

N. B.— Parts I : II(A) and IV(A) of the Gazette No. 2309 of 02.12.2022 were not published.



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අංක 2,310 – 2022 දෙසැම්බර් මස 09 වැනි සිකුරාදා – 2022.12.09

No. 2,310 – FRIDAY, DECEMBER 09, 2022

(Published by Authority)

## PART I : SECTION (IIA) – ADVERTISING

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

				PAGE				PAGE
Post - Vacant	...	...	...	2120		Examinations, Results of Examinations &c.	...	2128

### 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 30th December, 2022 should reach Government Press on or before 12.00 noon on 16th December, 2022.

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

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

GANGANI LIYANAGE,  
Government Printer.

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

This Gazette can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)



## 1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A Sri Lankan, is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the New Entrants, Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

## 2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

## 3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

## 4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the 'Widows and Orphans' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

## 5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

## 6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

## 7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

# Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts - Vacant

### MINISTRY OF URBAN DEVELOPMENT AND HOUSING DEPARTMENT OF COAST CONSERVATION AND COASTAL RESOURCES

#### Aptitude interview for recruitment to the post of Additional Director General (Development) of the Departmental Senior Executive Grade Service Category - 2022

APTITUDE interview will be held only in Colombo in the month of January 2023 by the Public Service Commission for the recruitment to the Additional Director General (Development) of the Senior Executive Grade Service category of the Department of Coast Conservation and Coastal Resources Management. The date of the interview will be notified in due course. The Secretary of the Public Service Commission reserves the right to postpone or cancel the interview. The date of the interview to be held will be considered the date for the promotion.

Applications are invited for these posts from both Males/Females who possess the following qualifications.

#### 2. Eligibility :

- (i) Every applicant shall, he/she -
  - (a) must be a citizen of Sri Lanka.
  - (b) Must be of excellent character.
  - (c) Maximum age limit is not applicable.
  - (d) The annual performance of the post currently held should be satisfactory or superior during the proceeding five (05) years to be eligible for the date of promotion to this post.
  - (e) In accordance with the provisions of the Public Service Commission Circular No. 01/2020 disciplinary punishment Should not have been received (Time duration up to the date of the interview should also be included)
  - (f) The officer will be considered eligible to appear for the aptitude interview for recruitment only if the officer has fulfilled all the qualifications mentioned in clauses 6 (II) and 6 (III) in all respect by the last date for submission of applications.
- (ii) *Educational Qualifications.* - Having obtained a post-graduate degree in the subject area from a university recognized by the University Grants Commission or from an institution recognized by the University Grants Commission as a degree-awarding institution.
- (iii) *Experience.* - An officer who has completed five (05) years of active and satisfactory service in the post of Director Grade I (Coastal Resource Management) in the Departmental Executive Grade Service Category (SL- 01) in the Department of Coast Conservation and Coastal Resource Management .

or

Having completed at least five (05) years of active and satisfactory service in a Grade I post in the Sri Lanka Administrative Service.

and

With the above qualifications, having completed not less than 18 years of active and satisfactory service in the posts related to the Executive Grade Service Category / Executive Grade posts that are eligible for the promotion.

3. *Service Conditions :-*

- (i) Salary - The Consolidated Salary Scale for this post is as follows.  
As per the Public Administration Circular No. 03/2016, in the salary scale of SL - 3, Rs. 88,000-12x2700-Rs. 120,400
- (ii) This post is permanent. Pensionable. (Should be subjected to the forthcoming policy decision taken by the government on pension scheme)
- (iii) Selected officers are subjected to the condition of serving in any part of the island.
- (iv) The appointment is subjected to an acting period of one year.

4. Aptitude Interview

The Marking Scheme.

<i>Main headings for which marks will be given</i>		<i>The Maximum Marks</i>
1. Additional work experience		40
<p>In addition at least five (05) years of service in a Grade I post of Sri Lanka Administrative Service or five (05) years of active and satisfactory service in the Post of Director Grade I (SL - I) (Coastal Resource Management) of the Executive Grade Category in the Department of Coast Conservation and Coastal Resources Management, for every additional completed active and satisfactory service periods, maximum marks will be given for the candidates who possess such additional service periods and for other applicants, marks will be given in proportion to the period of the completed additional service period as per the Public Service Commission Circular No. 1/2019, (Marks will not be given for a period of less than 3 months)</p>		
2. Additional Education and Professional Qualifications	10	15
<p>(a) Courses related to the field of work</p> <ul style="list-style-type: none"> <li>• The Diploma Course (period of more than 1 year)</li> <li>• The Diploma Course (the period between 6 months and 12 months)</li> <li>• The Certificate Course (the period between 3 months and 6 months)</li> <li>• The Certificate course (period of fewer than 3 months)</li> </ul> <p>* Marks will be given only for one course that fulfills the maximum qualification.</p> <p>* Marks will not be given for the qualifications considered for recruitment, other promotion, or the efficiency Bar,</p>		
<p>(b) For local or foreign Capacity Building training courses/ programs.</p> <ul style="list-style-type: none"> <li>• Period of one month or more -05 marks</li> <li>• Training between 01 week and 01 months - 02 marks</li> <li>• Training period of less than 01 - week - 01 mark</li> </ul> <p>Marks will be given for training courses/programs subject to the maximum limit of marks.</p>	05	

<i>Main headings for which marks will be given</i>		<i>The Maximum Marks</i>
3. Contribution to the subject area.		20
<ul style="list-style-type: none"> <li>• Contributions to Coast Conservation and Coastal Management programs and related projects.</li> <li>• 05 marks for each program or project.</li> </ul>		
4. Computer and English Language competency		20
(a) English Courses <ul style="list-style-type: none"> <li>• Diploma Course (period of 06 months or more - 10 Marks</li> <li>• Certificate Course (in between 3 months or 6 months - 05 marks</li> <li>• Certificate course or Short-term training (less than 3 months)</li> </ul> - 03 marks Marks will be given only for one course that fulfills the maximum qualifications.	10	
(b) Computer and Information courses. <ul style="list-style-type: none"> <li>• Diploma course (period of 6 months or more) - 10 marks</li> <li>• Certificate course (in between 3 months and 6 months) - 05 marks</li> <li>• Certificate course or short-term course (less than a 3-month period) - 03 marks</li> </ul> Marks will be given only for one course that fulfills the maximum qualification.	10	
5. Attitude and Personality	01 mark	05
Total		100

In order of the merit of the marks obtained at the aptitude interview recruitment will be made by the Public Service Commission from among the applicants who possess stipulated qualifications.

5. Issuance of the Results: - The results sheet prepared according to the order of merit of the marks obtained for the aptitude interview will be notified by the Public Service Commission to all the applicants who appeared by post or through the official website .

6. *Procedure of Application* : -

- (i). *Model Application Form* - has been published at the end of this notification. Applicants should complete this model application in their own handwriting. The applicant should fill up all the sections of the application as instructed, and if any sections are not applicable to him/her, they should be marked as "Not Applicable". It should thoroughly be kept in mind that leaving blank columns in the application may result in rejection. (In the sample application form No. 01 to 08 on the first page, No. 09 to 15 on the Second page, and 16 and 17 on the third page should be prepared in A4 size papers) . In preparing the application, the name of the interview should be mentioned in English in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil applications. It will be useful to keep a copy of the completed application form. As incomplete and non-conforming applications will be rejected without notice, ensure that it conforms to the model application

form mentioned in the examination notice and double-check to see whether all the information is included before submitting the application.

- (ii) Applications should be sent by Register post on or before **02.01.2023** to "The Director General, Department of Coast Conservation and Coastal Resources Management, 4<sup>th</sup> Floor, New General Secretariat Office, Maligawatta, Colombo 10". Application received after the closing date will be rejected. The name of the interview should be clearly mentioned on the top left-hand corner of the envelope in which the application is sent.

- (iii) Applicants who are currently working in Government Departments / Boards / Corporations etc. should submit their applications through the heads of the department or the institutions where they are working. Applicants are requested to submit their

applications to their heads of departments in advance with a request to be sent to the Director General of Coast Conservation and Coastal Resources Management on or before 02.01.2023 Applications should not be sent in the personal name of any other officers of the Department of Coast Conservation and Coastal Management. Applications submitted through the Department will also be rejected if received after the due date.

- (iv) Attestation of the Signature: - The signature of an applicant who is currently in the Government Service should be certified by the Head of the Department concerned or an officer authorized to do so on his behalf Signatures of other applicants must be attested by someone authorized to attest. That is, a Justice of the Peace, a Commissioner of Oaths, an Attorney-At-Law, a Notary Public, A Principal of a Government School, Commissioned Officer of the Navy, Air force, or Army, a Permanent Government officer receiving an annual salary of Rs. 240,360/- or more, a Chief Incumbent of a Buddhist Temple, Chief Priest of another religious place or clergy who is holding a considerable position or status.

7. Call for the Structured Interview: - After having fixed a date, all the applicants will be notified by a letter.

*Note* : Calling for a structured interview does not constitute an admission that an applicant has fulfilled all the qualifications for that matter.

8. *Identity* : - Applicants must prove their identity to the satisfaction of the interview panel in appearing for the structural interview. Any one of the following documents will be accepted for that purpose.

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

(b) Valid Passport {Passport}

Applicants who are unable to produce one of the above documents will not be allowed to appear for the structured interview.

9. Documents of Qualifications: -

(i) Copies of letters and certificates related to the structured interview should be accompanied by the application form. Also, all necessary details should be mentioned in the application, as prescribed. If any applications are not complete with the required information, they will be rejected,

(ii) Applicants who are eligible to be called for the interview must submit documentary evidence and prove their eligibility,

(iii) Originals of the following documents are required.

- (a) A certificate signed by a responsible person who can give assurance of good character ,

*Note :*

This certificate can be obtained from any person, a Justice of Peace, Attorney-At Law, Divisional Secretariat of the resident Division, a permanent government officer receiving a salary of Rs. 240,360/- or more per annum, usually a well-known person who can directly inform and obtain information. The name, position, and address of the person giving the certificate should be clearly mentioned in it. (Applicants holding a permanent position in the public service are not required to submit a certificate of good character).

- (b) A certified copy of the applicant's Birth Registration Certificate or (in the case of applicants whose birth was not registered) a special certificate issued by the Registrar General on the age.

*Notes:*

- (i) Special Birth certificates issued for the use of schools or for educational purposes or extracted copies from birth registration records will not be accepted .
  - (ii) Affidavits or Baptismal Certificates will not be accepted in lieu of birth certificates. If there is a difference between the name /names appearing in the birth certificate and the applicant's usually used name/names and also, name /names he /she appears for the examination, his/her name/names should appropriately be changed immediately as per the rule No. 27 or 28 (Chapter 110), of the Registration of Births and Deaths Ordinance.
  - (iii) A certificate of registration as a citizen of Sri Lanka or a letter indicating of an acceptance by the Government as having citizenship of descent (as appropriate.)
  - (iv) An original certificate of educational qualification or if no such certificate has been issued, any other relevant official document i.e., an official document issued by the Registrar of a University stating that the applicant has passed the degree examination.
  - (v) Applicants are advised to keep all necessary documents ready at the time of submission of the application. If an applicant fails to submit the required documents when requested or delays in submitting them, he will be disqualified from being appointed to this position.
10. Furnishing of false information: - As per the regulations of this structured interview, if any candidate is found to be not eligible to appear for it, at any time before or during, or after the Structured Interview, his candidature may be cancelled. If it appears that an applicant has knowingly furnished false information or has knowingly cancelled any material fact or he/she had been disqualified from appearing in this Structured Interview, or if proven at any time during his/her tenure, the same will result in his/her immediate dismissal. Candidature of the applicants who do not duly fulfill the requirements mentioned in this notification will be cancelled.
  11. If there is any relevant matter that has not been described in these regulations shall be decided at the discretion of the Secretary of the Public Service Commission.
  12. In case of any inconsistency between the Sinhala, Tamil, and English press releases herein the Sinhala Press Release shall prevail.

Secretary,  
Public Service Commission.



**MODEL APPLICATION FORM**

**MINISTRY OF URBAN DEVELOPMENT AND HOUSING  
INTERVIEW FOR EVALUATION OF SUITABILITY FOR THE RECRUITMENT TO THE  
DEPARTMENTAL POST OF ADDITIONAL DIRECTOR GENERAL (DEVELOPMENT) OF THE SENIOR  
EXECUTIVE GRADE SERVICE CATEGORY OF THE DEPARTMENT OF COAST CONSERVATION  
AND COASTAL RESOURCES MANAGEMENT – 2022**

*For Office use*

01. Name :

1.1 Name with initials putting initials at the end of the name: .....  
.....

(In English Block letters, e. g: SILVA A .B.)

1.2 Name Denoted by initials : .....

(in English Block letters) .....

1.3 Full Name (in Sinhala) : .....

02. 2.1 Personal Address :- .....  
.....

2.2 Official Address :- .....

2.3 Address to which the calling letter for the structured interview should be sent :-

2.4 Telephone Number :- .....

03.

3.1 Date of Birth : Year :  Month :  Date :

(Copy of the Birth certificate is attached)

3.2. Age as of 02.01.2023 Years : ..... Months : ..... Dates : .....

3.3. National Identity Card No :

4. 4.1 Gender : Female   
Male

4.2 Married / Unmarried / Widowhood : Married   
Unmarried   
Widowhood

5. Date of the first appointment to the post of Departmental Executive Grade category /Sri Lanka Administration Service . .....
6. Date of Promotion to the Class I of the Departmental Executive Grade Category / Sri Lanka Administrative Service :- .....
7. Date of completion of the 05 years of active and satisfactory service period in the Departmental Executive Grade Service Category / Sri Lanka Administrative Service Class I post . .....
8. Total Service period that served in a post of a Departmental Executive Grade Service Category / Sri Lanka Administrative Service to the date of :- .....
9. Have you been convicted in a Court of Law ? .....

10. No pay leave :

Serial No.	Period of no-pay leave	Nature of the leave (relevant documents should be attached)
i.		
ii.		

11. Educational Qualifications : (Details of Postgraduate degree)

Name of the University	Degree	Class of the Degree	Year

12. Additional Service Experience : (attach certified copies.)

Post and the place of service	Duration

13. Additional Educational and Professional Qualifications : (attach certified copies.)

Completed training courses/programs/professional qualifications	Duration

14. Contribution to the subject areas

Contribution provided	Duration

15. English Language / Computer Courses (attached certified copies.)

Completed English/Computer Courses	Duration

16. I hereby certify that all the particulars provided by me in this application are true and accurate. If any information mentioned here is found to be false before I am selected to this post, I am become disqualified, and if it is revealed after that selection, I know that I am subject to be dismissed without any compensation .

.....  
Signature of the Applicant

Date : .....

17. Attestation of the Signature of the applicant {Delete irrelevant words) :

I hereby certify that Mr. / Mrs. /Miss . .....  
who submits this application is personally known to me, and He / She placed the signature in my presence on  
..... day of ..... month.

Signature of the attester : .....

Full name of the attester : .....

Position : .....

Address : .....

Official Stamp : .....

Date : .....

*Note* : The Application should be certified as mentioned in para 6 (iv) of the *Gazette* notification.

18. *Recommendation of the Head of the Department :-*

Mr. / Mrs./ Miss/ ..... who submits this application is serving in this Ministry / Department / Corporation / Board, and if he / she is selected for this position he/ she can be released / cannot be released from the service of this institution.

.....  
Signature of the Head of the Department  
(Official Stamp)

Date : .....  
Name of the Head of the Department : .....  
Post : .....  
Address of the place of Work : .....

12 – 248

## Examinations, Results of Examinations &c.,

### Efficiency Bar Examination of Sri Lanka Ayurvedic Medical Services – 2022 December

It's hereby notified that an Efficiency Bar Examination for Ayurvedic Medical Services (For Ayurvedic Medical Officers) will be held in Colombo by the Department of Ayurveda.

- Candidates will be bound by the rules and regulations imposed by the Commissioner of Ayurveda.
- The application for this examination should be in the form of the specimen appendix to this notification and should be prepared by the candidate him/herself. Application should be sent by those who are qualified according to the service minute of the Sri Lanka Ayurvedic Medical Service by the registered post through the respective heads of institution to reach the Registrar, Examination Division, Department of Ayurveda, Navinna, Maharagama. On or before **23.12.2022** Efficiency Bar Examination for Sri Lanka Ayurvedic Medical Service -2022 December should be indicated at the top left-hand corner of the envelope containing the application. Applications received after the closing date will be rejected.
- The candidates appearing for the examination for the first time not needed to pay examination fee. However, sum of Rs. 230/- should be paid for the whole examination and sum of Rs.57.50 for each subject should be paid by officers for subsequent sittings. The payments should be debited to Ayurveda Commissioner's account number 7041294 at Bank of Ceylon Maharagama Branch and the receipt should be attached with the application form. The fee will not be refunded under any circumstances.

“Two self-addressed stamped envelopes of “9x4” inches should be sent along with the application form.”

4. *Identity of the candidates –*

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

- The National Identity Card issued by Department of Registration of persons.
- A valid passport.
- A valid driving licence

- Medical officers who got appointment before or after **27.10.2020** are eligible to sit this examination.

6. The commissioner, Department of Ayurveda will issue the timetable and admission card to all candidates whose applications have been accepted. Candidates should get their signature on the admission card attested in advance and submit to the supervisor of the examination hall. Candidates without admission card will not be permitted to sit for the examination. If a candidate has not received his/her admission card at last seven days (07) before the day of examination, He /She should without delay informed to the telephone number 011-2745962 or the registrar, Examination Division, Department of Ayurveda, Navinna, Maharagama about the not –receipt of admission cards along with the following information.

- I. Name of the examination:
- II. Full name of the candidate:
- III. Postal Address:
- IV. Name of the post office, Registration Number and Date of the Receipt

7. Scheme of Examination. (According to the service minute of the Sri Lanka Ayurvedic Medical service)

**I. Financial Regulation- one paper based on the following-**

- (a) Financial Regulation of the Democratic Socialist Republic of Sri Lanka part I(Except chapter x)

**II. Institutional Regulations and Code of Conduct – One paper based on the following**

- (a) Establishment Code and Public Service Commission Code of Procedure

**III. Hospital Administration - One paper based on the following –**

- i. General rules and regulations relevant to the hospitals.
- ii. Cleanliness in hospital.
- iii. Rules and regulations relevant to the patients.
- iv. Supply proper meals to the patients.
- v. Administrations of drugs manufactures.
- vi. Rules and Regulation regarding the admission of patients.
- vii. Knowledge of the duties from the Medical Superintendent to the junior staff in the hospitals.
- viii. General administration of Department of Ayurveda
- ix. General administration Regulations relating to the maintenance of store accounts, documents, books of the Department of Ayurveda.
- x. Manual of procedure of the Department of Ayurveda
- xi. Understanding of the administration of the hospital

**IV. Official languages test**

According to the constitution of 20.05.1996, only the medical officers who got appointments before 27.10.2020 are eligible to apply for this test.

Official languages –Oral test. Sinhala/Tamil (15 minutes)

**i. For offices who joined the service in Sinhala medium –**

- a) Answering the Tamil questions in Tamil language.
- b) Translate Tamil sentences to Sinhala language.
- c) Translate Sinhala sentences to Tamil language.

**ii. For officers who joined the service in Tamil medium-**

- a) Answering the Sinhala Question in Sinhala Language.
- b) Translate Sinhala sentences to Tamil language.
- c) Translate Tamil sentences to Sinhala language

Medical Officers appointed after 27.10.2020 as per Service Constitution **27.10.2020**

language	Proficiency to be acquired
For Official Language	Officers who joined the service in a language medium that is not an official language must acquire the required official language proficiency during the probationary period. Obtaining a pass qualification in G.E.C. (O/L)
Non-official language	According to the Public Administration Circular 01/2014 and the related circulars, the relevant level of expertise should be obtained.

**Note.**— candidate must obtain at least 40 marks to pass in each subject.

If there is any inconsistency between the Sinhala, Tamil and English texts of this notification, then the Sinhala language text shall prevail.

S. Janaka Shri Chandragupta,  
Secretary.

Ministry of Health,  
"Suwasiripaya",  
385, Pujya Baddegama Wimalarathana Thero Mawatha,  
Colombo 10,  
06th December, 2022.

**SPECIMEN APPLICATION EFFICIENCY BAR EXAMINATION OF SRI LANKA**  
**AYURVEDIC MEDICAL SERVICE – 2022 DECEMBER**

Index No :

(For office use only)

Medium of Examination

(Write the relevant letter In the cage)

Sinhala -S

Tamil-T



01. Name with Initials (Mr. /Mrs./Miss) :-.....  
(In English Capital Letters)
02. Name With Initials :-.....  
(In Sinhala /Tamil)
03. Name denoted by Initials :-.....  
(In English Capital Letters)

04. Name denoted by Initials :-.....

((In Sinhala /Tamil Letters)

05. National Identity Card No :- 

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06. i Name and Address of the Office/ Department/ Institute - (In English Capital Letters) :- .....

ii Province of the Office/ Department/ Institute :- .....

07. i Name and Address of the Office/ Department/ Institute/-In Sinhala / Tamil) :-.....

ii Telephone No(official) :-.....

08. i Post :-.....

ii Number and date of the letter of Appointment :-.....

09. Subject/ Subjects you wish to face :-

Serial Number	Subject	Subject no

Have you passed one or more subject from any of the following subjects in previous examinations sittings . Financial Regulation / Establishment code / Hospitals Management / Oral examination (Tamil/ Sinhala).If so, Index no : Year and Month

Subjects	Index Number	Year and month

11. Are you sitting the examination for the first time?:-.....

The value of money paid if not appearing for exam for the first time.

(Past the bank recite have)

--

I declare that the above particulars are true that I am eligible to appear for the examination in the language medium indicated above. I agree to abide the Rules and regulation of this examination.

Date :-.....

.....

Signature of the candidate.

Note.– the candidate should sign in the presence of the head of his/ her Department/ Institute or and officer authorized to sign on behalf of such head of the Department.

**Attestation of the signature**

I do hereby certify that ..... who forward this application is an officer attached to my office / know to me personally, and that he / she placed his or her signature before me on.....

.....

Signature and rubber stamp of the Attester.

Name of the Attester :- .....

Designation :- .....

Address :- .....

Date :- .....



## Ministry of Education

### English Language Test for the Sri Lanka Principals' Service - 2022

1. In terms of the Service Minute of the Sri Lanka Principals' Service No. 1885/31 dated 22.10.2014, it is hereby notified that the English language Examination for the officers in the Sri Lanka Principals' Service will be conducted in March 2023 in Colombo.
02. Every officer of the Principals' Service should acquire proficiency in the link language within three (03) years from the date of recruitment As stated in the Service Minute and the Scheme of Recruitment and in terms of Public Service Commission Circular 08/2020 on the requirement of fulfilling link language, officers, who have completed the Degree/Post Graduate in English medium, passed English Language (Not as an additional subject) at G.C.E. (A/L) Examination, obtained a Credit Pass or a higher grade for English Language (Not as an additional subject) at G.C.E. (O/L) Examination will be exempted from the requirement of passing the English language Test. All other officers should pass this Test.
3. The syllabus and other provisions applicable to this Examination have been published in the Gazette Extra Ordinary No. 1885/31 of 22.10.2014 of the Democratic Socialist Republic of Sri Lanka. the English Language Test consists of one paper and the syllabus and other provisions will be stated below for the convenience of applicants.

(a) Examination Procedure -

Subject No.	Subject	Duration	Marks	Minimum mark required to pass
01	General English	3 hours	100	40

Syllabus

Suitable level of proficiency on the following forms of grammar in the written language is expected from the candidate:-

- Tenses and Numbers
- Sentences
- (Simple/compound/complex/compound complex)
- Relative clauses
- Reported Speech
- adjectives and adverbs

- determiners

- Prepositions

the knowledge on the modern formats and styles of writing is tested in following area of study:-

- Summary writing
- Report writing
- Essay writing

4. A candidate should score minimum 40% or above for this subject in order to pass the test.

4.1 the Result sheet including the results of all candidates faced the Examination will be provided to the Secretary, Ministry of Education. Personal result sheets will not be issued for candidates by the commissioner General of Examinations.

5. According to the following format, the application should be prepared so as subjects from number 01 to 04 appear on the first page while the rest on other pages and the candidates should clearly complete the application in their own hand writing in the medium of applying for the Examination. it is advised to keep a photocopy of the perfected application. furthermore, the candidate should check whether the perfected application is in conformity with the specimen application included in the Notification as applications, not in conformity with the specimen or with incomplete information will be rejected without notice. further, it is informed that candidates should make sure that the prescribed examination fee has been paid and its particulars have been included in the application and the receipt has been affixed to the application before submitting the application. It would be beneficial to keep a photocopy of the perfected application and the receipt of the payment of examination fees. it is further required that the title of the Examination in Sinhala and Tamil applications should be included in English language in addition to Sinhala and Tamil languages respectively.

6. the Examination will be conducted by the commissioner General of Examinations and candidates are bound to adhere to the Rules and Regulations that are imposed in relation to the Examination. Rules and Regulations for the Examination have been published at the end of this Gazette Notification.

7. applications should be sent by Registered Post through Principal/Divisional Director of Education/Zonal Director of Education or additional Provincial Director of Education/Provincial Director of Education or

through the Head of your institution to reach Commissioner General of Examinations, Institutional Examinations / organizations / Branch Department of Examinations, Sri Lanka, P. o. Box 1503, Colombo on or before **16<sup>th</sup> of January 2023**. the title of the Examination should be clearly mentioned on top left hand corner of the envelope and applications sent after this date shall be rejected.

08. A newspaper notification and a notice in the official website of the Department of Examinations will be published immediately after the issuance of admissions to candidates. a candidate, who has not received his/her admission even after 02 or 03 days after the publishing of the notification, should inform the Department of Examinations of the same mentioning the full name, address, National identity card Number of the candidate and the title of the Examination. In case of a candidate residing outside Colombo it is advised to fax a letter of request to the number mentioned in the notice along with the details of the candidate and a fax number to which a copy of the admission may be received. it will be useful to be prepared in hand to produce a copy of the application, copy of the receipt obtained upon payment of examination fees and the receipt issued for registered post sending the application in registered post in order to substantiate candidacy when inquiring from the Department of Examinations. issuance of an admission to a candidate should not be considered as an acceptance that he/she has fulfilled qualifications to sit for the Examination.
9. Signature of the candidate both in application and the admission issued for the Examination should have been certified by the Head of the Institution or an Officer authorized by the Head of the institution. A candidate should sit for the Examination at the prescribed examination hall under the index No. assigned for him/her and should hand over the attested admission to the Supervisor of the Examination on the day of the Examination. A candidate, who fails to submit his/her admission will not be permitted to appear for the Examination.
10. candidates are liable to prove his/her identity in order to satisfy the supervisor at each subject he/she faces and one of the following documents may be produced for the purpose :
  - i. National identity card
  - ii. Valid Passport
  - iii. Valid driving License

furthermore, candidates will have to enter the examination hall without covering the face and ears in order to prove their identity. candidates, who reject to reveal identity will not be permitted to enter the examination hall. candidates should remain their face and ears uncovered from the moment entering the examination hall till exiting the hall at the end of the examination in order for the invigilators to identify the candidate.

11. Examination Fees: -

- (a) fees levied for this examination will not be refunded under any circumstance and it will not be allowed to transfer for a fee of another examination. furthermore, money orders or stamps will not be entertained as Examination Fee. It would be beneficial for the candidate to retain a copy of the receipt issued upon payment of examination fees.
- (b) Fees will not be levied for the first sitting.
- (c) Rs.250.00 each will be levied for each sitting subsequent thereto.

the receipt obtained upon payment of the examination fee to any Post Office of the Island to the credit of the Revenue Head 20-03-02-13 of the Commissioner General of Examinations should be affixed firmly inside the relevant cage in the application. It would be beneficial for the candidate to retain a copy of the receipt.

12. Candidates will be subjected to the rules and regulations imposed by the Commissioner General of Examinations on conducting examinations and issuing results. It is notified that he/she will be subjected to any punishment imposed by the Commissioner General of Examinations in case such rules and regulations are violated. furthermore, all candidates should adhere to quarantine rules and regulations available in the country.
13. In case of any inconsistency among Sinhala, tamil and English texts of this notification, the Sinhala text shall prevail.
14. Furthermore, the Secretary to the Ministry of Education reserves the right of determining any matter not covered by this notification.

M. N. RANASINGHE,  
Secretary, Ministry of  
Education.

at the Ministry of Education,  
Isurupaya, Pelawatte,  
Battaramulla.

### SPECIMEN APPLICATION

English Language Test for the Sri Lanka Principals' Service - 2022

(Please submit under registered post through Principal/ Divisional or Zonal director of Education, Additional Provincial Director of Education/Provincial director of Education to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations, Sri Lanka, P. O. Box 1503, Colombo. The title of the Examination should be mentioned on the top left- hand coner of the envelope.)

1. (a) Name in full :  
(In English Capital letters) .....
- (b) Name in full (in Sinhala/in Tamil) : .....

2. Address :
- (i) Personal:.....
- (ii) Official: .....
- (iii) Address to which the admission should be sent: (in English Capital letters)

3. (i) Gender:
- female - 1 ☐
- Male - 0 ☐
- (Write the relevant Number within the cage)

- (ii) National identity card Number : 

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

- (iii) Date of Birth: Year : 

--	--	--	--

 Month : 

--	--

 Date : 

--	--

4. Contact details :

- (i) Mobile : 

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

- (ii) fixed : 

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

- i. Class/Grade in the Principals' Service: .....
- ii. School/Office: .....
- iii. Provincial Department of Education/Zonal Education Office:.....

6. Particulars of the receipt obtained upon payment of examination fees:

Receipt No: .....

Post Office: .....

date: .....

Affix the receipt here

I do hereby declare that the particulars aforementioned are true and accurate. I hereby agree to abide by the rules and regulations imposed by the commissioner General of Examinations on conducting of the examination.

Date :.....

.....  
Signature of the candidate.

Commissioner General of Examinations,

I hereby certify that the above mentioned candidate is an officer of my school/ office. Further, I do certify that the candidate is exempted from examination fees/candidate has accurately affixed the receipt of examination fees.

.....,  
Signature of the Principal/divisional or Zonal Director of  
Education/Additional Provincial Director of Education/  
Provincial Director of Education.

(in case of a Principal, indicate the name of the School)  
(Confirm with the official stamp)

Address: .....

Date:.....

(Please strike off the words not applicable)

12-233