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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,563 - 2008 අගෝස්තු 15 වැනි සිකුරාදා - 2008.08.15
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PART I : SECTION (IIA) — ADVERTISING

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

| | PAGE | | PAGE |
|----------------|------|-------------------------------------------|------|
| Posts - Vacant | 989 | Examinations, Results of Examinations &c. | 989 |

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 22nd August, 2008, should reach the Government Press on or before 12 noon on 08th August, 2008.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2008.

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.

Posts – Vacant

Recruitment of Women Sub-Inspector of Police, Police Constables/Woman Police Constables Western Musical Band Police Department

AS per the Government *Gazette* Notification No. 1,556 of 27.06.2008 in connection with the above Recruitment, the closing date of applications has been extended by 01 month till 27.07.2008 which was extended by 01 month is further extended till 27.08.2008.

Inspector-General of Police.

08-491

Examinations, Results of Examinations &c.

OPEN COMPETITIVE EXAMINATION TO RECRUIT MANAGEMENT ASSISTANTS ON A CASUAL BASIS FOR THE DEPARTMENT OF ELECTIONS - 2008

APPLICATIONS are invited from citizens of Sri Lanka who are qualified for the above - mentioned examination which will be held in Colombo and Jaffna. In the application form the preferred town, Colombo or Jaffna, should be indicated as 1 or 2 respectively and the name of the town should be written in English block capital letters.

2.0 Selections for appointment as management assistants on a casual basis will be made from candidates who are qualified on the results of the written examination conducted by the Commissioner - General of Examinations in Sinhala and Tamil languages.

3.0 *Daily pay* :- Daily pay applicable to Class III of The State Management Service in terms of Public Administration Circular No. 06/2006 (iv) of 24.08.2007 will be paid along with other allowances.

4.0 The appointment for the post will be for period of one year entirely on a casual basis.

5.0 *Qualifications* :- The following are the qualifications for recruitment as casual management assistants.

5.1

- (a) Citizen of Sri Lanka ;
- (b) The age should be not less than 18 years and not more than 30 years on the last date for acceptance of application ;
- (c) Bears an excellent character ;
- (d) The following educational qualifications are required

5.2 Passed the G. C. E. (Ordinary Level) examination in one sitting in six the subjects with credit passes in the mother tongue and mathematics.

5.3 It is compulsory that after the first sitting should have appeared for the G. C. E. (Ordinary Level) examination and obtained credit pass in Sinhala/Tamil language other than the mother tongue or in Sinhala or Tamil as a secondary language ;

and

5.4 Passed the G. C. E. (Advanced Level) in all the subjects other than ordinary general test and ordinary English. It is sufficient if successful in one sitting in 3 subjects under the old syllabus;

6.0 *Scheme of Examination* :- The examination will consist of 2 Subjects :

| | Marks | Period |
|---------------------------|-------|-------------|
| (i) Aptitude | 100 | 1 hour |
| (ii) Language Proficiency | 100 | 1 1/2 hours |

Language Proficiency :- Will consist of short questions to test the candidate's ability to express his ideas, comprehension spelling and the knowledge in simple grammar. Applicants will be required to provide answers to the questions relating to the Tamil language in the Sinhala proficiency test paper and provide answers relating to the Sinhala language in the Tamil language proficiency test paper.

Aptitude :- Will consist of short questions to test the candidate's Mathematical ability, Logic, general knowledge, etc.

(These question papers will be prepared to test a candidate's suitability for official work and language proficiency).

Although this is a competitive examination a candidate should score at least 40% in each subject and achieve at least 50% aggregate marks. Appointments to fill all the vacancies, for which the examination is being held, will be made according to marks obtained at the examination.

7.0 *Punishment for furnishing false information* :- Accurate and correct information should be furnished and special attention should be given to this in completing the application form. If it is found according to this rules of the examination that any candidate is disqualified before, during or after the examination or at any time, such candidate's candidature will be cancelled. A candidate can be dismissed from public service at any time when any of the information furnished in the form is found to be false.

8.0 *Examination fees* :- The examination fee is Rs. 250 which can be made at any District Secretariat or Divisional Secretariat to be credited to the credit of Revenue Head 4000-20-03-20-13 of the Commissioner General of Examinations. The receipt issued for the payment should be **firmly pasted** on the relevant cage in the application. (A photocopy of this receipt should be kept with applicant for future references). The examination fee will not be refunded under any circumstances. No money orders or stamps will be accepted as examination fee.

9.0 *Applications*:- Should be prepared on legal (22 x 35 cm) size papers with cages (a) 01 to 4.1 on page 1 and (b) from 4.2 on wards on the next page. When preparing the application it is necessary for the name of the examination in the heading to be written or typed in addition to Sinhala in the English language in application prepared in Sinhala language while in applications prepared in Tamil, in addition to Tamil in the English language. Applications not prepared in conformity with the specimen or incomplete applications will be rejected without any intimation. It is also notified that it will be useful for applicants to keep a Photostat copy of the application. Applicants should satisfy themselves that the application has been prepared in conformity with the specimen form in the notice of examination.

9.1 Please indicate on the top left - hand corner of the envelope in which the application is sent the words "Open competition examination for recruitment as casual management assistants for the Department of Elections - 2008".

9.2 The applicants signature should be attested by a Principal of a Government School, or Justice of the Peace, Commissioner of Oaths, Notary Public, a Commissioned Officer of the Armed Forces *gazetted* Police Officer or an officer of the State holding a permanent post and drawing an annual combined salary of Rs. 237,060.

9.3 Completed application should be sent to reach the following address on or before 22.09.2008.

Commissioner General of Examinations,
Organization & Foreign Examinations Branch,
Sri Lanka Dept. of Examinations,
Pelawatta, Battaramulla.

10.0 A press notice will be published by the Department of Examinations of Sri Lanka immediately after the issue of admission cards. If the admission card is not received by a candidate 2 or 3 days after the date of publication of the notice, the Examinations Department should be informed in the manner described in the notice. It will be helpful to intimate the Department of Examinations the postal registration No. of the application a fax number if the candidate is resident outside Colombo along with a photo copy of the receipt for payment of examination fee.

- (1) Name of Examination ;
- (2) Town selected ;
- (3) Registered No. date and post office from where the application was posted ;
- (4) Examination fee Receipt - No. Date and Office.

11.0 Any one of this following documents should be produced to the examination invigilator to prove the applicant's identity.

- (a) Valid national identity card issued by the Department of Registration of Persons ,
- (b) Valid Passport.

Candidates should furnish to the Head of the Examination Centre the admission card in which the candidate's signature is certified.

12.0 The date of the examination will be announced by the Commissioner General of Examinations in due course. The issue of an admission card to a candidate should not be treated as if he or she is considered to have fulfilled the qualifications required to sit the examination. Candidates are subject to the rules and regulations laid down by the Commissioner - General Examination regarding the conduct of the examination. He or she is liable for punishment imposed by the Commissioner General of Examinations for contravention of such rules and regulations.

13.0 The Commissioner of Elections will determine any matters not covered in this notice. All the applicants are bound by the general conditions regarding examinations published in this *gazette*.

DAYANANDA DISSANAYAKE,
The Commissioner of Elections.

Department of Elections,
Sarana Mawatha,
Rajagiriya,
15 th August, 2008.

Application Form

OPEN COMPETITIVE EXAMINATION TO RECRUITMENT AS CASUAL MANAGEMENT ASSISTANTS FOR THE
DEPARTMENT OF ELECTIONS - 2008

(For Official Use)

Indicate the correct number in the squares shown.

The medium of examination :

Sinhala - S

Tamil - T

English - E

(Enter in this square)

Indicate the town in which you will appear for the examination :

01. Colombo

02. Jaffna

Town :

No. of Town :

In English block capitals

Write the relevant number
inside the square.

1.0 Name :

1.1 Name with initials : _____.
(In English block capital letters)

E.g. CHATHURANGI, K.W. V. (in English block capital letters.)

1.2 Full Name : _____.
(In English block capital letters)

1.3 Full Name : _____.
(In Sinhala/Tamil)

1.4 National Identity Card No.:

2.0

2.1 Permanent Address : _____.
(In English block capital letters)

2.2 Permanent Address : _____.
(In Sinhala /Tamil)

2.3 Address to which the admission card should be sent) : _____.
(In English block letters)

3.0

3.1 Sex:

Female - F

Male - M

(write the English Letter)

3.2 Date of Birth :

Year

Month

Day

3.3 Age on 22.09.2008 :

Years:

Months

Days

4.0 Educational Qualifications :

4.1 Details of G. C. E. (Ordinary Level) :

(i) Year and month of examination : _____.

(ii) Examination Admission No.: _____.

(iii) Results : _____.

| <i>Subjects</i> | <i>Grade</i> | <i>Subjects</i> | <i>Grade</i> |
|-----------------|--------------|-----------------|--------------|
| 1. | | 2. | |
| 3. | | 4. | |
| 5. | | 6. | |
| 7. | | 8. | |
| 9. | | 10. | |

4.2 Examination in which Alternative Sinhala /Alternative Tamil, Secondary Sinhala Language /Secondary Tamil Language, Subjects passed, other than mother tongue:

- (i) Year and month of examination : _____.
(ii) Examination Admission No. : _____.
(iii) Results :

| <i>Subjects</i> | <i>Grade</i> |
|-----------------|--------------|
| | |

4.3 Details of G. C. E. (Advanced Level) :

- (i) Year and month of examination : _____.
(ii) Examination Admission No.: _____.
(iii) Results :

| <i>Subjects</i> | <i>Grade</i> |
|-----------------|--------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

5.0 Other Qualifications : _____.

6.0 Have you been found guilty in a court or law for any offence ?

Yes ☐ No ☐ Indicate thus ✓ in this cage (if yes give details)

7.0 Examination fees :

- (i) Office at which this fee was paid : _____.
(ii) Receipt No. & date : _____.
(iii) Date of Payment : _____.

Paste the receipt here firmly so that it cannot be removed (Retain the photocopy)

8. Applicant's certificate :

- (a) I declare as my honour that the information furnished by me is to the best of my knowledge true and correct. I consent to bear any loss incurred by me by not completely the form correctly, or by forwarding false information. I also state that I have forwarded correct information.
- (b) I am aware that if my statement is found to be false I am liable to be disqualified from selection and am liable to be dismissed from service if selected.

- (c) I agree to abide by all the conditions pertaining to the examination prescribed by the Commissioner General of Examinations.
- (d) I will not alter any of the information at a later stage.

Signature of applicant.

Date : _____.

9. Attestation of the applicant :

Mr./Mrs. _____ who is submitting this application, is personally known to me and he/she placed his/her signature in my presence.

Signature of officer
Attesting the signature.

Date : _____.

Full name of officer certifying the signature : _____.

Designation : _____.

Address: _____.

(Place your official seal here)

08-595

**LIMITED COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE SUPRA CLASS OF
PUBLIC MANAGEMENT ASSISTANTS' SERVICE -
2008**

THE written test of the Limited Competitive Examination for recruitment to the Supra Class of Public Management Assistants' Service will be held in the following towns by the Commissioner General of Examinations in November, 2008. At the occasions where a sufficient number of applications are not received in respect of a certain town, examination center scheduled to be held in such town will be shifted to the next nearest town. The Public Service Commission reserves the rights to postpone or cancel the examination.

| <i>Town</i> | <i>Town Number</i> |
|-------------|--------------------|
| Colombo | 01 |
| Kandy | 02 |
| Badulla | 03 |
| Matara | 04 |
| Jaffna | 05 |

02. On the results of this examination, 35% of vacancies existing in Supra Class of Public Management Assistants' Service as at 30.06.2007 will be filled.

03. The Salary segment MN 07/2006 - A of Public Administration Circular No. 06/2006 (iv) is entitled to this post and accordingly the monthly salary scale will be Rs. 20,030 - 11x365 - 18 x 500 = Rs. 33,045.

04. *Qualifications* : -

Following officers attached to the Central Government who have completed an active and a satisfactory service of 05 years immediately preceding 30.06.2007 will be eligible to sit for this examination:

- (a) Officers in Class I of Public Management Assistants' Service;
- (b) Officers in Class II of Public Management Assistants' Service who have completed an active service of not less than 08 years;
- (c) Officers in Class II and I of Public Management Assistants' Service who are graduates.

Note I :

Definitions for the period of satisfactory service and period of active service are indicated in Paras 2: 6 and 2: 7 of the Service Minute.

05. Method of applications :-

- (a) Application should be prepared in such a way that Nos. 1.0 to 5.0 appears on the 1st page Nos. 6.0 to 9.0 on the 2nd page and the remaining numbers on the 3rd page. The required information should be furnished clearly by the candidate's own handwriting. The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size 25.5 x 21 cm (A4 paper) using both sides. The application should be prepared in the same language in which the candidate intends to sit the examination. It is required to indicate the name of the examination in English also in the applications prepared both in Sinhala and Tamil mediums. Candidates are not allowed to change the language medium after the closing date of applications. Applications that do not comply with the specimen or that have not been completed properly will be rejected without notice. It is advisable to keep a photocopy of the application with the candidate. It is the responsibility of the candidate to make sure that the application complies with the specimen as otherwise it may be rejected.
- (b) Applications perfected by candidates should be forwarded to the Head of Department along with a photocopy and once his/her recommendation is obtained, the photocopy should be filed in the personal file of the candidate while the original should be sent through the respective Head of Department to reach the Commissioner General of Examinations, Department of Examinations, Pelawatte Battaramulla before 16th September 2008 by Registered Post. Copies of applications other than the application sent through the Head of Department should not be sent personally. Application received after the closing date will be rejected. The respective Head of Department should certify that the application has been perfected in every respect and should place his signature on the certificate in the applications. No. application should be sent to the private address of the Commissioner General of Examination or any other officer. The top left corner of the envelope containing the application should clearly bear the words "Limited Competitive Examination for recruitment to Public Management Assistants, Service - 2008".
- (c) (i) Examination fee will not be charged from the candidates who sit the examination for the first time ; namely candidates who did not sit the Limited Competitive Examination for promotion to Supra Class of General Clerical Service held in 1972, 1973, 1974, 1975, 1976, 1978, 1979, 1980, 1982, 1983, 1984, 1985, 1986, 1987, 1989, 1991, 1996, 1999 or 2001 candidates who did not sit the Limited Competitive Examination for promotion to Supra Class of Government Typists, Service held in 1985 and 1996, candidates who did not sit the Limited Competitive Examination for promotion to Supra Class of Government Stenographer's Service held in 1996 and candidates who did not sit the examination for promotion

to Supra Class of Governments Book - Keepers, Shroffs or Store - Keepers, Service held in 1996 and candidates who did not sit for the Limited Competitive Examination for promotion to Supra Class of PMAS held in 2006.

- (ii) Examination fee is Rs. 300. This fee should be paid at the nearest District Secretariat/Kachcheri/Divisional Secretariat to be credited to revenue head 4000-20-03-20-13, on or before the closing date of applications. The receipt issued should be affixed in the relevant cage of the application. This fee is non - refundable. It is advisable to keep a photocopy of the receipt with the candidate.
- (d) Incomplete applications will be rejected. Complaints on applications or any relevant documents getting lost or delayed in the post will not be entertained. The unfavorable results of delaying the process of application until the last few days should be born by the candidates themselves.
- (e) Receipt of applications will not be acknowledged.

06. Admission to the examination :-

- (a) The Commissioner General of Examination will issue Admission Cards to each applicant with regard to the applications received. A candidate presenting himself for the examination should get his signature on the admission card attested in advance and produce his admission card to the supervisor of the examination center on the day of the examination. Any candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) Candidates must sit the examination at the examination hall assigned to him. Every candidate should surrender to the supervisor of the hall, the admission card relevant to that hall at the first day he presents himself for the examination. A set of rules to be observed by all candidates is published in this Gazette. Candidates are liable to a punishment imposed by Commissioner General of Examinations for breach of these rules.
- (c) Commissioner General of Examinations will issue admission cards to all the candidates who have paid examination fees, completed the application form properly and sent before due date.
- (d) Any candidate who does not receive his admission card before the examination (at least 7 days before the date of examination) should at once notify the Commissioner General of Examinations, Department of Examination Pelawatta, Battaramulla. (Telegram address, Exams Colombo, Fax No: 2784232) A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be

advisable to keep the following in hand at the time of calling the Department of Examinations: i. e. certified photocopies of the application form and the receipt kept at your possession receipt of registration and in case of applicants outside Colombo letter of request furnishing a fax number to which the admission card should be sent.

Note :

Admission to examination does not necessarily mean that the candidate is eligible to sit the examination. However Commissioner General of Examinations may, on his discretion grant a temporary permission to a candidate to sit the examination. Such candidature can either be cancelled or confirmed in due course.

07. Identity of candidates :-

A candidate will be required to prove his Identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, only one of the following documents will be accepted.

- (a) National Identity Card issued by the Department of Registration of Persons.
- (b) A valid passport.

08. Penalty for furnishing false information.

- (a) If a candidate is found to be ineligible in accordance with the rules and regulations of this examination his candidature is liable to be cancelled at any state prior to during or after the examination.
- (b) If the particulars furnished by a candidate are subsequently found to be false or if it is found that he/she has willfully suppressed any material fact he or she will no longer be considered for an appointment. Furthermore, he or she will be liable for dismissal from the public service.

09. Language medium of the examination :-

The examination will be held in Sinhala, Tamil and English languages. Candidates should sit the examination in the language medium in which they sat the recruitment examination or in one of the official languages.

10. Scheme of examination :-

Written test will consist of the following subjects.

| Subject | Marks | Minutes (Hours) |
|--------------------------------|------------|--------------------|
| 1. Office management | 100 | 02 |
| 2. Office systems | 100 | 02 |
| 3. Establishment procedures | 100 | 02 |
| 4. Public financial management | 100 | 02 |
| 5. General paper | 100 | 1 1/2 |
| | <u>500</u> | |

11. Selection for appointment :-

On the order of marks secured at the examinations candidates will be called for an interview which will be conducted by an interview board appointed by the Public Services Commission for verification of qualifications. No marks will be allocated at such interview. Selected candidates are liable to serve in offices situated in any part of the Island where vacancies exist. Appointment of any candidate will be cancelled if he/she refuses to assume duties at the respective office. At such occasions vacancies will be filled by calling other candidates in the order of marks.

12. Appointments will be made subject to the general conditions Governing the appointment of the public service rules and regulations stipulated in the Public Management Assistants Service Minute dated 15.12.2004 published in the *Gazette* extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1372/23 dated 24th December 2004 and any amendment already made and will be made thereto in due course.

13. Syllabus :-

Knowledge in the following subjects is expected from the candidates.

1. Office Management :

Organization structure principles of organization job analysis and evaluation leadership supervision and decision making communication public relations co-ordination and problem solving.

2. Office system :

Principles of Office systems office procedures records and filing control and designing of forms correspondence control over the use of office equipment office layout and premises job description work study method study work measurement Manual of Office Operations.

3. Establishments procedures :

Procedures to be followed in recruitment to the public service establishments matters of public officers maintenance of a personal file. Delegation of authority in making appointments to the public service transfers promotion and termination of services welfare and privileges of public officers. The general knowledge on regulations and circulars hitherto issued by the Government will be tested.

4. Public Financial Management :

Annual Estimates and the responsibilities on an Accounting Officer financial control, delegation of financial responsibility receipt of money accounting and acceptance payments custody of public money imprests and bank accounts supplies and services, tender

procedure board of survey audit queries ledgers used in government offices, summaries of income and expenditure bank reconciliation and books used in financial management.

The general knowledge of Circulars and regulations hitherto issued on the use of the public funds will be tested.

5. General paper :

The nature of Public Administration structure of Public Administration Public policy and reforms fundamental rights human rights Human Rights Commission, Ombudsman Parliamentary Committee for Public Petitions office culture ethics and values creation of proper office environment and welfare of staff, social recognition of official and civil status obligations of public officers.

14. The Public Services Commission reserves the right to refrain from filling some or all of the vacancies and also to decide on the matters not provided for on these regulations.

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

On the order of the Public Service Commission.

D. DISSANAYAKE,
Secretary,
Ministry of Public Administration and
Home Affairs.

Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 07,

30th July, 2008.

Specimen Application Form

for office use only

**LIMITED COMPETITIVE EXAMINATION FOR
APPOINTMENT TO SUPRA CLASS OF PUBLIC
MANAGEMENT ASSISTANTS SERVICE - 2008**

Indicate two towns, in the order of preference in which the candidate intends to sit the examination (Refer 1st Para of the *Gazette* notification)

| Town | Town Number |
|------|-------------|
| 1. | |
| 2. | |

Language Medium

(Sinhala - 2 /Tamil 3/English 4)
(Indicate the relevant number in the cage)

01.0 Name with initials : Mr./Mrs./Miss. : _____,
(In Sinhala /Tamil)

01.01 Name with initials at the end (In English block capitals) : _____,

01.02 Name in full (In English block capitals): _____,

01.03 Name in full (In Sinhala /Tamil) : _____,

2.0 Permanent Address (In English block capital): _____,

2.1 Permanent Address (In Sinhala /Tamil) : _____,

2.2 Official address (In English block capital) : _____,
(Admission card will be sent to this address)

3.0 Sex : Female - 1 Male - 0 ☐
(Indicate relevant number in the cage)

4.0 Marital status : Single 01 Married - 2 ☐
(Indicate relevant number in the cage)

5.0 Number of N. I. C. :

6.0 Date of Birth :

Year Month Date

6.1 Age as at : 30.06.2007

Years Months Days

7.0 Have you sat for any of the following examinations ?
Examinations for recruitment to G. C. S. held in 1972, 1973, 1974, 1975, 1976, 1978, 1979, 1980, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1991, 1996, 1999, 2001/ Examination for recruitment to Government Typists Service held in 1985 and 1999/ Examination for recruitment to Government Stenographers Service held in 1996 Examination for recruitment to Government Book - keepers Service held in 1999/ Examination for recruitment to Government Shroffs' Service held in 1999/Examination for recruitment to Government Store keeper Service held in 1999/Limited Competitive Examination for Promotion to Supra Class of the Public Management Assistants' Service held in 2006 ?

8.0 (i) Date of appointment to General Clerical Service / Government Typists Service / Government Stenographers' Service/ Government Book - Keepers' Service /Government Shorff's Service/Government Store - keepers' service :

(ii) Total period of service as at 30.06.2007

Years Months Days

(iii) No pay leave obtained during the 05 years immediately preceding 30.06.2007. :

(iv) Period of active service as at 30.06.2007

Years Months Days

(v) Date of confirmations in the post of General Clerical Service /Government Typists' Service /Government Stenographers' Service /Government Book keepers' Service /Government shroffs' Service /Government store - keepers' Service :

(vi) Present grade and the date of appointment to the same grade :

(vii) If possessing a degree, the year and the name of the University :

(viii) Effective date of the degree :

9.0(i) Language medium in which the candidates sat the competitive examinations to enter General Clerical Service /Government Typists' Service/ Government Stenographers' Service /Government Book - keepers' Service /Government Shroffs' Service /Government Store - keepers' Service.

(ii) If the candidate was recruited to General Clerical Service /Government Typists' Service /Government Stenographers' Service /Government Book - keepers' Service /Government Shroffs' Service /Government Store - keepers' Service without holding a competitive examination language medium in which the candidate obtained qualifications to enter the service.

10.0 Certificate of the Candidate :

I certify that to the best of my knowledge and belief,

(a) All increments falling due within the 05 years immediately preceding 30.06.2007 have been earned by me (except increments for which the passing of Departmental Service Examinations has been prescribed) and that I have not suffered any disciplinary punishment whatsoever during the same period.

(b) The information given in this form is true and that since I am sitting this examination for the first time

the fee should not be paid / the cash receipt of No. Dated obtained on payment of examination fee is affixed hereto. I also agree to be bound by the rules governing examinations and decision that may be taken to cancel my candidature if it is found that, I am ineligible according to the regulations of this examinations.

Signature of the candidate

Date :

Certificate of the Head of the Department

I certify that the candidate Mr./Mrs./Miss Has been serving in this office since his/her work and conduct are satisfactory that the particulars furnished on the back page have been checked personally by me with the documents available in the office and were found to be correct he/she is eligible for exemption from examination fees since she/he is appearing for the examination for the first time, an endorsement to that effect has been entered in the history sheet of the officer as per circular No. 13 dated 02.10.1972, he/she has fulfilled the qualifications laid down under No. 04 of the *gazette* notification. And the he/she has signed before me on 2006 Reference no of the Director General of Combined Services and the date of the letter of absorption of this officer to Public Management Assistants' Service are and respectively.

Signature and official stamp of Head of Department

Date :

Name in full of the officer attesting the signature :

Designation :

Address :

Affix the cash receipt firmly and carefully by applying glue only on the top margin of the reverse of the receipt.

08-564