

N. B.– Part III of the Gazette No. 2,261 of 31.12.2021 was not published.



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

අංක 2,262- 2022 ජනවාරි මස 07 වැනි සිකුරාදා - 2022.01.07  
No. 2,262- FRIDAY, 07 JANUARY, 2022

(Published by Authority)

### PART I: SECTION (IIA) – ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 28th January, 2022 should reach Government Press on or before 12.00 noon on 13<sup>th</sup> January, 2022.

#### Electronic Transactions Act, No. 19 of 2006 - Section 9

Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette.,

GANGANI LIYANAGE,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
01st January, 2022.

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.

## Examinations, Results of Examinations & c.

### MINISTRY OF EDUCATION

#### Efficiency Bar Examination for Officers in Grade III of the Sri Lanka Teacher Educators' Service – 2021 (I)

IT is hereby notified that the Efficiency Bar Examination for Officers in Grade III of the Sri Lanka Teacher Educators' Service will be conducted in the month of April in Colombo in accordance with the Service Minute of the Sri Lanka Teacher Educators' Service bearing No.1925/37 dated 28.07.2015 and published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka.

02. The relevant syllabus and the other Provisions applicable to this Examination have been published under the Schedule III of the aforementioned Service Minute. The syllabus and the other Provisions are mentioned below for the convenience of the Candidates.

An Officer can sit for the prescribed subjects of this Efficiency Bar Examination in the same sitting or in separate sittings.

#### 03. Procedure of the Examination.– Written Test :

Subject Number	Subject	Marks	Duration (Hours)
01	General Management and Establishment Affairs	100	1 1/2
02	Financial Regulations	100	1 1/2
03	Educational Reforms and Educational Law	100	02
04	English Language	100	02

#### 04. The Syllabus :

Subject Number	Subject	Content of the Subject
01	General Management and Establishment Affairs	With special reference to Chapters I, II, III, IV, V, VII, VIII, IX, XII, XIII, XIV, XXIV, XXVII, XXX and XXXI of the Establishments Code With special reference to Chapter I, III, IV, V, VI, VIII, X and XII of the Procedural Rules of the Public Service Commission.
02	Financial Regulations	With special reference to Chapters I, II, V, VIII, XII and XIV of Part 1 of the Financial Regulations of the Government of Sri Lanka
03	Educational Reforms and Educational Law	Candidates are expected to be familiar with the following Ordinances and Acts of the Parliament. i. Education Reforms 1972 (New Approach to Education) ii. White Paper on Education 1981 iii. First Report of the National Education Commission 1992 iv. New Education Reforms 1997 v. New Educational Reforms implemented since 1999 (Primary, Secondary & G. C. E. (A/L)) vi. The Public Examinations Act, No. 25 of 1968 as amended by the Public Examinations (Amendment) Act, No. 15 of 1976 vii. The National Institute of Education Act, No. 28 of 1986 viii. The Colleges of Education Act, No. 30 of 1986 ix. The National Education Commission Act, No. 19 of 1991 x. The National Authority on Teacher Education Act, No. 32 of 1997 xi. The Constitution of Sri Lanka with special reference to the 13th Amendment and Chapter 3 on Fundamental Rights xii. Conventions enforced Provincial Councils relevant to Education

Subject Number	Subject	Content of the Subject
04	English Language	<ul style="list-style-type: none"> <li>- <i>English Grammar</i>:- Tense and Number, Sentences (Simple/Compound/Complex/Compound Complex), Relative Clauses, Adjectives and Adverbs, Prepositions.</li> <li>- <i>Communication Skills</i>: - General Greetings and Introduction, Giving and getting information, Advising, Suggesting and expressing opinions, telephone skills, Interviewing Skills, Meeting.</li> <li>- <i>Writing Skills</i>: - Internal modes of communication, Formal correspondence skills, writing descriptions Explanations, Summary Writing Skills, Report Writing Skills</li> </ul>

**N.B-** Candidates are required to obtain at least 40% marks on each paper for a pass in the Efficiency Bar Examination. A candidate may pass the examination with one or more subjects at a single sitting.

**Note:** - Requirement to obtain a pass in the subject of English Language under this Efficiency Bar Examination will be exempted when a candidate has followed the Degree or Post Graduate Diploma or Post Graduate Degree in the Medium of English.

#### 05. *Language Mediums of the Examination :*

5.1 This Examination will be conducted in Sinhala, Tamil and English Mediums. The language Medium applied for the Examination cannot be altered later.

06. Application should be prepared as per the format mentioned here using the both sides of an A4 sized paper and the Heads No.01 to 05 should appear on the first page. In the preparation of application, the title of the Examination appearing in the heading of the applications should be mentioned in English Language in addition to the Sinhala Language in Sinhala applications and in English Language in addition to the Tamil Language in Tamil applications. You should be cautious whether the application is in conformity with the specimen application mentioned in the Notification of the Examination and whether all the information have been accurately completed prior to directing the application as the applications not in conformity with the specimen application and with incomplete information are rejected without prior notice. Further, please be attentive whether the prescribed Examination Fees have been paid and the said details are included in the relevant place of the application and the receipt is affixed to the application. It would be beneficial to keep a photocopy of the application.

07. This Examination will be conducted by the Commissioner General of Examinations in Colombo and the candidates are bound to follow the Rules and Regulations imposed by him. Further, the candidates should also obey the quarantine rules and regulations in the country.

08. Punishment for providing false information - Accurate information should be furnished carefully in filling the application. The candidature of a certain Candidate will be cancelled in any instance before, during or after the examination if it is revealed that he/ she is not qualified and has furnished false information according to the provisions related to this Examination.

09. The candidate should substantiate his/ her identity to the supervisor for each subject that he /she sits at the Examination Hall. For that purpose, any of the followings will be accepted.

- National Identity Card
- Valid Passport
- Valid Driving License

Similarly, the candidates should enter the Examination Hall without covering their face and ears, in a manner the identity of the candidate can be confirmed. Furthermore, candidates who refuse to substantiate his/her identity will not be permitted to enter the Examination Hall. In addition, candidates should keep their face and ears uncovered from the moment they enter the Examination Hall until they leave the Hall after completing the Examination enabling the examination authorities to identify the candidate. If any objection in this regard is made, the candidate will not be permitted to sit the Examination. Nevertheless, results will not be issued for such candidates who fail to substantiate their identity.

10. Applications should be sent through registered post to reach "The Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations of Sri Lanka, P.O. Box. 1503, Colombo on or before **07.02.2022**. The applications sent after this date will be rejected. The caption, "Efficiency Bar Examination for Officers in the Grade III of the Sri Lanka Teacher Educators' Service - 2021 (I) " should be mentioned on the top left hand corner of the envelop enclosing the applications.

11. With the presumption that only the candidates fulfilling qualifications stipulated in the *Gazette* Notification have applied for the Examination, admissions will be issued by the Commissioner General of Examinations to the candidates, who have submitted duly perfected applications with the relevant receipt obtained after paying the prescribed Examination fee on or before the closing date of applications. A notification on the issuance of admissions shall be published by the Department of Examinations in newspapers and in the Official Website of the Department of Examinations of Sri Lanka immediately after issuing admissions to candidates. A candidate, who does not receive his/her admission two or three days after publishing the notification, should inform in to the Department of Examinations of Sri Lanka, as mentioned in the advertisement. Full name of the candidate, the address of the candidate and the National Identity Card number and the title of the Examination applied for should be indicated in making such inquiries. If the candidate resides outside Colombo, it will be effective to fax a request letter along with such details of the candidate to the Fax No. mentioned in the Notification including a fax number of the candidate through which the candidate can obtain a copy of the admission via fax. In inquiring so, it will be useful to get prepared to produce the copy of the application kept with the candidate and copy of the relevant receipt if the payment of Examination fees is applicable and receipt issued for sending the application by registered post, if it is necessary to substantiate any information requested by the Department of Examinations. Issuance of an admission to a candidate should not be deemed as an acceptance that he/she has fulfilled qualifications for sitting the Examination.

12. The complaints lodged by the candidates who fail to fulfil the requirements mentioned in the Para 11 above will not be entertained.

13. The Signature of the Candidate should have been attested in the application as well as in the admission for the Examination. A Candidate in public service/ provincial public service/public corporation should certify his/her signature from the Head of the Institution or from an officer authorized by the Head of institution. A candidate should hand over the admission; in which his/her signature has been attested, to the Supervisor of the Examination on the first day of sitting the examination. Any candidate who fails to submit his/her duly admission is not permitted to sit the examination.

14. *Examination Fees :*

(a) The Candidates sitting this Examination should pay Examination Fees on the following basis.

(i) Fees will not be charged for the first sitting.

(ii) Examination Fees as mentioned below will be charged for each sitting subsequent to the first sitting.

Full Examination fee	Rs. 500
Fee per one Subject	Rs. 250

(b) The receipt obtained in favour of the Candidate by paying this Examination fee to any Post Office / Sub Post Office of the Island to be credited to the revenue of the Government under the Revenue head 20-03-02-13 of the Commissioner General of Examinations should be firmly affixed through an edge of the receipt on the specified place of the application. It will be useful for the candidate to keep a photocopy of the receipt.

(c) Money orders or stamps will not be accepted for the Examination fee. The fees charged for this Examination will not be refunded or transferred to any other examination under any circumstances.

15. A result sheet of all the Candidates who sat the Examination will be forwarded to the Secretary of the Ministry of Education by the Commissioner General of Examinations. The result sheets will not be personally issued to the Candidates by the Commissioner General of Examinations.

[illegible]

04. (i) National Identity Card Number:

(ii) Sex: Male - 0 ☐  
Female - 1 ☐

(Indicate the relevant number in the cage)

05. The subjects for which candidate sits should be clearly indicated with the Subject Number and the Subject mentioned under (a) in para two of the notification.

Subject	Subject No.

06. (i) Date of birth: Year :     Month :   Date :

(ii) Designation : .....

07. Whether sat the full or part of the Examination before and if so, mention the subjects and the year of sitting the Examination and the Mediums.

Subject	Year	Medium	Index Number

08. Particulars in relation to the payment of the Examination fee if applicable :

(i) Receipt Number : .....

(ii) Post Office/ Sub post office to which the fee has been paid : .....

(iii) Date : .....

(iv) The Amount paid : .....

Paste the receipt here in one edge

09. I, do hereby declare that the information mentioned above is accurate and I am entitled to sit this Examination in the Medium of Language mentioned as per para 05 of this *Gazette* Notification. I have affixed receipt herein obtained after paying the examination fee. Further, I do declare that I agree to be liable to the rules and regulations imposed by the Commissioner General of Examinations pertaining to the conduct of the Examination and the issuance of results.

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

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



10. Attestation of Signature :

I certify that Mr. /Mrs./Ms. .... serving in my National College of Education / Teachers' College/Teachers' Center is personally known to me and he/she palced his/her signature before me on ..... and he/she is exempted from the examination fee /has paid the due examination fee and affixed the receipt here.

\_\_\_\_\_  
Signature of the Officer attesting the signature  
(Immediate Staff officer)

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

11. Commissioner General of Examinations,  
Department of Examination, Sri Lanka

I do hereby certify that the candidate described above is qualified to sit this Examination and he/she is eligible to sit this Examination in the medium of Language indicated by him/her as per the para 05 of the *Gazette* Notification. Further, I certify that the Candidate is exempted from paying the Examination fee/ has paid the specified Examination Fee and affixed the receipt obtained after the payment of the Examination fees.

\_\_\_\_\_  
Signature of the President of National College of Education /  
Principal of the Teachers' College / Manager of the Teachers' Centre.  
Designation : .....  
(Substantiate with the Official Frank)

(Delete the words not applicable)

01-17

My Number : - DNA2/MA7/3/16

**DEPARTMENT OF NATIONAL ARCHIVES**

**Open Competitive Examination for Recruitment to the post of Supervising Management Assistant  
Technical Services Category Archival Reprographer Training Grade of the Department of National  
Archives - 2021**

Applications are invited from qualified citizens of Sri Lanka to recruit to the post of Supervising Management Assistant Technical Services Category Archival Reprographer Training grade of the Department of National Archives. There are 06 vacancies. 70% of this is recruited under open stream.

01. Recruitment will be done through this examination for the post of Supervising Management Assistant Technical Services Category Archival Reprographer Training Grade of the Department of National Archives. The last date for calling applications is **February 07, 2022**. The examination will be held only at the examination centers established in Colombo.

02. Duties of the Post:

<i>Approved designation names</i>	<i>Duties</i>
Archival Reprographer	Reprography of documents in the archives and newspapers of the Department of National Archives to replace in another medium, Quality inspection of micro- filming photographs, performing photographic activities of the department and copying documents required for public requests, Perform other duties related to the post assigned by the Director General National Archives, National Archives Dep./ Asst. Director (Films & Audio Visual), National Archives Dep./ Asst. Director (Technical) and Chief Archival Reprography Officer.

### 03. Terms of service:

- (a) Establishments Code and the Amendments made or thereafter to the Service Minute and Procedure and the Service Minute of the Sri Lanka Technological Service, to the General Conditions Governing appointments in the Public Service and to the terms and conditions imposed in the Procedure approved by the Public Service Commission on 05.06.2018 Candidates who are selected subject to the provisions of the Financial Regulations will be appointed to the Post of Archival Reprographer after successfully completing the training period.
- (b) This post is permanent. With pension. Although this position is stated to be pensionable, future recruits will be subject to future policy decisions taken by the Government regarding the pension scheme. You must also contribute to the Widows' and Orphans' Pension Scheme/ Widows' and Orphans' Pension Scheme. You will have to pay contributions as required by the Government from time to time.
- (c) Candidates who are admitted to this training grade will be recruited to Grade III Archival Reprographer after successfully completing the two year training period and submitting the certificate of passing the examination conducted by the relevant institutions. The appointment is subject to a three - year probation period. Supervising Management Assistants shall pass the Departmental Examination in addition to the First Efficiency Bar Examination as specified in the Recruitment Scheme within 03 years of recruitment to the Grade III Archival Reprographer of the Technical Services Category.
- (d) The Director General of National Archives has the power to cancel the appointment of candidates who fail to accept the duties of the post offered to them on the due date.

### 04. Monthly Salary Scale:

According to the Public Administration Circular No. 03/2016, the allowance applicable to the Supervising Management Assistant Technical Service Category Archival Reprographer (Training Grade) of the Department of National Archives is as follows :

Monthly for the first year: Rs. 27,140/-

Monthly for the second year Rs. 27,140/-

Apprentices who pass the examination conducted after satisfactory completion of the two year training period will be promoted to the post of Supervising Management Assistant Technical Services Grade III Archival Reprographer in the Department of National Archives. According to the aforesaid circular, the relevant salary scale (MN 3 - 2016) is Rs. 31,040 - 10 x 445 - 11 x 660 - 10 x 730 - 10 x 750 - Rs. 57,550/- (Starting Salary Step - Rs. 31,040). In addition, you may receive other allowances paid by the government to public servants from time to time.

### 05. Recruitment Qualifications:

<i>Position</i>	<i>(a) Education Qualifications</i>	<i>(b) Professional Qualifications</i>	<i>(c) Experiences</i>
Archival Reprographer (Training Grade)	Should have passed the G. C. E. (O/L) examination in Sinhala/ Tamil, Mathematics, Science and one other subject with Credit Pass in six (06) subjects simultaneously and in English not more than twice,  And  Passing the GCE Advanced Level Examination in three subjects (excluding the General Examination) simultaneously with two (02) subjects namely Biology, Chemistry, Combined Mathematics, Pure Mathematics and Applied Mathematics.	Not Applicable	Not Applicable

(a) Physical Fitness:

Every candidate should be mentally and physically fit enough to work in any part of Sri Lanka and perform the duties of the post.

(b) Other:

- I. Must be a citizen of Sri Lanka.
- II. Must have a great character.
- III. No clergyman of any denomination is eligible to appear for this examination
- IV. All the qualifications required to appear for the competitive examination for the post should have been completed in all respects by the date mentioned in the Notice of Calling Application/ *Gazette Notification*.

(c) Age:

The closing date for applications should be not less than eighteen (18) years and not more than thirty (30) years. Accordingly, only those whose birthdays falls on or before February 07, 2004 and February 07, 1992 or thereafter are eligible to apply.

**06. Method of recruitment:**

Recruitment will be made for the Grade of Archival Reprographer Training based on the results of the written competitive examination and the General Interview. Candidates who have passed the written examination will be selected on the basis of their merit in the number of open recruitments followed by a general interview. Candidates who are admitted to this training grade will be recruited to Grade III Archival Reprographer after successfully completing the two year training period and submitting the certificate of passing the examination conducted by the relevant institutions. Apprentices who fail the examination held at the end of the training have the opportunity to extend their training period for a period not exceeding 6 months. At the end of such an extended period, the service of the apprentices who fail the re - sit examination will be terminated.

(a) Written exam

A written examination consisting of two (02) question papers consisting of the following subjects will be conducted. The minimum marks required to pass each subject are as follows :-

<i>Subjects</i>	<i>Time</i>	<i>Total score</i>	<i>Minimum marks required to pass</i>
01. Intelligence test	01h	100	40
02. Technology තාක්ෂණය (An objective examination relevant to the post)	02h	100	40

Candidates should sit for all the question papers and answer all the question papers in one language only. The examination will be conducted in Sinhala, Tamil and English mediums and the medium of application will not be changed later.

(i) *Examination Results* - Candidates will be notified of the results by the Commissioner General of Examinations by post or through the website **www.results.exams.gov.lk**

### 07. Syllabus for the examination:

<i>Name of the question paper</i>	<i>Syllabus</i>
01. Intelligence test	It is intended to measure the candidate's general intelligence, reasoning ability, expression, numerical ability and comprehension ability.
02. Technology (Technical and subject related examination relevant to the post)	This is intended to measure the technical knowledge relevant to the positions.

### 08. Examination fees:

Examination Fees Rs. 600. Further, the examination fee should be paid in cash to any post office/ sub post office in the island under the Revenue Heads of the Commissioner General of Examinations 20-03-02-13 and the receipt obtained in the name of the applicant should be affixed at one place on the edge of the application so that it does not slip. Money orders or stamps will not be accepted for the examination fee and the fee paid for the examination will not be refunded or transferred for any other examination for any reason. It may also be helpful to have a photocopy of the receipt.

### 09. Method to apply:

(a) The application should prepare according to the format attached to this notice and should be prepared on A4 paper. Computer- generated applications can also be used. The application should be prepared in such a way that the headings numbered 1.0 to 3.3 are included on the first page, the headings numbered 4.0 to 5.2 on the second page and the rest on pages 3 and 4. The applicant should complete the application in his own handwriting through the medium in which he/she is applying to appear for the examination.

(b) Applications that do not comply with the specimen application and applications that are incompletely informed will be rejected without notice. (It may be helpful to have a photocopy of the application). The applicant should inquire whether the completed application is in line the application mentioned in the notice of examination. Otherwise the application may be rejected. The name of the examination mentioned in the title of the application should be in Sinhala in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil applications. The applicant should pay the prescribed examination fee, enter the details in the application and check again whether the receipt has been affixed.

(c) Completed application should be received under registered cover on or before **07th February 2022** "Director General of National Archives, Department of National Archives, Philip Gunawardena Mawatha, Colombo 07".

At the top left corner of the application envelope should be clearly written "Open Competitive Examination for Recruitment - 2021" for Supervising Management Assistant Technical Service Category Archival Reprographer Training Grade of the Department of National Archives. No applications will be accepted after the closing date.

(d) The signature of the applicant should be certified in the application and in the admission form for the examination. Whether an applicant working in a public service/ provincial public service/ public corporation have his/ her signature by the head of the institution or an authorized officer, otherwise an applicant should have his/her signature as the head/ retired officer of a government school, divisional officer, judge of the court, oath taker, oath taker Certified by a notary, an authorized officer of the Armed Forces, an officer of permanent staff rank in the Government/ Provincial Public Service, the Chief Incumbent of a Buddhist Temple, or the Presiding Priest, or in charge of any other religious place of worship or having a significant position in the clergy.

(e) Incomplete applications will be rejected. No complaints regarding loss or delay of application will be considered in the mail. The applicant shall bear the damages incurred by delaying the application till the last date.

(f) You will not be notified that the application has been received. Examination Admission will be issued by the Commissioner General of Examinations to the candidates who have paid the prescribed examination fees on or before the last date of receipt of the applications mentioned in the examination and submitted the completed applications along with the relevant receipt on the presumption that only those who have the qualifications mentioned in the examination notice have

applied. The Department of Examinations of Sri Lanka will publish an announcement in the newspapers and on the official website of the Department stating that as soon as the examination admission forms are issued. If there is a candidates who has not obtained the admission card even after 02 or 03 days from the date of publication of the notice, he should inquire about it from the Institutional Examination Organizing Branch of the Department of Examinations of Sri Lanka as mentioned in the advertisement. In doing so, the applicant should state the name of the examination to which he/ she has applied, the full name of the applicant, the National Identity Card number and the address. If the applicant is a resident outside Colombo, it would be more effective to send a request letter to Fax No. 011 2784232 stating the applicant's fax number so that a copy of the ticket can be obtained by fax with the details. In doing so, it will be useful to have a copy of the application, copy of the receipt of payment of examination fees and the registered post article at the time of mailing the application to confirm any information requested by the Department of Examinations.

#### 10. Entering the exam:

(a) Admission cards will be issued by the Commissioner General of Examinations to the candidates who have submitted the complete application in all respects. A candidate who does not present his/her admission card will not be allowed to sit for the examination.

(b) Candidates should sit for the examination at the examination hall allotted to them. Each candidate should certify the signature of the relevant admission card for the examination hall and hand it over to the Head of the examination hall on the first day of his sitting in that hall.

*Note* - Issuance of an Examination Admission Card to a Candidate is not considered as recognition that he or she has qualified for the examination.

(c) Candidates should confirm their identity to the satisfaction of the Head of the Hall for each subject they are sitting for in the examination hall. Any of the following documents will be accepted for this purpose.

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

Candidates should also enter the examination hall without covering their face and both ears so that they can verify their identity. Candidates who refuse to prove their identities will not be admitted to enter the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving, the candidates should not cover the face and both ears so that the candidate can be identified by examination authorities.

#### 11. Penalties for providing false information:

If a candidate is found to be ineligible, his/her candidature may be cancelled at any time before, during, or after the examination. A candidate is subject to dismissal if he/ she is found to have deliberately made a false point, or if he/she has deliberately suppressed an important point. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the issuance of results. Violation of those rules will result in a penalty imposed by the Commissioner General of Examinations.

12. Matters not considered in these regulations will be decided by the Director General of National Archives.

13. If there is any inconsistency or inconsistency between the language texts of this announcement published in the Sinhala, Tamil and English mediums, in such a case the Sinhala press release will be acted upon.

As per the order of the Public Service Commission,

Director General National Archives,  
Department of National Archives,  
No. 07,  
Philip Gunawardena Mawatha,  
Colombo 07.  
05th day of January 2022.

**Open Competitive Examination for Recruitment to the post of Supervising Management Assistant  
Technical Services Category Archival Reprographer Training Grade of the Department of National  
Archives - 2021**

.....

(Ex: H. M. S. RATHNAYAKA)

.....

.....

.....

.....

[illegible]

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

## 5.3 G.C.E. (A/L)

Year :

Index No:

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

## 6.0 Examination Fees (Fixed the receipt)

- I. Post Office/ Sub Post Office: .....  
Which the payment has done
- II. Amount: .....
- III. Date of the payment: .....
- IV. Number of the receipt: .....

Fix the receipt here.  
(Keep the copy would be useful.)

## 7.0 Statement of the applicant:

I declare that the information given here is true to the best of my knowledge and belief. I am aware that I will be subjected to disqualification if the information is found to be false prior to my selection and I will be subject to dismissal without any compensation if it is discovered after the appointment. I further declare that I am subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of examinations and the issuance of results. I also state that the relevant examination fees have been paid and the receipt has been affixed.

Date

Signature of the Applicant.

## 8.0 Attestation of the signature of the Candidate:

(Cut out irrelevant words)

Submitting this application Mr./Mrs./ Miss ..... That I personally know and I hereby certify that he/she ..... was signed in front of me on ..... day of ..... and that the due examination fee has been paid and the receipt has been affixed.

Signature of certifying officer: .....

Full name of the certifying officer: .....

Designation : (Rubber stamp):- .....

Address: .....

Date: .....

Note: The application should be certified as mentioned in paragraph 9 (d) of the *Gazette* Notification.



9.0 Attestation of the Head of the Department/ Institution.

I here by certify that Mr/Mrs/Miss ..... Who is working in this Ministry/ Department/ Institution. If he/she will be selected for this post, he/she can/cannot be released from the service.

.....

Rubber Stamp:

Signature of the head of the Department

Date: .....

Name of the head of the Department: .....

Designation: .....

Address of the Office: .....

**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE  
“GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA”  
EFFECTIVE AS FROM JANUARY 01st, 2013**

**All the Gazettes could be downloaded from the [www.documents.gov.lk](http://www.documents.gov.lk)  
(Issued every Friday)**

1. All Notices and Advertisements are published at the risk of the Advertisers.
2. All Notices and Advertisements by Private Advertisers may be handed in or sent directly by post together with full payments to the **Government Printer, Department of Government Printing, Colombo 8.**
3. The office hours are from 8.30 a.m. to 4.15 p.m.
4. Cash transactions will be from 9.00 a.m. to 3.00 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements sent directly by post should be accompanied by Money Order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements. Post Office - Borella will be the paying office for Money Orders.
6. To avoid errors and delay “copy” should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale of charges for Notices and Advertisements is as follows from January 01st, 2013 :-**

<i>Rs.</i>	<i>cts.</i>
One inch or less	137 0
Every addition inch or fraction thereof	137 0
One column or 1/2 page of <i>Gazette</i>	1,300 0
Two columns or one page of <i>Gazette</i>	2,600 0

*(All fractions of an inch will be charged for at the full inch rate.)*

11. The “**Gazette of the Democratic Socialist Republic of Sri Lanka**” is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.
12. All Notices and Advertisements should reach the **Government Printer, Department of Government Printing, Colombo 8**, as shown in Schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.
13. All communications regarding non-receipt, change of address and of the *Gazette* of the Democratic Socialist Republic of Sri Lanka should be addressed to the Government Printer, Department of Government Printing, Colombo 08.
14. **REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 2013 :**

**\*Annual Subscription Rates and Postage**

	<b>Price</b> <i>Rs. cts.</i>	<b>Postage</b> <i>Rs. cts.</i>
Part I :		
Section I	4,160 0	9,340 0
Section II (Advertising, Vacancies, Tenders, Examinations, etc.)	950 0	
Section III (Patent & Trade Mark Notices etc.)	405 0	750 0
Part I (Whole of 3 Sections together)	890 0	2,500 0
Part II (Judicial)	860 0	450 0
Part III (Lands)	260 0	275 0
Part IV (Notices of Provincial Councils and Local Government)	2,080 0	4,360 0
Part V (Stage carriage permits and Book List)	1,300 0	3,640 0
Part VI (List of Jurors and Assessors)	780 0	1,250 0
Extraordinary Gazette	5,145 0	5,520 0

Subscription to the “**Gazette of the Democratic Socialist Republic of Sri Lanka**” are booked per periods of not less than 12 months so as to terminate at the end of a calendar year only.

**\* Rates for Single Copies (if available in stock)**

	<b>Price</b> <i>Rs. cts.</i>	<b>Postage</b> <i>Rs. cts.</i>
Part I :		
Section I	40 0	60 0
Section II	25 0	60 0
Section III	15 0	60 0
Part I(Whole of 3 Sections together)	80 0	120 0
Part II	12 0	60 0
Part III	12 0	60 0
Part IV (Notices of Provincial Councils and Local Government)	23 0	60 0
Part V	123 0	60 0
Part VI	87 0	60 0

**\*All single copies could be obtained from Government Publications Bureau, No. 163, Kirulapone Mawatha, Polhengoda, Colombo 05.**

### IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

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

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

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

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

#### THE SCHEDULE

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
	<b>2022</b>					
<b>JANUARY</b>	07.01.2022	Friday	—	24.12.2021	Friday	12 noon
	13.01.2022	Thursday	—	31.12.2021	Friday	12 noon
	21.01.2022	Friday	—	07.01.2022	Friday	12 noon
	28.01.2022	Friday	—	13.01.2022	Thursday	12 noon
<b>FEBRUARY</b>	03.02.2022	Thursday	—	21.01.2022	Friday	12 noon
	11.02.2022	Friday	—	28.01.2022	Friday	12 noon
	18.02.2022	Friday	—	03.02.2022	Thursday	12 noon
	25.02.2022	Friday	—	11.02.2022	Friday	12 noon
<b>MARCH</b>	04.03.2022	Friday	—	18.02.2022	Friday	12 noon
	11.03.2022	Friday	—	25.02.2022	Friday	12 noon
	18.03.2022	Friday	—	04.03.2022	Friday	12 noon
	25.03.2022	Friday	—	11.03.2022	Friday	12 noon

**GANGANI LIYANAGE,**  
Government Printer.

Department of Government Printing,  
Colombo 08,  
01st January, 2022.