

N.B.— Parts III and IV(A) of the *Gazette* No. 1,732 of 11.11.2011 were not published.

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

අංක 1,733 - 2011 නොවැම්බර් මස 18 වැනි සිකුරාදා - 2011.11.18  
No. 1,733 – FRIDAY, NOVEMBER 18, 2011

(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
Posts - Vacant	...	...	1908	Examinations, Results of Examinations &c.	...	...	1910

#### 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 25th November, 2011 should reach Government Press on or before 12.00 noon on 11th November, 2011.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2011.

### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

### 5. Serving Officers in the Public Service :

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

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

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

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

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

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

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

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

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

**Rules and Instructions for Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department of Examinations,  
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

## Posts – Vacant

### MINISTRY OF JUSTICE

#### Post of Superintendent of Translations

APPLICATIONS were called for the abovementioned post through the *Gazette* Notification No. 1,712 dated 24.06.2011 of the Democratic Socialist Republic of Sri Lanka closing date of the applications mentioned in clause 7 of the notification is amended as follows.

The words "..... should be sent by registered post to the following address on or before 05.07.2011" mentioned in the clause 7 should be amended as "should be sent by registered post to the following address on or before 02.12.2011".

*Note.*— Applicants already sent their applications as per the *Gazette* Notification published earlier, should not apply again.

SUHADA K. GAMALATH,  
Secretary,  
Ministry of Justice.

Ministry of Justice,  
Colombo 12,  
08th day of October, 2011.

11-341

### MINISTRY OF JUSTICE

#### Recruitment of the Post of Development Assistant

APPLICATIONS are called from the graduates for the post of Development Assistant (01 post) in the Ministry of Justice.

01. *Educational qualifications.*— Should be a graduate of a university recognized by the University Grants Commission.

02. *Salary Scale.*— Rs. 15,215 – 10 x 215 – 4 x 240 – 7 x 320 – 15 x 360 – Rs. 25,965 (MN4) 2006-A.

03. *Age.*— Should be not less than 18 years and not more than 30 years. This age limit shall not apply to the applicants already in the Public Service.

04. *Recruitment Procedure.*— Qualified applicants will be recruited on the results of a structural interview.

05. *Terms of Engagement* :—

1. This post is permanent and pensionable.
2. The selected candidates will be subject in the provisions of the Establishment Code, the Financial Regulations,

general conditions governing the public service, departmental orders and any other regulations or orders issued from time to time.

3. Sections 10 to 12. Chapter II of the Establishments Code of the Democratic Socialist Republic of Sri Lanka and Sections in Chapter VI of Part I of the Procedural Rules of the Public Service Commission are applicable.

06. *Method of application.*— Applications should be sent under registered cover to the following address on or before 10th December, 2011 and the applications received after closing date will be rejected.

Secretary,  
Ministry of Justice,  
Superior Courts Complex,  
Colombo 12.

The specimen form of application is given at the end of this notice. Applications should be prepared on A4 size paper using both sides. The words "Recruitment for the post of Development Assistant" should be written on the top left hand corner of the envelope containing the application.

Applicants who are already in Public Service or Provincial Public Service should submit their applications through the Heads of their institutions.

Applicants should furnish at the interview the originals of their certificates in support of their qualifications. No liability will be borne in respect of the applications lost in the post. Applications, received after the closing date and are incomplete will be rejected.

The authority to determine any matter not provided for in this notice is vested in the Secretary to the Ministry.

SUHADA K. GAMALATH,  
Secretary,  
Ministry of Justice.

Ministry of Justice,  
Colombo 12,  
31st October, 2011.

### MINISTRY OF JUSTICE

#### APPLICATION FOR THE RECRUITMENT TO THE POST OF DEVELOPMENT ASSISTANT

For office use only

01. 1.1 Name of the applicant with initials :———. (in Sinhala/Tamil)
- 1.2 Name of the applicant with initials :———. (in English block capitals)
- 1.3 Full name of the applicant (in Sinhala/Tamil) :———.
- 1.4 Full name of the applicant (in English block capitals) :——.

02. Permanent address (in Sinhala/Tamil) :\_\_\_\_\_.
03. Telephone No. :\_\_\_\_\_.
04. The address to which the letter calling for interview should be sent (in Sinhala/English) :\_\_\_\_\_.
05. National Identity Card No. :\_\_\_\_\_.
06. Date of birth :\_\_\_\_\_.
07. Age as at the closing date of application :\_\_\_\_\_.
08. Sex :\_\_\_\_\_.
09. Marital Status :\_\_\_\_\_.
10. Educational qualifications :  
Degree :\_\_\_\_\_.  
Class :\_\_\_\_\_.  
University :\_\_\_\_\_.  
Year :\_\_\_\_\_.  
Subjects :\_\_\_\_\_.
11. Other qualifications :\_\_\_\_\_.
12. Particulars in respect of present employment :—
  - 12.1 Post :\_\_\_\_\_.
  - 12.2 Date of appointment :\_\_\_\_\_.
  - 12.3 Whether confirmed or not in the post :\_\_\_\_\_.
  - 12.4 Date of confirmation in the post :\_\_\_\_\_.
  - 12.5 Address of the place of work :\_\_\_\_\_.

I do hereby certify that the particulars furnished by me in this application are true and accurate and I am aware that if any particular contained herein is found to be false or incorrect. I am liable to be disqualified before selection and to be dismissed without my compensation if the inaccuracy is discovered after appointment.

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

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

**CERTIFICATE OF THE HEAD OF THE DEPARTMENT IF  
THE APPLICANT IS IN THE PUBLIC SERVICE OR  
PROVINCIAL PUBLIC SERVICE**

The application of Mr./Mrs./Miss. .... serving as  
..... in this Ministry/Department is forwarded herewith. I  
inform that if this officer is selected for the post of Development  
Assistant, he/she can/cannot be released from service.

\_\_\_\_\_,  
Signature of the Head of the Department.  
Official seal.

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

11-365

**MINISTRY OF JUSTICE**

**Recruitment of the Post of Finance Assistant**

APPLICATIONS are called from the graduates who are already in  
the Public service for the post of Finance Assistant in the Ministry  
of Justice.

01. *Educational qualifications.*— Should have a Commerce or  
Management Degree from a university recognized by the University  
Grants Commission.

02. *Other qualifications.*— Should be an officer in public or  
Provincial Public Service.

03. *Salary Scale.*— Rs. 15,215 – 10 x 215 – 4 x 240 – 7 x 320 –  
15 x 360 – Rs. 25,965 (MN4) 2006-A.

04. *Recruitment Procedure.*— Qualified applicants will be recruited  
on the results of a structural interview.

05. *Terms of Engagement* :—

1. This post is permanent and pensionable.
2. The selected candidates will be subject in the provisions  
of the Establishment Code, the Financial Regulations,  
Departmental orders and any other regulations or orders  
issued from time to time.
3. Sections 10 to 12 in Chapter II of the Establishments  
Code of the Democratic Socialist Republic of Sri Lanka  
and Sections in Chapter VI of Part I of the Procedural  
Rules of the Public Service Commission are applicable.

06. *Duties of the Post.*— Auditing of the accounts of the Ministry  
and the Department coming under the Ministry and all the Courts.

07. *Method of application.*— Applications should be sent under  
registered cover to the following address on or before 10th December,  
2011 and the applications received there after closing date will be  
rejected.

Secretary,  
Ministry of Justice,  
Superior Courts Complex,  
Colombo 12.

The specimen form of application is given at the end of this  
notice. Applications should be prepared on A4 size paper using both  
sides. The words "Recruitment for the post of Finance Assistant"  
should be written on the top left hand corner of the envelope containing  
the application.

Applicants should submit their applications through the Heads  
of their institutions.

Applicants should furnish at the interview the originals of their  
certificates in support of their qualifications. No liability will be  
borne in respect of the applications lost in the post. Applications,  
received after the closing date and which are incomplete will be  
rejected.

The authority to determine any matter not provided for in this notice is vested in the Secretary to the Ministry.

SUHADA K. GAMALATH,  
Secretary,  
Ministry of Justice.

Ministry of Justice,  
Colombo 12,  
28th October, 2011.

### MINISTRY OF JUSTICE

#### APPLICATION FOR THE RECRUITMENT TO THE POST OF FINANCE ASSISTANT

For office use only

01. 1.1 Name of the applicant with initials :\_\_\_\_\_.  
(in Sinhala/Tamil)
- 1.2 Name of the applicant with initials :\_\_\_\_\_.  
(in English block capitals)
- 1.3 Full name of the applicant (in Sinhala/Tamil) :\_\_\_\_\_.
- 1.4 Full name of the applicant (in English block capitals) :\_\_\_\_\_.
02. Permanent address (in Sinhala/Tamil) :\_\_\_\_\_.
03. Telephone No. (if any) :\_\_\_\_\_.
04. The address to which the letter calling for interview should be sent (in Sinhala/English) :\_\_\_\_\_.
05. National Identity Card No. :\_\_\_\_\_.
06. Date of birth :\_\_\_\_\_.
07. Age as at the closing date of application :\_\_\_\_\_.
08. Sex :\_\_\_\_\_.
09. Marital Status :\_\_\_\_\_.

#### 10. Educational qualifications :—

Degree :\_\_\_\_\_.  
Class :\_\_\_\_\_.  
University :\_\_\_\_\_.  
Year :\_\_\_\_\_.  
Subjects :\_\_\_\_\_.

#### 11. Other qualifications :\_\_\_\_\_.

#### 12. Particulars in respect of present employment :—

- 12.1 Post :\_\_\_\_\_.
- 12.2 Date of appointment :\_\_\_\_\_.
- 12.3 Whether confirmed or not in the post :\_\_\_\_\_.
- 12.4 Date of confirmation in the post :\_\_\_\_\_.
- 12.5 Address of the place of work :\_\_\_\_\_.

I do hereby certify that the particulars furnished by me in this application are true and accurate and I am also aware that if any particulars contained herein is found to be false or incorrect I am liable to be disqualified before selection and to be dismissed without any compensation if the inaccuracy is discovered after appointment.

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

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

#### CERTIFICATE OF THE HEAD OF DEPARTMENT

The application of Mr./Mrs./Miss. .... serving ..... in this Office/Institution is attached herewith. I also inform that if this officer is selected for the post of Finance Assistant, he/she can/cannot be released from service.

\_\_\_\_\_,  
Signature of the Head of the Department.  
Official seal.

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

11-366

## Examinations, Results of Examinations &c.

### DEPARTMENT OF LABOUR

#### The Open Competitive Examination for the Recruitment to the Posts of Stenographer Grade III – 2011

APPLICATIONS are invited from the citizens of Sri Lanka with the qualifications stipulated here under, for the recruitment to the posts of Stenographer Grade III in the Department of Labour. The prevalent number of vacancies are Seven (7) in the Sinhala medium and Three (3) in the English medium.

02. Applicants will be directed to face a written and a practical Examination conducted by the National Institute of Labour Studies under the Ministry of Labour and Labour Relations and qualified persons will be selected from those who get the highest merit at the Examination.

03. *Salary Scale.*— Rs. 13,120 - 10x145 - 11x170 - 10x240 - 10x320 - Rs. 22,040 in accordance with the MN-1-2006(a) of Public

Administration Circular 6/2006(iv). All the appointees should pass the 1st Efficiency Bar Examination before reaching the 04th salary step.

#### 04. Regulations on Employment :

- 4.1 This post is permanent and pensionable and it is required to contribute to the Widows'/Widowers' and Orphans' Pension Fund. The appointment is subject to three (3) year probationary period from the date of appointment.
- 4.2 In accordance with the Public Administration Circular 7/2007 dated 28.05.2007, those who are appointed to the public service, should acquire proficiency in other official language/languages in addition to the language of recruitment within five (5) years from the date of appointment.
- 4.3 Appointees should work in the Head office of the Department of Labour at Narahenpita, Colombo 05.

05. *The required qualifications :*

- 5.1 The applicant should be a citizen of Sri Lanka ;
- 5.2 The age should not be less than 18 years and not more than 30 years as at the closing date of applications ;
- 5.3 Should be of excellent character ;
- 5.4 Educational qualifications :

(i) Should have passed General Certificate of Education (Ordinary Level) Examination with at least 06 subjects including 4 credit passes in one sitting. Two of those credit passes should be for first language (Sinhala/English/Tamil) and Mathematics ; and

(ii) Should have passed at least one subject in General Certificate of Education (Advanced Level) Examination (Excluding Common General Test and General English under the new syllabus).

5.5 *Professional qualifications.*— Applicants should have followed a six month course on shorthand and computer type-setting in the language applied at an institute approved by the Tertiary and Vocational Education Commission.

*Note.*— The following Institutes are approved by the Tertiary and Vocational Education Commission :

Technical College	—	Kalutara
Technical College	—	Batticaloa
Technical College	—	Katugastota
Technical College	—	Monaragala
College of Technology	—	Jaffna
Technical College	—	Kuliapitiya
Technical College	—	Beliatta
College of Technology	—	Anuradhapura
Hardy College of Technology	—	Ampara
Technical College	—	Dehiattakandiya
Sri Lanka College of Technology	—	Olcott Mawatha, Colombo 10
Vocational Training Centre	—	Kolonnawa
Technical College	—	Vavunia
Technical College	—	Medagama

5.6 *Experience.*— A six month practical training should have completed at an institution recognized by the government after the completion of the above course.

06. *Examination Procedure.*— This Open Competitive Examination for the recruitment includes a written test and a practical test. Those who score more than 40% at the written test will be called for the practical test. The test will be conducted in Sinhala and English mediums and the applicants are not allowed to change the medium mentioned in the application later.

*Written Test :*

<i>Question Paper</i>	<i>Marks</i>	<i>Time</i>
General Knowledge and Essay	100	2 hours

*Practical Test :*

Shorthand and Computer typesetting (Sinhala/English)

*Marks*

100

*Time*

(i) *Written Test :*

*General Knowledge and Essay :*

General paper is designed to test the knowledge of the candidates on matters relating to current affairs of national and international importance. Applicants will be asked to write an essay on one of the given topics which are relevant to current affairs. (Expressing of ideas, language skills, correct grammar and correct spelling will be considered).

(ii) *Practical Test :*

(a) *Sinhala shorthand and type-setting :*

A paragraph will be read out continuously for 5 minutes. Within that period, applicants should be able to do shorthand 70 words per minute. Also, they should be able to do computer type-setting 7 words per minute by using the above notes ; or

(b) *English shorthand and type-setting :*

A paragraph will be read out continuously for 5 minutes. Within that period, applicants should be able to do shorthand 80 words per minute. Also they should be able to do computer type-setting 7 words per minute by using the above notes.

07. *Recruitment Procedure.*— Applicants should score at least 40% from each of the above tests (written test and practical test) in order to be eligible for an appointment. Vacancies will be filled on the basis of the aggregate marks scored at the competitive examination. (It is mandatory to fulfill all the requirements mentioned in this application).

It is compulsory that Sinhala medium applicants should sit the Examination in Sinhala medium and English medium applicants should sit the examination in English medium.

Sinhala medium positions will be filled on the basis of the merit of Sinhala medium applicants while English medium positions will be filled on the basis of the merit of English medium applicants.

08. *Examination Fee.*— The examination fee is Rs. 350. The examination fee should be credited to the Account No. 0071451995 of the National Institute of Labour Studies at the Bank of Ceylon, Nugegoda branch and the receipt should be affixed at the relevant portion of the application. The Examination fee is not refundable due to any reason whatsoever. Preservation of a photocopy of the receipt issued for the payment will be beneficial.

09. *Preparation of the Application :*

9.1 Prepare the application according to the format given at the end of this notification using both sides of A4 size papers.

(a) The application should be prepared to set paragraphs from 01 to 03 on the first page and rest of the paragraphs

to be on the other pages. Should complete the application with legible own hand writing.

- (b) Name of the Examination in the heading should be mentioned in English in addition to Sinhala in Sinhala medium applications. Incomplete applications or applications which are not prepared in the given format or applications which the examination fee did not pay on time will be rejected without any notice. Applicants have to bear-up the consequences of not completing the application properly. Preservation of a photocopy of the application will be beneficial.

9.2 The Examination will be held only in Colombo in January, 2012.

9.3 The Director General of the National Institute of Labour Studies will allow the candidates who have paid examination fees on time and sent the properly filled (according to the given format) applications on time to sit the Examination. Issuing an admission card is not considered to be a qualification for the post. If it is revealed that false information has been included in the application or the candidate is not having the necessary qualifications then the candidature will be cancelled at the interview.

9.4 Forwarding of Applications :

Properly completed applications should be sent to the Director General, The National Institute of Labour Studies, No. 318, Highlevel Road, Colombo 06 by registered post to reach on or before the 16.12.2011.

“Competitive Examination for the Recruitment of Stenographers to the Department of Labour 2011” should be written on the top left hand corner of the envelope in which the application is enclosed.

The National Institute of Labour Studies is not responsible for the applications lost or delayed in post.

9.5 The signature of the applicant should be certified by a principal of a Government school/Justice of Peace/Commissioner for Oaths/Notary Public, a Commissioned Officer of the three Forces, a Gazetted Officer in the Police Force, or any permanent officer in the Public Service or provincial Public Service who draws annual consolidated salary of not less than Rs. 240,360.

*Penalty for Furnishing False Information :*

If in accordance with regulations of this Examination a candidate is found ineligible, his/her candidature will be cancelled at any time prior to or during or after the Examination. If at any time during the period of his/her service, it is proved that he/she had willfully furnished false information or he/she had been ineligible to sit this Examination he/she would be able to be dismissed from service forthwith.

10. *Facing the Examination.*— Admission Cards will be issued by the Director General of National Institute of Labour studies a week before the examination date to all candidates who have forwarded their applications and eligible to sit the Examination. Candidates who wish to sit the examination must produce the attested Admission cards to the supervisor of the Examination centre. A candidate who fails to produce his/her Admission Card will not be permitted to sit the Examination.

A paper notice will be published by the Director General of the National Institute of Labour Studies as soon as issuing the admission cards. It should be informed to the Director General of the National Institute of Labour Studies if the admission card would not have been received even after 2-3 days from the paper notice. It is advisable that the inquiry is made with a photocopy of the receipt received for the payment of examination fees and a copy of the receipt received for the Registered Post.

11. Candidates should prove his/her identity by producing any of the following documents :

- (1) National Identity Card issued by the Department of Registration of Persons,
- (2) Valid passport.

12. The candidates should adhere to the Examination rules and conditions implemented by the Director General of the National Institute Labour Studies. If a candidate violates any of those rules he/she is liable to be punished at the discretion of the Director General of the National Institute of Labour Studies.

13. The Commissioner General of Labour reserves herself the right to take decisions with regard to conducting the examination, awarding appointments and all the other facts and that will be the final.

*Note.*— if there is any contradiction in this *Gazette* Notification published in Sinhala/Tamil and English mediums, please note that Sinhala Notification will be considered as accurate.

V. B. P. K. WEERASINGHE,  
The Commissioner General of Labour,  
Department of Labour.

Narahenpita,  
Colombo 05.

#### SPECIMEN APPLICATION FORM

THE OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE  
POSTS OF STENOGRAPHER (GRADE III) IN THE DEPARTMENT OF  
LABOUR – 2011

(For office use only)

The medium of language you wish to appear for the examination :  
Sinhala – 1   
English – 2



01. 1.1 Name with initials : \_\_\_\_\_.  
(In English block letters) (Ex.- PERERA A. B. C.)
- 1.2 Name in full : \_\_\_\_\_.  
(In English block letters)
- 1.3 Name in full : \_\_\_\_\_.  
(In Sinhala/Tamil)
- 1.4 National Identity Card No. :

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- 1.5 Sex :
- Female - 1
- Male - 0
- (Please write the relevant number in the box)

02. 2.1 Permanent address : \_\_\_\_\_.  
(In English capital letters)
- 2.2 Permanent address : \_\_\_\_\_.  
(In Sinhala/Tamil)
- 2.3 The address to which the admission card should be sent :  
(i) In Sinhala/Tamil : \_\_\_\_\_.  
(ii) In English Capital letters : \_\_\_\_\_.
- 2.4 Telephone No. : \_\_\_\_\_.

03. 3.1 Civil status : married - 2, unmarried - 1   
(Please write the relevant number in the box)

- 3.2 Date of birth :
- Year :     Month :   Date :

- 3.3 Age as at closing date of the applications :
- Years :   Months :   Days :

- 3.4 State whether you are a citizen of Sri Lanka by descent or by registration ? : \_\_\_\_\_.

04. Educational qualifications :

- 4.1 G. C. E. (O/L) Examination :
- (i) Year and month of the examination :  
Year : \_\_\_\_\_ Month : \_\_\_\_\_.
- (ii) Index No. : \_\_\_\_\_.
- (iii) Result :

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

4.2 G. C. E. (A/L) Examination :

- (i) Year and month the Examination :  
Year : \_\_\_\_\_ Month : \_\_\_\_\_.
- (ii) Index No. : \_\_\_\_\_.
- (iii) Result :

Subject	Grade	Subject	Grade
1.		3.	
2.		4.	

5.0 Professional qualifications :

Name of the course	Duration	Institute

6.0 Experience :

Name of the Institution at which the Training or Service is done	Duration

- 7.0 Have you ever been convicted in a court of law for any offence ?  
(Please indicate the (✓) mark in the relevant box) :

	Yes
--	-----

	No
--	----

If yes, give details on what sort of punishment for what sort of offence by which court : \_\_\_\_\_.

8.0 The Information about the payment of the examination fee :

- (i) Branch name of the Bank of Ceylon which the payment was made : \_\_\_\_\_.
- (ii) The number of the receipt and the date :  
No. : \_\_\_\_\_ Date : \_\_\_\_\_.
- (iii) The amount paid : \_\_\_\_\_.

Affix the receipt properly here

9.0 Declaration of the applicant :

- (a) I hereby certify that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree that I should bear-up the consequences of not completing the application properly or for furnishing false information.
- (b) I agree to abide by all the rules and regulations applicable to this examination enforced by the Director General of the National Institute of Labour Studies. I further agree

that my candidature is liable to cancelled before, during or after the examination if it is found that I am ineligible in terms of the above conditions.

- (c) I am aware that if it is found before selection that any particulars furnished here are false or incorrect. I am liable to be made ineligible for the post and I am also aware that I will be dismissed with immediate effect from service at any time if such information is found to be false or incorrect after I am appointed to this post.

- (d) I will not change any particulars mentioned here later.

\_\_\_\_\_,  
The signature of Applicant.

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

10.0 Attestation of the Applicant's signature :

I certify that Mr./Mrs./Miss ..... who submit this application is personally known to me and he/she put his/her signature before me at .....

\_\_\_\_\_,  
Signature of the Attesting Officer and  
the Official Stamp.

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

Name of the Attesting Officer :\_\_\_\_\_.

Post/Position :\_\_\_\_\_.

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

11-565

### FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS III OF THE SRI LANKA EDUCATION ADMINISTRATIVE SERVICE - 2011

IT is hereby notified that the First Efficiency Bar Examination for officers in Class III in the Sri Lanka Educational Administrative Service will be held in 2011 March in Colombo.

02. The syllabus and other provisions relating to this Examination have been published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka bearing No. 1,225/32 dated 01.03.2002. The syllabus and other provisions are indicated below for convenience.

#### *Examination Procedure :*

- (a) The First Efficiency Bar Examination will consist of the following subjects :-

Subject Number	01	General Administration - Constitution of Sri Lanka, Provision of the Establishment Code and other Regulations of the Government
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Subject Number	02	Finance
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Subject Number	03	Education, Educational Law, Administration and Supervision
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- (b) An officer may take up the subjects of the 1st Efficiency Bar Examination on one and the same occasion or on separate occasions.

- (c) Each paper will be of 3 hours duration.

#### 03. Syllabus of Examination :

##### (01) General Administration :

- (a) The Ceylon Government Order in Council, 1946 and 1947 (Chapter 973)  
The Citizenship Act, No. 18 of 1948 (Chapter 349)  
The constitution adopted and enacted on 22nd May, 1972  
Registration of persons eligible to vote - Act, No. 44 of 1980  
Parliamentary Elections Act, No. 19 of 1981  
Referendum Act, No. 07 of 1981  
Presidential Elections Act, No. 15 of 1981  
The Constitution of the Democratic Socialist Republic of Sri Lanka.

- (b) Office and Field Organization Methods  
The Establishment Code and other Government Regulations.  
Chapters I, II, III, IV, V, VI, VII, IX, X, XI, XVI, XXV, XXVI, XXVII, XXIX, XXXI, XXXII, XXXIII, XLVII, XLVIII of the Establishment Code.

##### (02) Finance :

- (a) The Financial Regulation of the Government - Part I (Except Chapter 1)
- (b) The Estimates of Revenue and Expenditure of the current year, *eg.* their arrangements, the Head of Revenue, Finance and Appropriation Acts.
- (c) Ordinances and other Legislation relating of Specific Accounts dealt with in Education Offices.

(03) *Education, Educational Law, Administration and Supervision :*

(a) Education Law – Candidates are excepted to be familiar with following ordinances and Acts of Parliament :

- \* Education Ordinance No. 31 of 1939
- \* Amendment Ordinance No. 26 of 1947
- \* Amendment Act, No. 05 of 1951
- \* Amendment Act, No. 43 of 1953
- \* Code of Regulations for Government Schools
- \* Assisted Schools and Training Colleges (Special Provisions Amendment) Act, No. 05 of 1960
- \* Assisted Schools and Training Colleges (Supplementary Provisions) Act, No. 08 of 1961
- \* Education (Change of Designations) Act, No. 35 of 1973
- \* Pirivena Act, No. 64 of 1979
- \* The Assisted Schools and Training Colleges (Special Provisions Amendment) Act, No. 65 of 1981
- \* National Institute of Education Act, No. 28 of 1985.

(b) *Educational Administration :*

1. Policies of the Ministry of Education :

- (i) Ministry of Education
- (ii) Organization and functions of the Ministry of Education and the Departmental Institutions under the Ministry including District Departments.
- (iii) Educational Planning at National and Regional levels ; Aims and objectives, methods (including school mapping), implementation etc.

- 2. School Management, School community relationship
- 3. Educational Management Information Systems.
- 4. Special Education Programmes.

(c) *Educational Supervision :*

- \* Scheme for school supervision and criteria used in evaluation of teacher performance
- \* Continuous evaluation programmes in schools
- \* Self evaluation programmes in school
- \* School Supervision by the District Departments and the Ministry of Education
- \* Validation of Internal Evaluation by External Teams (Candidates are advised to be thorough with the Circulars, Manuals and other publications issued by the Ministry of Education)

*Reference :*

- \* Asian Institutes of Educational Planning and Administration (1970)
- \* Modern Management Techniques in Educational Administration

- \* A Report of a Seminar - New Delhi
- \* Barry and Tye. (1975) Running a school - Temple Smith London
- \* Bush T. Glatter, R. Good, C. Riches, (eds. 1980) Schools
- \* Approaches to School Management, Harper and Row
- \* Dr. Khan Mohideen Sheriff (1983) School Administration, New Delhi
- \* Ministry of Education - Education in Ceylon (1969)
- \* A Centenary Volume Part II, Part III Ministry of Education and Cultural Affairs, Ceylon
- \* Open University (1981) Policy Making, Organization and Leadership in Schools (Block 4 of Course E 323) Open University Press London
- \* Shipman, Murten (1983) in School Evaluation, Heineman Education Books, London
- \* Report on the Management Reforms in the Ministry of Education 1984.

04. Candidates should obtain 40% of the total marks allocated for each subject for a pass.

05. Language medium of the Examination :

- (i) Candidates can answer the question papers either in the Official Language or in the National Language.
- (ii) Candidates can answer in the language medium of the Competitive Examination he passed to enter the public service or if there was no competitive examination, language medium of qualifying examination to enter the public service.

06. If it is detected that a candidate has answered the question papers in a language medium for which he/she is not entitled his/her candidature will be cancelled. He/She will not be allowed to change the language medium applied for, at a later stage.

07. Application should be prepared and submitted by using a A4 size paper in conformity with the specimen form indicated below. (Items 01 to 06 should appear in the first page and the remaining items should appear in the second page) In the Sinhala application the name of the examination should be indicated in English in addition to Sinhala and in the Tamil application the name of the examination should be indicated in English in addition to Tamil. Relevant Information in the application should be clearly written in candidate's own handwriting. Applications which are not in conformity with the specimen form and those which are incomplete will be rejected without notification. It is advisable to keep a photocopy of the application with the candidate. Candidates should be vigilant as to whether the duly completed application is in conformity with the specimen form and it should be noted that the application will be rejected if it is not so.

[illegible]

05. Date of birth :

Year :  Month :  Date :

06. (i) Designation : \_\_\_\_\_.

(ii) Department/Zonal Education office/Divisional Education  
Office/School : \_\_\_\_\_.

07. State whether you have appeared for this examination  
previously, in whole or in part and if so state year, subjects and  
medium in which answers were written :

<i>Year</i>	<i>Subject</i>	<i>Medium</i>
.....	.....	.....
.....	.....	.....
.....	.....	.....

08. I hereby declare that the particulars furnished above are true  
and correct and that I am entitled to sit this examination in the  
medium indicated in para. 06 above. I also agree to abide by all  
the rules and regulations of the examination. I also declare that  
I will be subject to the rules and regulations to be imposed  
relating to this examination by the Commissioner General of  
Examinations.

09. The amount of examination fees paid :

Paste the receipt received after payment here. (A photocopy  
to be retained by the candidate) only if relevant.

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

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

Commissioner General of Examinations,

*Submitted*

I certify that the candidate whose particulars appear as above is  
eligible to sit this examination and that he/she is entitled to sit in the  
language medium indicated by him/her in para. 6.

I mention further that the receipt for payment is affixed  
above (\*).

\_\_\_\_\_,  
Signature and designation of the  
Head of Department and official frank.

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

(\*) To be deleted when payment of fees is not requested.

11-571