

N.B.— Part IV(A) of the Gazette No. 1,854 of 14.03.2014 was not published.

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

අංක 1,855 - 2014 මාර්තු 21 වැනි සිකුරාදා - 2014.03.21  
No. 1,855 - FRIDAY, MARCH 21, 2014

(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 11th April, 2014 should reach Government Press on or before 12.00 noon on 28th March, 2014.

#### 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.”

P. H. L. V. DE SILVA,  
Acting Government Printer.

Department of Government Printing,  
Colombo 08,  
01st January, 2014.

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.

Department of Examinations,  
 Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

## Posts – Vacant

### DEPARTMENT OF GOVERNMENT INFORMATION

#### Open Recruitment to the Post of Publication Distribution Assistant

APPLICATIONS are called from qualified candidates for recruitment to the post of Publication Distribution Assistant of the Department of Government Information.

1. 'Director General' in this notice refers to the Director General of Government Information.

2. *Structured Examination.*— The date of the examination will be decided by the Director General of Information. Candidates who obtain maximum marks from a structured interview, based on their rank will be appointed to the post.

<i>Fields considered in granting marks</i>	<i>Maximum marks</i>
Additional Educational Qualifications	20
Additional Experience	40
Additional Professional Qualifications	35
Skill demonstrated in the interview	05
Total	100

3. *Number of Appointments.*— Steps will be taken to fill 05 vacancies of the posts of Publication Distribution Assistant of the Department of Government Information on contractual basis under the open recruitment.

4. *Effective date of appointments.*— Will be decided by the Director General of Government Information.

5. *Service conditions.*— Selected candidates will be appointed to the post of Publication Distribution Assistant of the Department of Government Information subject to general conditions governing public service appointments and amendments already done and would be done in the future to those conditions.

6. The Public Service Commission has the authority to cancel the appointments of candidates who fail to assume duties on the due date and/or who reject or avoid to assume duties.

7. *Salary/Allowances.*— An allowance similar to the basic salary step of PL 02-2006(A) salary code and the approved cost of living allowance.

8. *Qualifications.*— At the closing date of applications :

- (i) *Educational Qualifications.*— Should have passed G. C. E. (O/L) in six (06) subjects at least with two credit passes in less than two sittings.
- (ii) *Professional Qualifications.*— Not applicable.

(iii) *Experience.*— Not applicable.

(iv) *Physical Qualifications.*— Each candidate should be physically and psychologically fit to serve in any part of Sri Lanka and to discharge duties of the post.

(v) *Other :*

- (i) Should be a citizen of Sri Lanka,
- (ii) Should possess an excellent character,
- (iii) All qualifications in regard to the appointment to the post should be duly completed.

9. *Age :*

Minimum age : 18 years  
Maximum age : 45 years

10. *Method of application :*

- (a) Applications should be prepared according to the specimen form of application attached to this notice using both sides of an A4 sheet. Application should be filled in with candidates own handwriting. Applications that do not comply with the specimen form of application and incomplete applications will be rejected without notification. It will be useful to keep a photocopy of the application. Candidate must check whether the duly filled in application complies with the specimen form of application. Otherwise, it may be rejected.
- (b) Completed applications should be sent by registered post to reach the "Director General of Government Information, Department of Government Information, No. 163, Kirulapona Avenue, Colombo 05" before 15.04.2014 cite, "Open Recruitment to the Post of Publication Distribution Assistant of the Department of Government Information" on the top left hand corner of the envelope, in which the application forms is enclosed. Applications received after the closing date will not be accepted.
- (c) Incomplete applications in any manner will be rejected. Complaints on misplacements or delays will not be entertained.

11. If any candidate was found guilty of providing any false information or suppressing any important information purposely, he/she is liable to be dismissed.

12. Matters not covered by these regulations will be determined by the Director General of Government Information.

Director General of Government Information,  
Department of Government Information.

Department of Government Information,  
No. 163, Kirulapona Avenue,  
Colombo 05,  
24th February, 2014.

SPECIMEN FORM OF APPLICATION

Second sitting : Year : \_\_\_\_\_. Index Number : \_\_\_\_\_.

(For official use only)

OPEN RECRUITMENT TO THE POST OF PUBLICATION DISTRIBUTION  
ASSISTANT OF THE DEPARTMENT OF GOVERNMENT INFORMATION

Subject	Pass	Subject	Pass

01. Medium :

- Sinhala - 1  
Tamil - 2  
English - 3

(Write the relevant number in the cage)

02. Personal Information :

2.1 Name with initials in English Block letters, starting initials  
at the end : Mr./Mrs./Miss : \_\_\_\_\_.  
E. g.- SILVA, A. B.

2.2 Name in full in English Block Letters : \_\_\_\_\_.

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

2.4 Personal address (In Sinhala/Tamil) : \_\_\_\_\_.

2.5 Gender :

Male - 0

Female - 1

(Write the relevant number in the cage)

2.6 Civil status :

Unmarried - 1

Married - 2

(Write the relevant number in the cage)

2.7 Ethnicity :

(Sinhala - 1, Tamil - 2, Ind. Tamil - 3,  
Muslim - 4, Other - 5)

(Write the relevant number in the cage)

2.8 National Identity Card No. :

2.9 Date of Birth :

Year :  Month :  Date :

2.10 Telephone Number (if available) :

03. Educational Qualifications :

First sitting : Year : \_\_\_\_\_. Index Number : \_\_\_\_\_.

Subject	Pass	Subject	Pass

04. Professional Qualifications : \_\_\_\_\_.

05. Experience : \_\_\_\_\_.

06. Certification of the applicant.

I certify that the above information is true and correct.

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

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

03-437

DEPARTMENT OF GOVERNMENT INFORMATION

Open Recruitment to the Primary Semi-Technical Service  
Category of the Department of Government Information  
[Production Work Assistant (Maintenance)]

APPLICATIONS are called from qualified candidates for recruitment  
to the posts of Primary Semi-Technical Service Category of the  
Department of Government Information.

1. 'Director General' in this notice refers to the Director General  
of Government Information.

2. *Structured Examination.* - The date of the examination will be  
decided by the Director General of Information. Candidates who  
obtain maximum marks from a structured interview, based on their  
rank will be appointed to the Grade III of the post.

Fields considered in granting marks	Maximum marks
Additional Educational Qualifications	20
Additional Experience	40
Additional Professional Qualifications	35
Skill demonstrated in the interview	05
Total	100

3. *Number of Appointments.* - Steps will be taken to fill 01 vacancy  
of the post of Primary Semi-Technical Service Category of the  
Department of Government Information [Production Work Assistant  
(Maintenance)].

4. *Effective date of appointments.* – Will be decided by the Director General of Government Information.

5. *Service conditions.* – Selected candidates will be appointed to the post of Production Work Assistant Subject to General Conditions governing Public Service appointments conditions and regulations in the Recruitment Procedure of Primary Semi-Technical Service Category of the Department of Government Information, approved by the Public Service Commission on 23.04.2013 and amendments already done and would be done in the future to the Recruitment Procedure.

6. The Public Service Commission has the authority to cancel the appointments of candidates who fail to assume duties on the due date and/or who reject or avoid to assume duties.

7. *Salary :*

Salary Code Number : PL 02-2006(A)

Salary Scale : Rs. 12,210 -10x130 -10x145 - 10x160 - 12x170  
- Rs. 18,600. Initial salary steps of the relevant category.

Grade	Initial salary step	Initial salary level Rs.
III	Step 01	12,210
II	Step 12	13,665
I	Step 22	15,120
Special	Step 32	16,730

(The first Efficiency Bar examination should be passed within 03 years from the date of appointment, and the second Efficiency Bar Examination should be passed within 03 years from promotion to Class II, and the third Efficiency Bar examination should be passed within 05 years from promotion to Class I. The second official language proficiency should be obtained according to Public Administration Circular Number 07/2007 dated 28.05.2007).

8. *Qualifications.* – At the closing date of applications :

- (i) *Educational Qualifications.* – Should have passed G. C. E. (O/L) in six (06) subjects at least with two credit passes in less than two sittings.
- (ii) *Professional Qualifications.* – Should have obtain the NVQ level 2 qualification relevant to the respective post as determined by the Tertiary and Vocational Education Commission.
- (iii) *Experience.* – Should have 02 years of experience relevant to the post at a recognized organization.
- (iv) *Physical Qualifications.* – Each candidate should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties of the post.
- (v) *Other :*
  - (i) Should be a citizen of Sri Lanka,
  - (ii) Should possess an excellent character,
  - (iii) All qualifications in regard to the appointment to the post should be duly completed.

9. *Age :*

Minimum age : 18 years  
Maximum age : 45 years

10. *Method of application :*

- (a) Applications should be prepared according to the specimen form of application attached to this notice using both sides of an A4 sheet. Application should be filled in with candidates own handwriting. Applications that do not comply with the specimen form of application and incomplete applications will be rejected without notification. It will be useful to keep a photocopy of the application. Candidate must check whether the duly filled in application complies with the specimen form of application. Otherwise, it may be rejected.
- (b) Completed applications should be sent by registered post to reach the Director General of Government Information, Department of Government Information, No. 163, Kirulapona Avenue, Colombo 05 before 15.04.2014 cite, "Open Recruitment to the Post of Produce Work Assistant (maintenance) at the Department of Government Information" on the top left hand corner of the envelope, in which the application form is enclosed. Applications received after the closing date will not be accepted.
- (c) Incomplete applications in any manner will be rejected. Complaints on misplacements or delays will not be entertained.

11. If any candidate was found guilty of providing any false information or suppressing any important information purposely, he/she is liable to be dismissed.

12. Matters not covered by these regulations will be determined by the Public Service Commission.

Director General of Government Information,  
Powers Delegated by the Public Service Commission,  
Department of Government Information.

Department of Government Information,  
No. 163, Kirulapona Avenue,  
Colombo 05,  
24th February, 2014.

SPECIMEN FORM OF APPLICATION

(For official use only)

OPEN RECRUITMENT TO THE PRIMARY SEMI-TECHNICAL SERVICE  
CATEGORY OF THE DEPARTMENT OF GOVERNMENT INFORMATION  
[PRODUCTION WORK ASSISTANT (MAINTENANCE)]

01. Medium :

Sinhala - 1  
Tamil - 2  
English - 3

(Write the relevant number in the cage)

**02. Personal Information :**

2.1 Name with initials in English Block letters, starting initials at the end : Mr./Mrs./Miss : \_\_\_\_\_.  
E. g.- SILVA, A. B.

2.2 Name in full in English Block letters : \_\_\_\_\_.

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

2.4 Personal address (In Sinhala/Tamil) : \_\_\_\_\_.

2.5 Gender :

Male - 0 ☐  
Female - 1 ☐

(Write the relevant number in the cage)

2.6 Civil status :

Unmarried - 1 ☐  
Married - 2 ☐

(Write the relevant number in the cage)

2.7 Ethnicity :

(Sinhala - 1, Tamil - 2, Ind. Tamil - 3, ☐  
Muslim - 4, Other - 5)

(Write the relevant number in the cage)

2.8 National Identity Card No. :

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2.9 Date of Birth :

Year :     Month :   Date :

2.10 Telephone Number (if available) :

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**03. Educational Qualifications :**

First sitting : Year : \_\_\_\_\_. Index Number : \_\_\_\_\_.

Subject	Pass	Subject	Pass

Second sitting : Year : \_\_\_\_\_. Index Number : \_\_\_\_\_.

Subject	Pass	Subject	Pass

04. Professional Qualifications : \_\_\_\_\_.

05. Experience : \_\_\_\_\_.

06. Certification of the applicant.

I certify that the above information is true and correct.

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

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

03-438

**REGISTRAR GENERAL'S DEPARTMENT**

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

KEGALLE DISTRICT

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

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

02. Both Male and Female can apply for these posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 21st April, 2014.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
28th February, 2014.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which Applications are called</i>	<i>Address to which Applications must be sent</i>
Kegalle	Kegalle	Post of Registrar of Marriages (General/ Kandyan) of Paranakuru Koralaya Division and Births and Deaths for Mawathapattu South Division	District Secretary/Additional Registrar General, District Secretariat, Kegalle.

03-400

### PUBLIC SERVICE COMMISSION

#### Ministry of Youth Affairs and Skills Development

#### RECRUITMENT TO THE POST OF LEGAL OFFICER (CLASS III OF EXECUTIVE SERVICE CATEGORY) OF THE DEPARTMENT OF TECHNICAL EDUCATION AND TRAINING

APPLICATIONS are invited from Sri Lankan citizens who have following qualifications, to the Post of Legal Officer of the Department of Technical Education and Training of the Ministry of Youth Affairs and Skills Development.

01. *Recruitment Procedure.*— Applicants, who got highest marks on the results of structured interview, held by the interview board appointed by the Public Service Commission, out of the applicants who fulfilled the qualifications, mentioned in the notification, will be recruited for the number of vacancies available. In this case, structured interview will be held in accordance with the marking scheme (mentioned under No. 06) which was approved by the Public Service Commission.

#### 02. *Qualifications :*

##### (i) *Educational and Vocational Qualifications :*

Have obtained LLB Degree from a University recognized by the University Grant Commission or have sworn in the Supreme Court as a Lawyer.

##### (ii) *Experience :*

Not less than three (03) year active professional experience, after sworn in the Supreme Court as a Lawyer.

##### (iii) *Physical Fitness :*

Every candidates shall have sufficient physical and mental fitness to serve in any part of Sri Lanka and discharge the duties of the post.

##### (iv) *Other :*

- \* Proficiency in Tamil and English Language is an additional qualification.
- \* Must be a citizen of Sri Lanka.
- \* Must have excellent moral character.
- \* All qualifications, needed to recruit to this post, should have been fulfilled as at the closing date of applications.



03. *Conditions of Employment and Service Conditions :*

- (i) This Post is permanent and pensionable. Should contribute to the Widows/Widowers and Orphans Pension Scheme.
- (ii) Appointment will be subjected to a probation period of three (03) year. As mentioned in the scheme of recruitment, 1st Efficiency Bar Examination should be fulfilled within 03 years from the appointment to Class III of the Post of Legal Officer.
- (iii) In terms of Public Administration Circular No. 07/2007 and circulars, incidental thereto, proficiency in other official language, in excess to the language, recruited to the service, must be obtained, within 05 years from the appointment and the officers who recruited by the language other than official language should obtain prescribed official language proficiency within the period of probation.
- (iv) This appointment is subjected to procedural rules of Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations and Departmental other orders.

04. *Age Limit.*— Should not be less than 21 years and not more than 45 years of the age on the closing date of applications.

05. *Salary scale.*— Salary Scale of Rs. 22,935 -10x645 -8x790 - 17x1,050 - Rs. 53,555 is entitle for this Post. (Salary segment SL-1-2006 of Public Administration Circular No. 06/2006 dated 25.04.2006).

06. *Following Marking Scheme will be based for the Structured Interview :*

	<i>Subject</i>		<i>Maximum Marks</i>
1.	<p><i>Additional Educational Qualifications :</i> LLB Degree obtained from a recognized university :</p> <ul style="list-style-type: none"> <li>– For first class</li> <li>– For second class upper</li> <li>– For second class lower</li> </ul> <p style="text-align: center;">or</p> <p>First class for final year of law college Second class for final year of law college</p> <p><i>Note.</i>— Only 10 marks should be given, final exam had been passed with honour pass before the year 1997, (marks will be given only for maximum qualification, marks should be given only for a Degree or Qualification from Law College.</p>	<p>20</p> <p>15</p> <p>10</p> <p>15</p> <p>10</p>	20
2.	<p><i>Additional Professional Qualifications :</i> For a Post Graduate Diploma not less than one year, in relevant field, awarded by the recognized institution or Post Graduate Diploma in Law (05 marks per a Diploma) For a Diploma Course, not less than 06 months, in relevant field, awarded by the recognized institution. (03 marks per a Diploma) For a Certificate Course, not less than 03 months, in relevant field, awarded by the recognized institution (02 marks per a Diploma)</p>		15
3.	<p><i>Additional Experience :</i> Experience in Public Service or private sector as a lawyer - more than 06 months and less than one year, 02 marks, 05 marks per a year maximum 30 marks (except 03 year period of service worked as a lawyer needed to obtain basic qualification) (Additional experience should be confirmed by a certificate obtained from a lawyer who have completed not less than 20 years period of service president's counsel or a justice)</p>		15
4.	<p><i>Computer Literacy :</i> Have followed Information Technology as a main subject for a degree, from a University, recognized by University Grant Commission.</p>	15	15

	Subject		Maximum Marks
	For a Diploma Course in Information Technology, not less than 01 year or 1500 hours from Government recognized Institution	10	
	For a Certificate Course in Information Technology, from Government recognized Institution :	07	
	- 06 Months/720 hours	05	
	- 03 months/360 hours		
5.	<i>Proffeciency in English Language:</i> Post Graduate/Degree/Post Graduate Degree in law, in English medium. (All relevant question papers should have been answered in English Medium)	15	15
	For a Diploma Course in English Language from a University, Recognized by University Grant Commission or from a Government recognized Institution. (one year or 1500 hours)	10	
	For a certificate Course in English Language from a University, Recognized by University Grant Commission or from a Government Recognized Institution		
	- 06 Months/720 hours	07	
	- 03 months/360 hours	05	
6.	Skills at the interview		05
	Total		100

07. *Identity of the Candidates.*– Only applicants, who have submitted completed applications will be called for structured interview.

Original copies of certificates and properly certified copies should be submitted, in the interview. Following identity Card will be accepted to certify the identity of his/her, in the interview :

- (i) Identity Card issued by the Commissioner of Registration of persons,
- (ii) A valid pass port.

08. *Method of Application :*

- (i) Applications, should be sent under registered cover to reach the "Director General, Department of Technical Education and Training, Olcott Mawatha, Colombo 10", on or before 21st April, 2014. Applications, received after that date will be rejected.
- (ii) A specimen application, is indicated at the end of this notification. Applicants should prepare their application, in their own handwriting, in A4 size paper with No. 01 to 07 appearing in 1st page, No. 08 to 11 appearing in 2nd page and the rest in next pages.
- (iii) The envelope enclosing the application should be marked "Application for the post of Legal Officer" on the top left hand corner.
- (iv) Signature of candidate should be attested by a Principal of a Government School/A Justice of a Peace/Commissioner of Oaths/Attorney-at-law/Notary Public,

Commissioned Officer in the Armed Force or an officer holding a permanent post in the Government with monthly consolidated salary of Rs. 22,935.

- (v) Officers, who are already in Public or Provincial Public Service should submit applications through their Head of the Department.
- (vi) Applications, without confirmity with the specimen application form, will be rejected. Inquiries about applications lost or delayed will not be accpeted.

09. *Furnishing false Information.*– Your candidature will be repealed, if any information mentioned in the application, being detected as incorrect or false, before the recruitment. If such information being detected after the recruitment, action will be taken to dismiss from the service, subject to the procedure relevant thereto.

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

11. In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification, Sinhala text shall prevail.

By Order of the Public Service Commission,

Secretary,  
Ministry of Youth Affairs and  
Skills Development.

Nipunatha Piyasa,  
No. 354/2, Alvitigala Mawatha,  
Colombo 05.

SPECIMEN APPLICATION



For office use

APPLICATION FOR THE POST OF LEGAL OFFICER (CLASS III OF EXECUTIVE SERVICE CATEGORY) OF THE DEPARTMENT OF TECHNICAL EDUCATION AND TRAINING

01. Name of the applicant : \_\_\_\_\_.
- (i) Name with initials at the end (In block capital letters) : \_\_\_\_\_.
- (ii) Full name (In block capital letters) : \_\_\_\_\_.
- (iii) Full name (Sinhala/Tamil) : \_\_\_\_\_.

02. Address and Telephone Number :
- (i) Official Address : \_\_\_\_\_.
- Telephone No. : \_\_\_\_\_.
- (ii) Private Address : \_\_\_\_\_.
- Telephone No. : \_\_\_\_\_.
- Mobile Telephone No. : \_\_\_\_\_.
- (Any change in the address or telephone number should be informed immediately)

03. Date of birth :
- Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.

04. Age as at the closing date of application :
- Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.

05. National Identity Card Number : \_\_\_\_\_.

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

07. Whether married/unmarried/Widow : \_\_\_\_\_.

08. Education Qualifications :
- (i) University date and language medium, obtained a degree in law : \_\_\_\_\_.
- (ii) Date, sworn in supreme court as a lawyer : \_\_\_\_\_.

09. Professional experience as a lawyer : \_\_\_\_\_ years

10. Professional Qualifications :

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

11. Experience :

Institutions, worked	Designation	Period worked	Whether Public Sector/ Semi Government/ Private

12. Proficiency in computer literacy :
- Degree : \_\_\_\_\_.
- Diploma : \_\_\_\_\_.
- Certificate course : \_\_\_\_\_.

13. Proficiency in English Language :
- Degree in English Medium : \_\_\_\_\_.
- Diploma Course in English : \_\_\_\_\_.
- Certificate Course in English : \_\_\_\_\_.

14. If you are a citizen of Sri Lanka, state by decent or registration (if registration, state details) : \_\_\_\_\_.

15. Whether you have dismissed from a post in Public Service, that you had been holding ? : \_\_\_\_\_.

16. If you are already in Public Service is there any disciplinary inquiry pending against you ? : \_\_\_\_\_.

17. Whether you have been convicted in a court, if so, state details : \_\_\_\_\_.

I hereby certify that the particulars furnished by me in this application are true and accurate. I am aware that if any particulars contained there in are found to be false and incorrect, before the selection, I'm liable to disqualify and dismissal, without compensation, if the inaccuracy is detected after the appointment.

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

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

18. Attestation of the signature of the candidate :

I do hereby certify that Mr./Mrs./Miss ..... personally known to me and placed his/her signature in my presence on .....

\_\_\_\_\_,  
Signature of certifying officer.

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

(This part is applicable only for candidates who engage in Government employment)

*Attestation of the Head of the Department/Institution*

I hereby certify that Mr./Mrs./Miss ..... who is working in this Ministry/Department/Institution, is presently working in the post of ..... and his/her work and conduct are satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in future. He/She can/cannot be released from the service once he/she is selected for this post.

\_\_\_\_\_,  
Signature of the Head of the  
Department or Authorized Officer.

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

(Official Seal)

03-436

## Examinations, Results of Examinations &c.

### LEGAL DRAFTSMAN'S DEPARTMENT

#### Competitive Examination for the recruitment to the Posts of Editor Grade III and Documentation Assistant Grade III of the Management Assistant Non Technical Category 2 in the Legal Draftsman's Department

APPLICATIONS are invited by the Sri Lanka Institute of Development Administration on behalf of the Legal Draftsman's Department for the selection of suitable persons to fill the vacancies in the Post of Editor Grade III and Documentation Assistant Grade III in the Legal Draftsman Department. Applications prepared according to the specimen form at the end of this notification should be send by registered post addressed to the Director General, Sri Lanka Institute of Development Administration, No. 28/10, Malalasekera Mawatha, Colombo 07, on or before the date mentioned below. "Competitive examination for the recruitment to the Post of Editor Grade III and Documentation Assistant Grade III in the Legal Draftsman's Department" should be clearly mentioned on the top left corner of the envelope.

Further the name of the examination in the applications in Sinhala in addition to being in Sinhala should be given in English and the name of the examination in applications in Tamil in addition to being in Tamil should be given in English.

(a) The last date for the receipt of application is 21.04.2014.

*Note.*— No complaint regarding the loss or delay in the post of an application or any related letter will be entertained. Any inconvenience caused due to the delay in sending the applications should be borne by the applicants.

01. *Method of recruitment.*— The applicants who have obtained the highest marks in the Open Competitive Examination will be subjected to an interview and after examining the qualifications they will be recruited in order of merit according to the number of vacancies. The number of appointees and the date of appointment will be decided by the Legal Draftsman.

#### 02. *Conditions of Employment :*

- (i) This post is permanent and pensionable. Contributions should be made to the Widows/Widowers and Orphans Pension Fund.
- (ii) Officers appointed to this post are subject to a probation period of three (03) years.
- (iii) In terms of the Public Administration Circular No. 07/2007(ii) proficiency level of the other official language should be obtained within a period of five (05) years. Officers who joined the service through a medium which is not an official language are required to obtain the proficiency in the official language within 03 years that is within the period of probation. Proficiency in one official language should be obtained while the proficiency in the other official language should be obtained within 06 (six) years.
- (iv) This appointment is subject to the procedural rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other Departmental Regulations.
- (v) The appointment of applicants who fail and refuse or avoid to assume the duties of the post on the relevant date are liable to be cancelled.

03. *Salary Scale.*— This post carries (monthly) salary scale of Rs. 13,120 -10x145 - 11x170 -10x240 - 10x320 - Rs. 22,040 in terms of MN-1-2006A - Public Administration Salaries Circular No. 06/2006.

#### 04. *Educational Qualifications/Experience :*

*Educational qualifications.*— Should pass/have passed the G. C. E. (O/L) Examination in six subject with credits in at least four (04) subjects including Mathematics and Sinhala/Tamil/English language at one sitting.

Have obtained at least a credit pass in Sinhala language or Tamil language/English language at the G. C. E. (Advanced Level) Examination.

#### *Note :*

- (i) The applicant should have completed the qualifications for the language subjects, relevant to the medium applied, at the G. C. E. (O/L) and G. C. E. (A/L).

- (ii) In the absence of a sufficient number of applicants who have obtained a credit pass in English language at the G. C. E. (A/L) examination having obtained a credit pass in Sinhala/Tamil language at the G. C. E. (A/L) examination and a pass in English or a credit pass in General English at the G. C. E. (A/L) will be considered as a qualification.

*Experience.*– Only the applicants for the Post of Documentation Assistant should have at least one year experience in a government recognized establishment in computer related work (eg.– open office Microsoft Office Word-Excel/etc.)

05. *Age limit.*– Should be not less than 18 years and not more than 30 years on the closing date of applications.

06. *Physical qualification.*– Every applicant should possess sufficient physical and mental suitability –

- (i) To serve in any part of Sri Lanka ; and
- (ii) To perform the duties of the post (selected applicants will be subject to a medical investigation).

07. *Other qualifications :*

- (i) Applicants should be citizens of Sri Lanka ;
- (ii) Applicants should be of unblemished character ;
- (iii) Applicant should have completed all the required qualifications on every manner for the recruitment to the post on the date of publication of the notice calling for applications.

08. 8.1 *Written examination :* Editor

<i>Question paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass mark</i>
Test the knowledge on Sinhala/Tamil/English language and spelling.	1 1/2 hours	100	

8.1.1 *Syllabus :*

<i>Name of the question paper</i>	<i>Syllabus</i>
Test the knowledge on Sinhala/Tamil/English language and spelling	A paper consisting of three questions with two parts to evaluate the proof reading skills specially the proof reading skills relating to the publications of this department and a question to test the correct Sinhala/Tamil/English spelling

8.2 *Written examination :* Documentation Assistant

<i>Question paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass mark</i>
Intelligence test	one hour	100	40
Language proficiency	one hour	100	40

8.2.1 *Syllabus :*

<i>Name of the question paper</i>	<i>Syllabus</i>
Intelligence Test	A question paper to test the general intelligence, logical skill, expression of ideas, statistical skill and comprehension skill
Language proficiency/skill	A question paper to test the spelling, grammar, expression of precise and clear ideas, knowledge of expressions of the language, summarizing and essay writing.

*N. B.*– Marks will be deducted for illegible handwriting and spelling mistakes.

The candidacy of a candidate whose handwriting is illegible shall/may be cancelled.

8.3 *Interview.*— Applicants who have obtained the highest marks (equal to the number of vacancies) from the applicants who have obtained marks more than 40% for each of the above papers will be interviewed by a panel of interview appointed by the Legal Draftsman in order the required physical and mental suitability mentioned in the notice. Marks will not be given for the interview.

09. *Conditions for the Examination/Examination Conditions :*

- (i) An applicant applying for both posts shall submit separate applications.
- (ii) The examination will be conducted in Sinhala, Tamil and English media. An applicant will not be permitted to change the medium mentioned in his application later.
- (iii) The examination fee is Rs. 1,000. The applicants could pay a non-refundable examination fee of Rs. 1,000 at any branch of Bank of Ceylon in favour of Director General, Sri Lanka Institute of Development Administration, to the credit of Account No. : 02323278 at the Torrington Square Branch of Bank of Ceylon.  
A copy of the receipt of payment should be annexed to the application.
- (iv) The fee paid for the examination will not be refunded under no circumstance.
- (v) This examination will be held in Colombo in May 2014. The date of the examination will be notified later.
- (vi) Incomplete application will be rejected without any notice.

*Note.*— No applicant will be allowed to enter the examination hall without the admission card. An application shall sit for the examination at the examination hall specified for him. Every applicant is required to have his signature attested in his admission card and it to the supervisor of the examination hall when he appears for the first time. The issue of an admission card to an applicant shall not be accepted as that he/she has fulfilled the eligibility to sit for the examination.

- (vii) The application should be prepared in 22cm x 29cm A4 sheets size of 22x9 c. m. in accordance with the specimen application herein. The application should be prepared with captions 1-5 in the first page and 6-11 in the second page and the relevant information should be clearly filled in the applicant's handwriting. Applications which are non in accordance with the specimen application form and incomplete applications will be rejected without any notice.

- (viii) The receipt of application will not be acknowledged and the Director General of Sri Lanka Institute of

Development Administration will issue admission cards to applicant who have submitted applications complete in all aspects.

- (ix) The Legal Draftsman shall have the power to postpone or to cancel the examination.
- (x) The applicants are subject to the rules stipulated by the Director General of Sri Lanka Institute of Development Administration regarding the holding of the examination and the release of the results. If such rules are violated by he/she will have be subjected to any punishment imposed by the Director General of the Sri Lanka Institute of Development Administration under examination laws and rules.

10. *Identify of the applicant.*— Every applicant shall prove his identify at the examination hall to the satisfaction of the Supervisor of the Examination hall. For such purpose only one of the following documents will be accepted.

- 1. The national identity card issued by the Department for the Registration of Persons ;
- 2. A valid passport ;
- 3. A valid driving licence.

*Note :*

- (a) No document or any copy should be annexed to the application.
- (b) Applications of applicants who fail to submit the originals of the relevant documents when requested will not be taken into consideration.

Applicants are required to have their specimen signature attested by a principal/retired principal of a government school, Grama Niladhari of the Division, Justice of the Peace, Commissioner for Oaths, Attorney-at-law, Notary Public, Commissioned officer of the Armed Forces or a permanent staff grade officer in the Government or Local Government Service receiving an annual salary of Rs. 240,360 or more, chief incumbent of a Buddhist temple or a member of the clergy of a respectable standing in charge of any other religious institution.

11. *Punishing false information.*— If it is disclosed that an applicant does not possess the qualifications at any time before the examination or in the course of the examination or after the examination, his/her application is liable to be cancelled. If it is disclosed that an applicant has furnished false facts knowing that it is false or that he/she has wilfully hidden any fact he/she is liable to be dismissed from government service.

G. S. A. DE SILVA,  
Legal Draftsman.

Legal Draftsman Department,  
Colombo 12.

For office use only

COMPETITIVE EXAMINATION FOR THE RECRUITMENT  
TO THE POSTS OF EDITOR GRADE III AND  
DOCUMENTATION ASSISTANT GRADE III OF THE  
MANAGEMENT ASSISTANT NON TECHNICAL  
CATEGORY 2 IN THE LEGAL DRAFTSMAN'S  
DEPARTMENT - 2014

APPLICATION FORM

Medium - medium for the examination.

Sinhala - 1  
Tamil - 2  
English - 3

(Write the relevant number in the cage)

In terms of Paragraph 9.11 of the application (Medium will not be allowed to changed)

01. 1.1 Last name with initials at the end : \_\_\_\_\_.  
(e. g.- SILVA A. B. in English Capital letters)

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

1.3 Name in full (in English capital letters) : \_\_\_\_\_.

1.4 National Identity Card No. :

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02. 2.1 Permanent address (in English capital letter) : \_\_\_\_\_.

2.2 Address to which the admission card should be sent (in English capital letters) : \_\_\_\_\_.

03. 3.1 Date of birth :  
Year : \_\_\_\_\_ Month : \_\_\_\_\_ Date : \_\_\_\_\_.

3.2 Age as at the closing date of application :  
Years : \_\_\_\_\_ Months : \_\_\_\_\_ Days : \_\_\_\_\_.

04. Gender :  
Male : 0 Female : 1

05. Civil Status :  
Married - 1 Unmarried - 2

06. Educational Qualifications :

(i) G. C. E. (O/L)

Year	Subjects	Grade

(ii) G. C. E. (A/L) :

Year	Subjects	Grade

07. Mention any other relevant educational/professional qualifications : \_\_\_\_\_.

08. Professional experience : \_\_\_\_\_.

09. Firmly paste the receipt here :

Receipt No. : \_\_\_\_\_.

Date of payment : \_\_\_\_\_.

Office where the payment was made

10. Applicant's Declaration :

I do hereby declare that the foregoing particulars are true to the best of my knowledge and belief. Further I declare that I agree to be bound by the rules and regulations stipulated by the Director General of Sri Lanka Institute of Development Administration regarding the holding of the examination and decisions regarding the release of the results. I also agree to abide by any decision to cancel my examination candidature before in the course of or after the examination, if it appears that I am not eligible according to the conditions of this examination.

11. Attestation of the Applicant's signature :

I do hereby certify that ..... (full name) who submits this application is personally known to me and that he/she placed his/her signature before me on this .....

\_\_\_\_\_  
Signature of the officer attesting the signature.

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

Full name of the attesting officer : \_\_\_\_\_.

Signature : \_\_\_\_\_.

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

Official seal : \_\_\_\_\_.

03-645

MINISTRY OF HEALTH

Recruitment to the Pupil Nurse Training – 2014

APPLICATIONS are hereby invited from the applicants who have fulfilled the qualifications mentioned in the Nursing Service Minute published in the *Extraordinary Gazette* No. 1,837/8 dated 19.11.2013

of the Democratic Socialist Republic of Sri Lanka in order to be recruited into the pupil nurse training under the Ministry of Health. (Recruitment of the male applicants will be carried out under the provisions of the Nursing Service minute on the basis of the requirement that are existed in the institutes under the Ministry).

01. The number of recruitments will be divided in proportion to the number apply in each year. Then the number prescribed to be recruited in each year will be divided in proportion to the number of students who apply from Biology, Mathematics and Agriculture streams in the relevant year and eligible persons will be selected on district basis from the applicants who have obtained highest Z-score.

02. These will be full time courses. Therefore students who are following full time courses in any university or under the Ministry of Health or in any other Government institute during the five days of the week including Saturday morning should not apply for this. If anybody so applies and someone it was revealed later he or she will be dismissed from the course/post and all the expenses which were incurred by the Government on behalf of the trainee should be paid to the Government. If a full time student of the university or in another Government institute intends to apply the following guidelines should be followed.

- 2.1 If you had registered in a university or in any other Government institute for a full time course by the date 10.04.2014 and if you are selected for the student nurses training your registration for the relevant training or course should be cancelled before the date of the registration at the Nurses Training School.
- 2.2 Also if you had not registered in any university or for any other course conducted by the Ministry of Health by the date 10.04.2014 if you had registered by the date of registration of trainees for the student nursing training due to any reason his/her registration should also be cancelled before the date of registration at the nurses training school.
- 2.3 If the applicant who have registered for a full time course under the Ministry of Health are selected for the Student Nursing Training they will be registered for the Student Nursing Training only if they leave the relevant course after paying back the bonded sum according to the garments signed relevant to the training at the time and all the allowances you have received.

*Note :-*

1. Even though you have fulfilled the conditions from 2.1 to 2.3 if you have not obtained sufficient Z-score or if you have not completed any conditions mentioned in this however you should be aware/informed that you will not be selected for this courses.
2. You should be further informed that even though you have obtained sufficient Z-score and have been complete

the other conditions mentioned in this if you have not mentioned from 2.1 to 2.3 you will not be selected for these courses.

### 03. Educational Qualifications :-

- (a) Should have passed all the subjects (except common General test) of one of the streams called Biology/Mathematics/Agriculture which belongs to the Science Stream in one sitting at the G. C. E. (A/L) examination ; and
- (b) Should have passed G. C. E. (O/L) Examination in not more than 02 attempts with six subjects including Credits passes for Sinhala/Tamil Language, Mathematics, Science and English.

### 04. Other qualifications :-

- (a) Should be a Sri Lankan citizen.
- (b) Should not be below 18 and over 28 years of age as at 10.04.2014.
- (c) Height should not be below 4'10" (147.3cm).
- (d) Should be unmarried.
- (e) Every candidate should be physically fit to serve in any part of Sri Lanka.
- (f) Should have lived in the district from which you are applying for a period of during three years immediately prior to the closing date of application which is 10.04.2014 and should have fulfilled at least one of the followings to prove the residence and the relevant documents should be presented at the interview :
  - (I) Should be resided in that district at least 3 years within 05 years prior to 10.04.2014 (for this the Gramaniladari certificate signed by the Divisional Secretary should be submitted) ;
  - (II) Should be obtained the secondary school education continuously in the relevant district for 5 years (A copy of school leaving certificate should be submitted) ;
  - (III) Should be born in the relevant district. (A copy of Birth Certificate should be submitted) ;
  - (IV) Extracts of Register of Voters during last three years obtain from the District Election Office should be submitted.

*Note.-* If any candidate whose father or mother is serving in a transferable service under the Government, Provincial Council Service or Co-operation, he/she will be allowed to select the district as his districts as which in district mother is born or in which district father is born. (Birth Certificate and the documents to prove their service either mother or father should be submitted.)



05. *Method of Application :*

- (a) Application should be prepared in accordance with the specimen given in this notification by using both sides of A4 size paper. This should be prepared as including the sections from No. 01 to No. 09 in page No. 01 and No. 10 section should be in page No. 02 and page No. 03 should be contained with the sections from No. 11 or No. 13.
- (b) Duly completed applications should be sent on or before 10.04.2014 by the register post to the "Director (Admin. 01), Ministry of Health, Suwasiripaya, No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10" and on the top left corner of the envelope should be mentioned as "Recruitment of the Pupil Nurse training in 2014" and resident district.
- (c) Applicant's signature should be attested by an officer in Sri Lanka Administrative Service/Educational Administrative Service/Public Accountant Service/A Principle of a Government School/Justice of the peace/Lawyer or by an Officer who is bearing a government post and is being paid an annual salary not less than Rs. 240,360.
- (d) Value of Rs. 300 valid stamps should be affixed in the relevant cage before the signature of the application and they should be cancelled by placing the signature of the applicant.

06. Incomplete applications, applications which are not in the specific format and without stamps or not registered on or before 10.04.2014 will be rejected without any notification and will not be acknowledge.

07. Among the applicants those who have fulfilled the above mentioned qualifications will be called for an interview based on a priority list prepared according to the Z-score. A general interview will be held by an interview board appointed by the Secretary of Health and the Interview Board will check the qualifications mentioned in the Nurse service minute and this *Gazette* Notification and physical fitness.

08. Originals and the certified true copies by himself of the below mentioned documents should be submitted at the interview by the applicant and the documents which are submitted after the interview will not be considered :

- (a) Birth Certificate ;
- (b) G. C. E. A/L Result Sheet and the originals of Z-score Result Sheet ;
- (c) G. C. E. O/L Result Sheet ;
- (d) National Identity Card or Passport or Valid Driving license ;

(e) The original documents in terms of prove the residence as per above 4(f) ;

(f) An affidavit by a Justice of peace in order to prove as a bachelor or spinster.

09. *Training Procedure :*

- (a) Selected applicants will be admitted to nurse training schools as pupils nurses and three (03) years training programme should be followed by them ;
- (b) A set of laws that existed in the nursing school will be provided to these trainees at the Admission for training wit. They will be subjected to these laws and to the other laws that are implemented time to time respectively ;
- (c) If he/she fails at the scheduled examinations, if he/she had not being conducted as a well mannered person or if they behave unsatisfactorily or if he/she fails to follow the examination and leave condition or if any detail was revealed as incorrect mentioned in the application form, will be terminated from this training without paying any compensation at any time of the training. The trainers will not be entitled for any leave during the training period and equal amount of money will be deducted on during the training period and equal amount of money will be deducted on behalf of the absent days during the training. However 80% attendance will be required for facing to the examination ;
- (d) The allowances will be granted as follows for the trainees' who are training in a nurse training school :

- 1. First year :- Rs. 12,920 per month.
- 2. Second years :- Rs. 13,040 per month.
- 3. Third years :- Rs. 13,160 per month.

After successful completion of this training at the final examination. The trainees will be appointed by the Secretary of Health as staff nurse officers Grade 3 as per the relevant salary scale on the basis of available vacancies.

(e) If anyone left the training during the training or dismissed or resigned by the training during the training period the all the expenses incurred by the Government for the training should be paid by the relevant trainee to the Department. If not action will be taken to recover this amount of money.

10. *Terms and Agreements on unmarried status :*

- (a) All the applicant should be unmarried by the date of applications and should also be remained as unmarried during the training period. An affidavit signed by the Justice of Peace should be forwarded to prove the unmarried status at the interview ;

- (b) All the pupil nurses should be signed an agreement with Director General of Health Services as to agree that to complete the training programme successfully and to serve 10 years period under the Ministry of Health or in a hospital under the Provincial Health Ministry. This period of time will be decided by the Director General of Health Service time to time.

#### 11. Conditions of recruitment :

- (a) The government is not bound to grant permanent appointment at the end of the Training. However they will be considered to be appointed at the relevant post staff nurse officer Grade III on the basis of the conditions mentioned in the recruitment procedure and on the basis of available vacancies in the relevant province.
- (b) The post of staff nurse officer Grade III that granted on the basis of final results in the above mentioned training will be a pensionable occupation and the contributions should be made to the widow/widower and Orphans' Pension Scheme.
- (c) Appointments will be granted to staff Nurse Officer Grade III after the 03 years probationary period.

#### 12. Service Conditions :

- (a) All the trainees should be appeared for a medical test prior to the training programme ;
- (b) Staff Nurse Officer Grade III will be entitled for the salary scales Rs. 15,620 - 4x180 -6x240 - 11x320 -20x360 - Rs. 28,500 as per M. T. 7/2006A of P. A. Circular 6/2006(iv) and will be appointed to the post of Staff Nurse Officer Grade III.
- (c) All the officers in the nurse service will be subjected to the provisions of Establishments Code in the Democratic Socialist Republic of Sri Lanka to the implemented laws by the Public Service Commission with regard to the government service, to the regulations and orders, for the provisions of nurse service minute to the government Financial Regulations and to the other regulations of the government, to the circulars, instructions and to the revisions made upon them frequently.
- (d) The information on Education and other qualifications should be filled in the applications with full of attention and they should be entered correctly. If any certificate mentioned above found as incorrect or fraud document the relevant appointments will be cancelled and also will be dismissed by the training or by the post. Such incidents will be forwarded Criminal Investigation Department to

take legal actions and their names will be entered into black list that prevented them for re-employing under the government. Action will be taken to recover the full amount of money which incurred by the government for payments and other expenses by the government during the training period together with relevant surety mentioned in the surety bond by him/her.

- (e) This Ministry is not bound to provide hostel facilities within the training schools for the recruited applicants.
- (f) During this period no-one is allowed to participate in trade union actions or serving attached to private services and they do not have any right thereof. Actions will be taken to dismissed by the training or another suitable action according to the rules and regulations if such incident is revealed.
- (g) Decision of the Secretary to the Ministry of Health will be final and exclusive if any complicated situation is arisen on the circumstances that are not covered by this *Gazette Notification* with regard to the training programme. The Sinhala Language sentences will be effective if any differences are originated between the Sinhala/Tamil and English sentences under this *Gazette Notification*.

Dr. Y. D. NIHAL JAYATHILAKA,  
Secretary,  
Ministry of Health.

No. 385, Suwasiripaya,  
Rev. Baddagama Wimalawansa Thero Mawatha,  
Colombo 10,  
28th February, 2014.

#### MINISTRY OF HEALTH

#### RECRUITMENT OF PUPIL NURSES FOR TRAINING – 2014

District	
G. C. E. (A/L) subject stream	
G. C. E. (A/L) year passed	
Medium	

01. (a) Last name with initials (In English block letters) :———. (b) Full name (In Sinhala/Tamil) :———. (c) Full name (English block letters) :———.

02. Postal address (In English) :———.

03. (i) Permanent address (In Sinhala) :

(ii) District (In English) :

(iii) Telephone No. :

Mobile :

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Residential :

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

04. Date of birth :

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

05. Age as at 10.04.2014 :

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

06. Gender :

(Put "✓" in the appropriate box)

Male	
Female	

07. Whether you are a Sri Lankan citizen :

(Put "✓" in the appropriate box)

Yes	
No	

08. National Identity Card No. :

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

09. Height :

(a) Feet : \_\_\_\_\_, Inches : \_\_\_\_\_, (b) cm : \_\_\_\_\_.

10. (a) G. C. E. A/L Examination :

(i) Year : \_\_\_\_\_, (ii) Index No. : \_\_\_\_\_.

(iii) Z-score : \_\_\_\_\_, (iv) Stream : \_\_\_\_\_.

Subject	Grade	For office use	Subject	Grade	For office use
01.			03.		
02.			04.		

(b) G. C. E. O/L Examination :

First Attempt :

(i) Exam year and month : \_\_\_\_\_.

(ii) Index No. : \_\_\_\_\_.

Subject	Grade	For office use	Subject	Grade	For office use
01.			07.		
02.			08.		
03.			09.		
04.			10.		
05.			11.		
06.			12.		

Second Attempt :

(i) Exam year and month : \_\_\_\_\_.

(ii) Index No. : \_\_\_\_\_.

Subject	Grade	For office use	Subject	Grade	For office use
01.			07.		
02.			08.		
03.			09.		
04.			10.		
05.			11.		
06.			12.		

11. Have you ever been convicted in any Court for any offence :

Yes	
No	

If "Yes" provide details : \_\_\_\_\_.

12. Declaration/Certification of the applicant :

(a) I hereby state respectively that the information provided in the application are true and correct to the best of my knowledge.

(b) I know that I will be dismissed if this statement proved incorrect/false revealed later.

Stamps should be cancelled after affixing stamps to the value of Rs. 300 and by placing the signature on it.

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

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

13. Certification of the Signature of the Applicant :

I hereby certify that I personally know Mr./Mrs./Miss ..... who submit this application and he/she placed his/her signature before me on ..... 2014.

\_\_\_\_\_,  
Attestor's signature.

Attestor's :

Full name : \_\_\_\_\_.

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

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

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

### DEPARTMENTAL EXAMINATION FOR PRELIMINARY GRADE MEDICAL OFFICERS AND DENTAL SURGEONS – MARCH - 2014

IT is hereby notified that the Departmental Examination for Preliminary Grade Medical Officers and Dental Surgeons which should be passed by Preliminary Grade Medical Officers before promotion to Grade II in terms of Section 07 of the Minute of Medical Officers in the Health Services, published in the *Gazette (Extra Ordinary)* No. 662/11 of 17.05.1991 of the Democratic Socialist Republic of Sri Lanka, and which should be passed by Dental Surgeons before confirmation in the service will be held on 25th May, 2014 in Sinhala, Tamil and English medium. The venue and the time of the examination will be notified along with the Admission Card.

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

03. *Applications.* – Applications that should be prepared by the candidates as per specimen shown at the end of this circular must be handed over to the head of the institute on or before 21st April 2014. The applications that are certified as all the eligibilities have been fulfilled, should be forwarded to the Director (Examinations), Ministry of Health "Suwasiripaya", No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 25th April, 2014 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self addressed envelope in the size of 9" x 4" inches, affixed with stamps to the value of Rs. 30.00 should be sent along with the application. (Candidates can write their official or private address). Applications which are received late, incomplete or inaccurate will be rejected.

*Note.* – The application should be prepared using an A4 paper based on the specimen form of the application so as to recommended from 01 to 04(c) on the first front page and from 04(d) to 09 on the second page. Application which do not conform to above will be rejected any information.

#### 04. *Examination fees :*

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

#### 05. *Admission to the Examination:*

- (i) Candidates whose applications have been accepted will be issued with Admission Cards. They should duly complete and submit same to the Supervisor at the Examination Centre. Otherwise they will not be allowed to sit the examination.
- (ii) Candidates should prove their identity to the Supervisor at the examination hall. For this purpose one of the following documents will be accepted :

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

- (iii) If you did not receive your admission card due to any unavoidable reason you can trace your examination centre and the index number through the web site ; If you were able to trace your examination centre and the index number as mentioned above you are permitted to be presented at the examination centre in the web site together with a letter attesting your signature by your immediate superior officer and sit the examination by establishment of your identity. The applicants who have received the admission card should certify their signature and should be bought. The applicants who have obtained the certification on their signature will not be entitled to face the examination. (Web site : [www.health.gov.lk](http://www.health.gov.lk))

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

#### 07. *Syllabus of the Examination :*

##### 07.1 *Written Examination :*

##### 07.1.1 Establishments Code :

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

*Syllabus :*

(i) *Establishments Code :*

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

(b) Part II - Chapters XLVII and XLVIII ;

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

(iii) Orders of the Public Service Commission.

*07.1.2 Administration of Hospitals and Dispensaries :*

Duration 1 1/2 hours. Total Marks 100. Should answer four (04) questions out of seven (07) questions.

*Syllabus :*

Health Manual :

Part I - Medical Services

Part II - Laboratory Services

*07.1.3 Accounts :*

Duration 02 hours. Should answer 04 questions out of 7 questions. Total Marks 100.

*Syllabus :*

(i) Financial Regulations -

Chapter	I	-	All Sections
	II	-	All Sections
	III	-	All Sections
	IV	-	All Sections
	V	-	Sections 1, 2, 3, 4 and 6
	VI	-	All Sections
	VII	-	Sections 1, 2, 3, 4 and 6 ;

(ii) Regulations of Stores Accounts of the Department of Health Services ;

(iii) Sections of Finance in the Manual of the Department of Health Services ;

(iv) Financial Regulations relating to the daily routine duties of a Medical Officer of Health.

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

8. Please bring the contents of this circular to the notice of all relevant officers in your Division/Specialized Campaign/ Institution. The information is also available in the Web Site - **www.health.gov.lk**

*N. B.*– Sinhala medium notification on examination will be effected if any contradictory is arisen in the examination notifications published in Tamil and English Medium.

M. B. L. RAHUMAN,  
Deputy Director General (Admin.) II,  
for Director General of Health Services.

My No. : CF/EXE/02/2014

Ministry of Health,

"Suwasiripaya",

No. 385, Ven. Baddegama Wimalawansa Thero Mawatha,

Colombo 10,

07th March, 2014.

### Specimen Form of Application

For Office Use Only

#### DEPARTMENTAL EXAMINATION FOR PRELIMINARY GRADE MEDICAL OFFICERS AND DENTAL SURGEONS - MARCH - 2014

01. (a) (i) Name of the Applicant (In Sinhala or Tamil with initials at the end) :\_\_\_\_\_.

(ii) Name of the Applicant (In English Capitals with initials at the end) :


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


(b) (i) Designation (Please mark (✓) in relevant cage) :

(i) Medical Officer ☐ (ii) Dental Surgeon ☐

(ii) Date of Internship Appointment (MO only) :\_\_\_\_\_.

(iii) Date of appointment to the Preliminary Grade :\_\_\_\_\_.

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

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

03. Medium you sit for the examination (Mark '✓' in relevant cage) :

Sinhala ☐ English ☐ Tamil ☐

04. (a) Present Station (write clearly) :\_\_\_\_\_.

(b) District of the Present Station :\_\_\_\_\_.

(c) Please mark "✓" in the relevant cage of the examination centre you prefer out of the following centers. (If any or several examination centres, out of those given below, would be cancelled due to a departmental requirement or due to absence of a sufficient number of candidates. In such an instance, the candidates already attached to such centers would be re-attached to a closest examination centre or to another centre as decided by the Director General of Health Services).

Colombo	<input type="checkbox"/>	Kandana	<input type="checkbox"/>	Hambantota	<input type="checkbox"/>
Kaluthara	<input type="checkbox"/>	Galle	<input type="checkbox"/>	Badulla	<input type="checkbox"/>
Kurunegala	<input type="checkbox"/>	Anuradhapura	<input type="checkbox"/>	Rathnapura	<input type="checkbox"/>
Kandy	<input type="checkbox"/>	Batticaloa	<input type="checkbox"/>	Jaffna	<input type="checkbox"/>
Ampara	<input type="checkbox"/>	Vavuniya	<input type="checkbox"/>		

(d) Whether a self-addressed envelop in the size of 9x4 inches with stamps affixed to the value of Rs. 30.00 has been attached to the application to post the Admission Card? :\_\_\_\_\_.

(e) (i) Postal Address to post the Admission Card (in Sinhala/Tamil) :\_\_\_\_\_.

(ii) Postal Address to post the Admission Card (in English Capitals) :\_\_\_\_\_.

05. (a) Whether you sit for the examination for the first time :\_\_\_\_\_.

(b) If not so, have you affixed stamps to the application? :\_\_\_\_\_.

Stamp Cage

06. *Certificate of the Candidate :*

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

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

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

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

07. *Certification of Head of Institution :*

\*Mr./Mrs./Miss .....is well known to me and in the application are correct in accordance with the particulars available in his/her\* personal file and he/she\* is eligible to sit for the Examination he/she\* sits the Examination for the first time/repeats the Examination\* he/she\* need not affix stamps/has affixed stamps to the value of Rs..... to the Application and he/she\* placed his/her\* signature in my presence.

\_\_\_\_\_,  
Signature of Head of Institution/Frank/Rubber Stamp.

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

08. *Certificate of the Head of Decentralized Unit/Specialized Campaign :*

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

\_\_\_\_\_,  
Signature of Head of Decentralized Unit/  
Specialized Campaign (Frank/Rubber Stamp).

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

03-637