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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,519 – 2007 ඔක්තෝබර් 12 වැනි සිකුරාදා – 2007.10.12
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(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication e.g., Notices for publication in the weekly *Gazette* of 19th October, 2007, should reach the Government Press on or before 12 noon on 05th October, 2007.

LAKSHMAN GOONEWARDENA,
Government Printer.

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

Rules And Instructions For Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examinations, Results of Examinations &c.

MINISTRY OF FOREIGN AFFAIRS

Open Competitive Examination for Recruitment to Grade III of the Sri Lanka Foreign Service—2007

AN Examination for the selection of suitable candidates for recruitment to Grade III of the Sri Lanka Foreign Service (hereinafter referred to as the “Service”) will be conducted in Colombo by the Commissioner-General of Examinations on behalf of the Public Service Commission.

2. *Scheme and date of the Examination.*—The examination will be held in 02 parts.

Part I - Written Examination.—This will consist of question papers in the following subjects and will be held in Colombo in December 2007.

- (i) General Paper
- (ii) World Affairs I (Political)
- (iii) World Affairs II (Economics)
- (iv) Essay
- (v) Precis
- (vi) Multiple Choice Question Paper

Part II - Viva-voce.—Only candidates who have sat for all six papers of the written examination, have obtained minimum marks of 40% for each subject and the aggregate marks at or above the cut off point, determined by the Secretary/Foreign Affairs, which will not be less than 330 marks, shall be called for the *viva-voce*, provided, however the number of candidates to be called, shall not exceed five times the number of vacancies to be filled. The *viva-voce* will carry 100 marks. Under no circumstances, shall the minimum aggregate cut-off marks be lowered.

3. *Conditions fo Service :*

- (i) The candidates who are selected based on the results of this examination will be appointed to Grade III of the Sri Lanka Foreign Service, in terms of the general conditions governing appointments in the Public Service and the terms and conditions set out in the Sri Lanka Foreign Service Minute 2001, subject to any amendments that may have been made or will be made hereafter to the Minute.

- (ii) The post is permanent and pensionable.

4. *Monthly Salary.*—The following salary scale approved by the Public Administration Circular 6/2006, segment SL-1-2006 is applicable to this post.

Salary Scale (per month) - Rs. 22,935 — 10 x 645 — 8 x 790 — 17 x 1050 — 53,555.

- (i) Candidates who are appointed to Grade III of the Sri Lanka Foreign Service - are required to pass three Efficiency Bar Examinations before reaching the following salary points.

First Efficiency Bar before reaching the salary point - Rs. 24,870
Second Efficiency Bar before reaching the salary point - Rs. 26,805
Third Efficiency Bar before reaching the salary point - Rs. 31,965

- (ii) In terms of the Public Administration Circular 20/2001, officers are required to pass the 1st Efficiency Bar Examination within 03 years of the appointment and 2nd Efficiency Bar Examination within 06 years of the appointment.

- (iii) In terms of the Public Administration Circular 7/2007, officers who are recruited to the Public Service should gain proficiency in the second official language(s) within 05 years of the appointment.

5. *Health and Character.*—The candidates must satisfy the Secretary, Ministry of Foreign Affairs that he/she is of sound health and that he/she has an excellent moral character. He/she should be physically fit for the service in any part of the world. Selected candidates will be called upon to undergo a special medical examination.

6. *Eligibility.*—A candidate must

- (i) be a citizen of Sri Lanka
- (ii) have obtained degree from
 - (a) a recognized University in Sri Lanka
 - or
 - (b) a foreign University recognized by the University Grants Commission of Sri Lanka (UGC). Documentary proof to this effect issued by the University Grants Commission should be submitted by the Candidate at the time of *viva-voce*.
- (iii) have attained the age of 22 years and have not attained the age of 30 years on the closing date of application. In case of a candidate who is already in the Public Service, such a candidate must not have attained the age of 40 years on the closing date of application and should possess satisfactory record of service.

Notes : (i) For the purpose of clause 6(iii), a candidate from the Public Service is classified as an officer who have been confirmed in the Public Service (as defined in Chapter I of the Establishment Code), Central Government Service or the Provincial Public Service, on the closing date of application.

- (ii) A candidate from the Public Service will not be eligible to sit for this examination unless he/she has had satisfactory record of service during the 05 years immediately preceding the closing date of application or if the period of service is less than 05 years during the total period of service with the Government.

(iii) A member of the Public Service will be considered to have a satisfactory record of service only if he/she has earned, on the due date, all increments within the 05 years immediately preceding the closing date of application or if the period of service is less than 05 years, during the total period of his/her service in the respective Institution, and has not been subject to any punishment whatsoever (except a warning) in respect of any offence committed during the period as mentioned above.

(iv) Applicants from the Public Service should forward their applications through their respective Heads of Department/Institution.

7. Examination Fee.—The examination fee will be Rs. 300.

The fee should be paid before the closing date of application at a District Secretariat or Divisional Secretariat under the Revenue Head 4000-20-03-20-13. The receipt issued for the payment should be attached to the application. Applicants are advised to retain a photocopy of the receipt.

Note.—A candidate who withdraws or is absent himself/herself from the examination for any reason whatsoever or having sat for the examination is found to be ineligible, shall not be entitled for refund of the whole or portion of the examination fee.

8. Method of Application :

- (i) The application should be in conformity with the specimen appended to this notification and should be prepared by the candidate on A4 size paper (8 1/2" X 12") using both sides of the paper. Items 01 - 07 should appear in the first page of the application.
- (ii) The application should be filled in the language in which the candidate intends to sit for the examination.
- (iii) The completed application for the examination must be forwarded by registered post, addressed to the Commissioner-General of Examinations, Department of Examinations (Organization and Foreign Examinations Branch), Pelawatte, Battaramulla, so as to reach him on or before 09th November 2007. The phrase "Open Competitive Examination for Recruitment to Grade III of the Sri Lanka Foreign Service - 2007" and English letter "S" should be clearly written in the cage (2 cm X 2 cm) on the top left hand corner of the envelope. No application received after the closing date will be accepted.
- (iv) Any application which is not complete in every respect is liable to be rejected. No complaint that the application has been lost or delayed in the post will be considered.
- (v) Applications will not be acknowledged. A notice will be published in the newspapers as soon as the Admission Cards are issued. Applicants are advised to be on the lock out for such notice.

A candidate who does not receive his/her Admission Card at least 7 days before the commencement of the examination should immediately notify the Commissioner-General of Examinations, Department of Examinations (Organization and Foreign Examinations Branch), Pelawatte, Battaramulla. (Telegraphic address : "Exams", Battaramulla) with the following information :

- (i) Name of examination ;
- (ii) Full name of candidate ;
- (iii) Address in full ;
- (iv) Date of mailing the application, registration number and the post office.

9. Admission to the Examination :

- (i) The Commissioner General of Examinations will issue admission cards to eligible applicants. A candidate, who fails to produce the Admission Card to the supervisor of the examination centre, will not be permitted to sit for the Examination.
- (ii) A candidate must sit for the examination at the examination hall assigned to him/her and should produce the admission card relevant to the hall to the supervisor of the hall, on the first day of examination. A set of rules to be observed by all candidates is published in this *Gazette*.

Note.—The issue of admission card to a candidate does not necessarily mean that he/she has the requisite qualifications to sit for the examination.

10. Identification of Candidates.—Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject offered. For this purpose either of the following documents will be accepted.

- (i) National Identity Card
or
- (ii) A valid Passport

11. Penalty for Furnishing False Information.—If an applicant is found to be ineligible his/her application is liable to be cancelled, at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false within his/her knowledge or if he/she has willfully suppressed any material fact, he/she will be liable to be dismissed from the Public Service.

12. Language Medium of Examination :

- (i) The examination will be held in Sinhala, Tamil and English ;
- (ii) A candidate can sit for the examination in one of the three languages mentioned above. However, the candidate must sit for all the question papers in one language of his/her choice.

13. Method of Testing :

Part I Written Examination : This will consist of the following six (06) question papers.

<i>Subjects</i>	<i>Duration</i>	<i>Marks</i>
(i) General Paper	3 hours	100
(ii) World Affairs I	3 hours	100
(iii) World Affairs II	3 hours	100
(iv) Essay	3 hours	100
(v) Precis	1 hour	100
(vi) Multiple Choice Question Paper	1 hour and 40 Mts.	100

Syllabus for Written Examination

- (i) *General Paper*.—This paper is designed to test the applicant's knowledge of the political, social, cultural and economic environment of Sri Lanka, matters of current national and international interest as well as scientific and technological developments.
- (ii) *World Affairs I* - This paper will consist of questions on current global political developments, the United Nations and other International Organizations, conflict situations and development of various national and international movements, in order to ascertain the applicant's ability to analyze global trends for peace, security and development and their impact on Sri Lanka.
- (iii) *World Affairs II* - This paper will consist of questions on recent trends in trade and economic development including the role played by International Organizations, the impact of regional economic groupings, issues such as environment and sustainable development, and their relevance to Sri Lanka.
- (iv) *Essay* - Applicants are required to write an essay on one or more specified subjects. These subjects will not be related to any subject field of study but will be designed to test the applicant's general knowledge and his/her general ability both in powers of thinking and expression. The essay will be judged by the degree of thoughtfulness and originality in dealing with the subject as well as language, style and presentation. The essay must clearly and legibly be written.

Note.— The attention of candidates is drawn to the importance of relevance and legibility. Careful examination of the subject to the degree of analytical thinking, the quality of writing and ability to express concisely and clearly will earn marks.

- (v) *Precis* - This paper which will consist of 2 parts, is designed to test the candidate's ability to comprehend the meaning of given passages and to express them effectively and concisely.
- (vi) *Multiple Choice Question Paper* - This paper, which will be in the following two parts, carrying 50 marks each, would contain objective type questions.

(a) *Intelligence Test* - This section is to assess the power of logical reasoning and analytical ability of the applicant. (Duration 50 minutes)

(b) *General Knowledge and Current Affairs* — This section is to test the applicant's knowledge of current developments in the political, economic and socio-cultural fields, both local and international. (Duration 50 minutes)

14. *Part II - Viva - Voce* - Applicants will be interviewed on matters of general interest by a board appointed by the Public Service Commission. The objective of the interview is to assess the suitability of the applicant to the service for which he/she has applied for and the board, in framing its assessment, will attach particular importance to intelligence and mental alertness, personality and potential qualities of leadership. The applicant's proficiency in other languages, higher educational qualifications and computer skills etc. will also be assessed at the interview. (Please see 02 (ii).

15. *Method of Selection for Appointment* - The selection for appointment will be made on the total aggregate marks obtained at the written examination and the viva-voce. The final selection for appointment will be made by the Public Service Commission.

16. Any matter not provided for in this *Gazette* Notification will be dealt with as determined by the Public Service Commission. Public Service Commission reserves the right to fill these vacancies, wholly or partly or not to fill any vacancy.

Note.—Applicants who have already forwarded their applications for the Open Competitive Examination for the recruitment to Grade III of the Sri Lanka Foreign Service, in response to the notification in the Government *Gazette* No. 1501 of 08.06.2007 are not required to apply again.

By order of the Public Service Commission,

PALITHA T. B. KOHONA,
Secretary,
Ministry of Foreign Affairs.

Ministry of Foreign Affairs,
Republic Building,
Colombo 01.

05th October 2007

SPECIMEN APPLICATION

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF
THE SRI LANKA FOREIGN SERVICE - 2007

Medium of examination
Please write the appropriate No. in the cage
(Sinhala - 2, Tamil - 3, English - 4)

Index No. : _____
(for Office use only)

01. (i) (a) Last Name with initials (in English block capitals) :—
_____.

(b) Last Name with initials (in Sinhala/Tamil) :—_____.

(ii)(a) Names denoted by initials (In English block capitals) :_____.

(b) Names denoted by initials (In Sinhala/Tamil) :_____.

02. Address :

(i) Private (In English block capitals) :_____.

(Admission cards will be posted to this address)

(ii) Official :_____.

(iii) Telephone Nos. : (Official) :_____. (Residence) :_____.

03. National Identity Card No.:

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04. Sex : M/F

☐

Please write appropriate No. in the cage

(Male - 0, Female - 1)

05. (i) Date of Birth :

Year :_____. Month :_____. Day :_____.

(ii) Age on the closing date of application :

Years :_____. Month :_____. Days :_____.

06. Nationality :-

07. Whether married or Single : M/S

☐

08. State the year/years in which you have sat for any examination for appointment to the Sri Lanka Foreign Service :

(i)

(ii)

(iii)

09. Are you a graduate holding a post in the Public Service, if so, state the name of the post :—

10. Details of the University Degree : (Please read para 6 (ii) of the notification carefully to see whether you are qualified in this respect.)

(i) Name of the University :—

(ii) Degree :—

(iii) Effective Date :—

(iv) General/Special :—

(v) Subjects :—

(vi) Class :—

11. If you have any other academic/professional qualifications (Post graduate degree/diploma, certificates in foreign languages etc.) Please give details below :

12. I declare that the information given in this form is true to the best of my knowledge and belief, and that I have affixed the receipt No..... datedbeing payment of the Examination Fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my application prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination.

Please paste the payment receipt here.

_____.
Signature of the Applicant

13. CERTIFICATE OF THE HEAD OF DEPARTMENT/INSTITUTION

(Only for Candidates already in the Public Service and the Provincial Public Service)

I have ascertained that during 5 years/..... years preceding..... 2007, Mr./Mrs./Miss..... has (a) earned all his/her increments, (b) not been subjected to any form of disciplinary punishment (excluding warning).

I certify that the particulars given in the application are correct.

This Officer, if selected, could be released from his/her present post immediately.

_____.
Signature of Head of Department and Designation.

Date :_____.

10-463