of indentity cards. It is the responsibility of candidates to prove their identity at the Examination Hall.

14. It has been decided to charge fees from the candidates who appear for this examination on the following basis :—

- a. Free of charge for the whole exam or part of the exam in 1st attempt.
- b. Complete examination : Rs. 100.00

c. One subject : Rs. 50.00

This fees should be paid in revenue stamps duly cancelled by the candidate with his signature thereon.

Candidates who have already sat this examination are required to pay the relevant fees as indicated above.

S. J. PATHIRANA,
Secretary,
Ministry of Livestock and
Infrastructure Development.

Ministry of Livestock and Infrastructure Development,
No. 45,
St. Michel Rd.,
Colombo 03.

Specimen Application Form

DEPARTMENT OF EXAMINATIONS - SRI LANKA

EFFICIENCY BAR EXAMINATION FOR OFFICERS OF THE SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE— (2005)

The envelop should bear the name of the examination on the top left hand corner.

01. (a) Last name with initials :_____.
(b) Name denoted by initials :_____.

02. Date of Birth
Year :_____. Month :_____. Date :_____.

03. Designation :_____.
Name of Department :_____.

04. Postal Address (for dispatch of admission card) :_____.

05. The date on which he was appointed to such service :_____.

06. For which you are applying :_____.
(Delete which ever is inapplicable)

(a) 1st efficiency bar examination (b) 2nd efficiency bar examination

07. Subjects offered (to be clearly stated) with the subject number as indicated in the first paragraph of the notification :

- | | | | |
|-------|-------------------|---------|-------|
| (i) | Subject No. _____ | Subject | _____ |
| (ii) | Subject No. _____ | Subject | _____ |
| (iii) | Subject No. _____ | Subject | _____ |
| (iv) | Subject No. _____ | Subject | _____ |
| (v) | Subject No. _____ | Subject | _____ |

08. The Language medium in which Officer will sit the examination :_____.

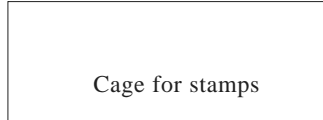
09. State whether you have sat this examination previously in whole or in part :_____.

If so state subject and give year and month :_____.

I declare that the above particulars are correct and that I am entitled to sit the examination the language medium indicated in para 08 above.

I also declare that the stamps affixed to this application are valid and unused before cancellation by me.

10. * Fees paid Rs. :_____.



Signature of Candidate.

Date :_____.

Commissioner General of Examinations,
Through Director General Department of Animal Production & Health
Forwarded :

I certify that the candidate whose particulars appear here in is eligible to sit the examination and that he is eligible to sit in to the examination in the language medium he had indicated in paragraph 08.

I also certify that the stamps has/have been duly affixed and cancelled by the candidate.

I attest the candidate's signature.

Signature of Head of Department
and Designation.

Date :_____.

(* May be deleted fee is payable)

Appendix "A"

(A) The 1st Efficiency Bar Examination for Officers of the Sri Lanka Animal Production & Health Service will comprise the following subjects :

1. Finance
2. Administration
3. Department Regulation - I
4. Department Regulation - II

1. Finance

The Examination in finance will be based on the following :

- (a) The Financial Regulations of the Government of Sri Lanka Part I (Except Chapter 10) ;
- (b) The Estimates of the current year. e. g.:- Their arrangement the heads of revenue; The Finance and Appropriation Acts;
- (c) Ordinance relating to specific accounts dealt with in Kacheries.

Note.— A candidate will be required to obtain 40% of the total marks for a pass.

2. Administration

The Examination in administration will be based on the following :

(a) Office and Field Organization methods ;

(b) The Establishment Code (chapter I, II, III, V, VI, VII, IX, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII)

Note .— A candidate will be required to obtain 40% of the total marks for a pass.

3 Department Regulations - I

The examination in Department Regulations will be based on the followings.

A two hours paper on the following subjects ;

Regulations framed under the contagious Diseases of Animal Ordinance, Animal Feed Act, Animal Diseases Act, Department Orders and Circulars related to Veterinary Service.

Note.— A candidate will be required to obtain 40% of the total marks for a pass.

4 Department Regulations - II

A Three hours paper on the following subjects :

1. Dispatching of specimens, Laboratory methods of diagnosis including post - mortem examinations, field diagnostic tests including pregnancy tests and vaccines and sera as prophylactic measure against contagious and infectious disease of animals.
2. Techniques and practice of artificial inseminations, principles of breeding and rearing of calves, incubation, hatching and rearing of chicks, animal nutrition food stuffs for Livestock - sources of supply and uses. Fodder cultivation, different crops, pasture cultivation, preparation of silage and hay and Livestock Management.
3. Milk production, pasteurized milk bottling and transportation, milk hygiene, bacteria of the milk, milk tests, separation of cream and processing of butter, ghee and curd.
4. Abattoir and killing of animals, identification of meat and meat tests.

Note.—A candidate will be required to obtain 40% of the total marks for a pass.

Appendix "B"

(a) The 2nd Efficiency Bar Examination for Officers of the Sri Lanka Animal Production & Health Service will comprise the following subjects :

- Part I - Will have sections 2:1, 2:2, 4:1, 4:2, 5:2, 5:8, 6:5, 7:2:1, 8:2, 8:2:2, 8:2:3, 8:3:1, 9:2, 9:4, 9:6, 9:7 of the syllabus available in "Director General of Department of AP&H, Peradeniya and all Provincial Directors" office of Department of AP&H.
- Part II - Will have section 1:1:1, 1:1:4, 1:2:1, 3:2, 3:1:1, 3:1:2, 3:2:1, 10:1:1, 10:1:2, 10:1:3, 10:1:4, 10:1:6, 10:2:1, 10:2:8, 10:4:1 of the syllabus available Director General of Department of AP&H, Peradeniya and all Provincial Directors' office of Department of AP & H.
- Part III -
- | | | |
|------------|---|---|
| Paper i | - | Epidemiology |
| Paper ii | - | Livestock Economics |
| Paper iii | - | Veterinary Public Health |
| Paper iv | - | Agriculture Extension |
| Paper v | - | Genetics and Breeding |
| Paper vi | - | Animal Physiology and reproduction |
| Paper vii | - | Housing and Management |
| Paper viii | - | Animal Nutrition |
| Paper ix | - | Pasture and Fodder Crops |
| Paper x | - | Applied Vet. Microbiology & Immunology |
| Paper xi | - | Applied Medicine, Pathology & Parasitology. |

Details from Director General of Department of AP&H, Peradeniya and all Provincial Directors' office of Department of AP&H.