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

අංක 1,930 - 2015 අගෝස්තු මස 28 වැනි සිකුරාදා - 2015.08.28  
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(Published by Authority)

### PART I : SECTION (IIA) — ADVERTISING

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

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

ATTENTION is drawn to 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 18th September, 2015 should reach Government Press on or before 12.00 noon on 04th September, 2015.

#### 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.”

W. A. A. G. FONSEKA,  
Government Printer. (Acting)

Department of Government Printing,  
Colombo 08,  
22nd January, 2015.

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 other 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

### Amendment

#### CLOSING DATE OF APPLICATIONS FOR RECRUITMENT OF REGISTRAR OF MARRIAGE, BIRTH AND DEATH OF THE REGISTRAR GENERAL'S DEPARTMENT

##### Galle District

IT is kindly notified that the closing date of application for recruitment for the post of Marriage, Birth and Death Registrar, for the Division appearing in the following schedule which was published by me in the *Gazette* No. 1,912 of 25.05.2015 is extended as 21.09.2015.

02. Please note that all other details in the said *Gazette* notification remain unchanged.

Registrar General.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
01. Galle	Nagoda	Post of Registrar of Marriages (General) of Gangabadapattu Division and Births and Deaths of Malamura Division	District Secretary/Additional Registrar General, District Secretariat, Galle.
02. Galle	Neluwa	Post of Registrar of Marriages (General) of Hinidumpattu Korale Division and Births and Deaths of Batuwangala Division	District Secretary/Additional Registrar General, District Secretariat, Galle.
03. Galle	Niyagama	Post of Registrar of Marriages (General) of Bentarawalallawita Division and Births and Deaths of Mattaka Division	District Secretary/Additional Registrar General, District Secretariat, Galle.

08-688

### Amendment

#### CLOSING DATE OF APPLICATIONS FOR RECRUITMENT OF REGISTRAR OF MUSLIM MARRIAGES REGISTRAR GENERAL'S DEPARTMENT

##### Galle District

IT is kindly notified that the closing date of application for recruitment for the post of Muslim Marriages Registrar, for the Division appearing in the following schedule which was published by me in the *Gazette* No. 1,912 of 25.05.2015 is extended as 21.09.2015.

02. Please note that all other details in the said *Gazette* notification remain unchanged.

Registrar General.

SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
01. Galle	Galle Kadawathsatara	Post of Registrar of Muslim Marriages of Hirimbura Area	District Secretary/Additional Registrar General, District Secretariat, Galle.
02. Galle	Galle Kadawathsatara	Post of Registrar of Muslim Marriages of Malidduwa Makuluwa Area	District Secretary/Additional Registrar General, District Secretariat, Galle.
03. Galle	Galle Kadawathsatara	Post of Registrar of Muslim Marriages of Kandewatte Area	District Secretary/Additional Registrar General, District Secretariat, Galle.

08-689

## Examinations, Results of Examinations &c.

### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF GRAMA NILADHARI SERVICE - 2015

IT is hereby notified that an Efficiency Bar Examination for the officers in Grade II of Grama Niladhari Service will be held by the Commissioner - General of Examinations in the month of December 2015 as per provisions of approved Recruitment Procedure of Grama Niladhari Service and the applications are called for the examination.

2.0 This examination for officers in Grade II of Grama Niladhari Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. Examination will be held only in the towns determined for the purpose. The list of relevant towns and town numbers are given below. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated. Any center mentioned above shall be cancelled due to insufficiency of candidates and the candidates shall be directed to a nearby center.

<i>Town</i>	<i>Town No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>
Colombo	01	1. Establishments Code and Procedural Rules	100	1 1/2 hours	01
Kandy	02				
Galle	03				
Matara	04	2. Subject related studies and Professional Knowledge	100	1 1/2 hours	02
Jaffna	05				
Mannar	06				
Mullaitivu	07	5.1 Establishments Code and Procedural Rules :			
Trincomalee	08				
Batticaloa	09	Office Systems.- It is intended to test the knowledge of office systems adopted in government offices and Offices of Grama Niladharies and the ability of practical application of the knowledge.			
Kurunegala	10				
Anuradhapura	11				
Badulla	12				
Ratnapura	13	Office Systems and Procedural Rules.- It is intended to test the knowledge on Procedural rules issued by the Public			
Killinochchi	14				

3.0 (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

(ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner-General of Examinations for violation of these rules and regulations.

4.0 *Eligibility.*— Officers who have been absorbed into Grade II of Grama Niladhari Service as per the Recruitment Procedure which was in effect from 29.09.2010 are eligible to appear for this examination.

5.0 *Examination Procedure.*— The candidates should sit for a written examination that includes the following subjects.

Service Commission and the provisions of Chapter VII, IX, XI, XII, XIV, XV, XVI, XVII, XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII of Establishment Code and the Public Administration Circulars and Circulars used at present.

This paper consists of two parts.

Part I - A paper of multiple - choice questions. Duration is 30 minutes. (25 marks)

Part II - A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)

#### 5.2 Subject related studies and professional knowledge :

The knowledge of the officers on duties entrusted to Grama Niladharies by various rules and regulations, Ministries, Departments, Provincial Councils and other statutory institutions of the government shall be tested and further a case study will be given to the candidate on matters relevant to the subjects.

Part I - A paper of multiple -choice questions. Duration is 30 minutes. (25 marks).

Part II - A paper consisting of 03 semi-structured essay type questions. All 03 questions should be answered. (75 marks)

6.0 This examination will be held in Sinhala, Tamil and English Languages and the officers can sit for the examination in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of officers who entered the service without a Competitive Examination, they can sit for the examination in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.

7.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least forty percent (40%) of the total marks allocated for each subject for a pass. The date on which the examination held for the candidate to complete all the subjects shall be treated as the date of passing the Efficiency Bar Examination.

8.0 The Commissioner - General of Examinations will release the results of the examination to me and the candidates who have passed the exam will be notified through District Secretary and Divisional Secretary.

9.0 Application should strictly conform to the specimen appended. The candidates should prepare their application according to the specimen and the application prepared accordingly should be sent through registered post through Divisional Secretary of their Divisional Secretariat Division on or before 28th September 2015 addressed to **Commissioner General of Examination, Department of Examinations of Sri Lanka, Organization and**

**Foreign Examinations Branch, P. O. Box 1503, Colombo.** The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications too, will not be accepted.

10.0 *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, along with the admission card issued by the Department of examinations on which the signature has been certified should be submitted to the supervisor :

- (i) The National Identity Card issued by the Department of Registrations of Persons,
- (ii) A valid passport.

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Commissioner - General of Examinations.

11.0 *Applications.*— Applications should be prepared in a paper of A4 size in such a manner that Para. Nos. 1.0 to 6.0 appear on the first page and from 7.0 on the second page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

12.0 Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings. Rs. 400 for the whole examination and Rs. 200 for only one subject should be paid at any District or Divisional Secretariat island-wide to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained in favour of the applicant should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. The fee paid for this examination will not be refunded under any circumstance. It will not be allowed to transfer the fee paid for this examination in favour of another.

13.0 The Commissioner General of Examinations will issue copies of the time table and admission cards to all candidates whose duly perfected applications have been received along with the receipt of the examination fees, if any, issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination. Candidates should get their

signature on the admission card attested in advance and surrender to the supervisor of the examination hall. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to send a request letter to the Department of Examinations with the following certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of a fax number to which the admission card should be sent. It would be advisable to keep a photocopy of the letter of request. Candidates who do not produce their admission cards shall not be allowed to sit for the examination.

14.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the

Commissioner General of Examinations, enabling them to appear for the examination. No traveling expenses will be paid.

15.0 The candidates are subjected to the rules and regulations on the conduct of the examination imposed by the Commissioner General of Examinations. The candidates are liable to be subjected to any punishments imposed by the Commissioner General of Examinations and my decision shall be the final, in respect of any matter not provided for in this notification.

S. D. A. B. BORALESSA,  
Secretary,  
Ministry of Home Affairs.

Ministry of Home Affairs,  
Independence Square,  
Colombo 07,  
07th August, 2015.

### Specimen Form of Application

(For office use only)

#### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF GRAMA NILADHARI SERVICE - (2015)

Town	Town No.
1.	
2.	

(Indicate the name and the number of the town in which you wish to sit for the examination as per the Para No. 2.0 of Gazette Notification)  
(This cannot be changed subsequently).

Medium of Examination :

Sinhala - 2  
Tamil - 3

(Indicate the relevant number in the cage)  
(This cannot be changed subsequently)

- 1.0 1.1 Name in Full : \_\_\_\_\_.  
(In English Block Capitals)  
Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDANA
- 1.2 Name with initials : \_\_\_\_\_.  
(In English Block Capitals)  
(Ex. : GUNAWARDANA, H. M. S. K.)
- 1.3 Name in full : \_\_\_\_\_.  
(In Sinhala/Tamil)

2.0 National Identity Card No. : 

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- 3.0 3.1 Address to which the admission card should be sent : \_\_\_\_\_.  
(In English Block Capitals)
- 3.2 District and Divisional Secretary's Division of the candidate : \_\_\_\_\_.  
(In English Block Capitals)
- 3.3 District and Divisional Secretary's Division of the candidate : \_\_\_\_\_.  
(In Sinhala/Tamil)

4.0 4.1 Sex : ☐  
Female - 1  
Male - 0  
(Indicate the relevant number in the cage)

4.2 Date of Birth :

Year :     Month :   Date :

5.0 Subject/s you offer on this sitting (Refer Para. 5 of the *Gazette* Notification) :

<i>Index No.</i>	<i>Subject</i>	<i>Subject No.</i>
01		
02		
03		

6.0 6.1 Grade : \_\_\_\_\_.  
6.2 Post : \_\_\_\_\_.  
6.3 Date of promotion to the relevant Grade : \_\_\_\_\_.

7.0 **N. B.** – The receipt obtained in the name of the applicant from the applicant for the payment of due examination fees as mentioned in the *Gazette* should be firmly affixed here.

Receipt No. : \_\_\_\_\_.  
Post Office/Sub Post Office : \_\_\_\_\_.  
Date : \_\_\_\_\_.  
Amount Rs. : \_\_\_\_\_.

8.0 I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above.  
Further, I agree to be bound by the rules and regulations issued by the Commissioner-General of Examinations regarding this examination.

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

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

*Certification of the Divisional Secretary*

I certify that Mr./Mrs./Miss ..... Grama Niladhari, who works at Grama Niladhari Division of ..... in Divisional Secretary's Division of ..... and

- (i) Has placed his/her signature in my presence.
- (ii) Has checked the details provided above.
- (iii) The officer is eligible to sit for this examination.
- (iv) Has affixed the receipt of the examination fees.

(Delete inapplicable words)

\_\_\_\_\_,  
Signature and Official Stamp of the Divisional Secretary.

Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Address : \_\_\_\_\_.  
Date : \_\_\_\_\_.



# **EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE I OF GRAMA NILADHARI SERVICE - 2015**

IT is hereby notified that an Efficiency Bar Examination for the officers in Grade I of Grama Niladhari Service will be held by the Commissioner - General of Examinations in the month of December 2015 as per the approved service minute of Grama Niladhari Service, and the applications are hereby called for the same.

2.0 This examination for officers in Grade I of the of Grama Niladhari Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. Examination will be held only in the towns determined for the purpose. The list of relevant towns and town numbers are given in the table below. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated. Any center mentioned above can be cancelled due to insufficiency of candidates and the candidates can be directed to a nearby center.

<i>Town</i>	<i>Town No.</i>
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

3.0 (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

(ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner -General of Examinations for violation of these rules and regulations.

4.0 *Eligibility*.— Officers who have been appointed to posts in Grade I of Grama Niladhari Service as per the Procedure of Recruitment Effective from 29.09.2010 are eligible to appear for this examination.

5.0 *Examination Procedure*.— Candidates should sit for a written examination, which will consist of the following subjects :

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>
1. Office systems, General Conduct and Discipline in the Public Service	100	1 1/2 hours	01
2. Subject related Studies and Professional Knowledge	100	1 1/2 hours	02
5.1 <i>Office Systems, General Conduct and Discipline in the Public Service :</i>			

*Office Systems*.— This paper is intended to test the candidate's knowledge of office systems adopted in government offices and Grama Niladhari Offices and his/her ability of practical application of the knowledge.

*General Conduct and Discipline in the Public Service :*

The candidates' knowledge on delegation of power on disciplinary matters according to the regulations of Public Service Commission, termination of service, regulations with regard to sending on retirement and provisions in Chapters XLVII and XLVIII in Volume II of the Establishments Code on general conduct and disciplinary procedures and Circulars issued at present in relation to the above will be tested.

This paper consists of two parts.

Part I - A paper of multiple - choice questions. Duration is 30 minutes. (25 marks)

Part II - A paper consisting of 03 semi structured essay type questions. All 03 questions should be answered. Duration is 1 hour. (75 marks)

5.2 *Subject related studies and Professional Knowledge :*

The knowledge of the officers on duties entrusted to Grama Niladharies by various rules and regulations, Ministries, Departments, Provincial Councils and other statutory institutions of the Government shall be tested and further a case study will be given to the candidates on matters relevant to the subjects :

Part I - A paper of multiple -choice questions, Duration is 30 minutes. (25 marks).

Part II - A paper consisting of 03 semi-structured essay type questions. All 03 questions should be answered. Duration 01 hour. (75 marks).

6.0 The examination will be held, only in Sinhala and Tamil medium and candidates should answer question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.

7.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least forty percent (40%) of the total marks allocated for each subject for a pass. The final date of the year of holding examination on which the candidate to complete the examination passing all the subjects shall be treated as the date of passing the Efficiency Bar Examination.

8.0 The results of the examination will be issued by the Commissioner General of Examination to me and action will be taken to notify the applicants the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.

9.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the Registered post through Divisional Secretary of their Divisional Secretariat Division to reach the Commissioner-General of Examinations, Department of Examinations, Organization and Foreign Examinations Branch, P. O. Box 1503, Colombo, on or before 28th September 2015. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

10.0 *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, along with the admission card issued by the Department of Examinations on which the signature has been certified should be submitted to the supervisor :

- (i) The National Identity Card issued by the Department of Registrations of Persons,
- (ii) A valid passport.

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Commissioner - General of Examinations.

11.0 *Applications.*— Applications should be prepared in a paper of A4 size in such a manner that Para. Nos. 1.0 to 6.0 appear on the first page and 6.0 and 7.0 on the second page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly

will be rejected without notice. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

12.0 Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings. Rs. 400 for the whole examination and Rs. 200 for only one subject should be paid at any post office/sub post office islandwide to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained in favour of the applicant should be affixed to the relevant cage of the application form. It is advisable to keep a photocopy of the receipt with the candidate. The fee paid for this examination will not be refunded under any circumstance. It will not be allowed to transfer the fee paid for this examination in favour of another.

13.0 The Commissioner General of Examinations will issue copies of the time table and admission cards to all candidates whose duly perfected applications have been received along with the receipt of the examination fees, if any, issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to send a request letter to the Department of Examinations with the following certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of a fax number to which the admission card should be sent. It would be advisable to keep a photocopy of the letter of request.

14.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No traveling expenses will be paid.

15.0 The candidates are subjected to the rules and regulations on the conduct of the examination imposed by the Commissioner General of Examinations. The candidates are liable to be subjected to any punishments imposed by the Commissioner General of Examinations and my decision shall be the final, in respect of any matter not provided for in this notification.

S. D. A. B. BORALESSA,  
Secretary,  
Ministry of Home Affairs.

Ministry of Home Affairs,  
Independence Square,  
Colombo 07,  
07th August, 2015.

**Specimen Form of Application**

(For office use only)

**EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE I OF GRAMA NILADHARI SERVICE - (2015)**

Town	Town No.
1.	
2.	

(Indicate the name and the number of the town in which you wish to sit for the examination as per the Para No. 2.0 of *Gazette* Notification)  
(This cannot be changed subsequently).

Medium of Examination :

Sinhala - 2

Tamil - 3

(Indicate the relevant number in the cage)

(This cannot be changed subsequently)

1.0 1.1 Name in Full : \_\_\_\_\_.

(In English Block Capitals)

Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDANA

1.2 Name with initials : \_\_\_\_\_.

(In English Block Capitals)

(Ex. : GUNAWARDANA, H. M. S. K.)

1.3 Name in full : \_\_\_\_\_.

(In Sinhala/Tamil)

2.0 National Identity Card No. :

3.0 3.1 Address to which the admission card should be sent : \_\_\_\_\_.

(In English Block Capitals)

3.2 District and Divisional Secretary's Division of the candidate : \_\_\_\_\_.

(In English Block Capitals)

3.3 District and Divisional Secretary's Division of the candidate : \_\_\_\_\_.

(In Sinhala/Tamil)

4.0 4.1 Sex :

Female - 1

Male - 0

(Indicate the relevant number in the cage)

4.2 Date of Birth :

Year :

Month :

Date :

5.0 Subject/s you offer on this sitting (Refer Para. 5 of the *Gazette* Notification) :

Index No.	Subject	Subject No.
01		
02		
03		

- 6.0 6.1 Grade : \_\_\_\_\_.  
6.2 Post : \_\_\_\_\_.  
6.3 Date of promotion to the relevant Grade : \_\_\_\_\_.

7.0 *N. B.*– The receipt obtained in the name of the applicant from the applicant for the payment of due examination fees as mentioned in the *Gazette* should be firmly affixed here.

Receipt No. : \_\_\_\_\_.  
Post Office/Sub Post Office : \_\_\_\_\_.  
Date : \_\_\_\_\_.  
Amount Rs. : \_\_\_\_\_.

8.0 I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. Further, I agree to be bound by the rules and regulations issued by the Commissioner-General of Examinations regarding this examination.

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

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

*Certification of the Divisional Secretary*

I certify that Mr./Mrs./Miss ..... Grama Niladhari, who works at Grama Niladhari Division of ..... in Divisional Secretary's Division of ..... and

- (i) Has placed his/her signature in my presence.
- (ii) Has checked the details provided above.
- (iii) The officer is eligible to sit for this examination.
- (iv) Has affixed the receipt of the examination fees.

\_\_\_\_\_,  
Signature and Official Stamp of the Divisional Secretary.

(Delete inapplicable words)

Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Address : \_\_\_\_\_.  
Date : \_\_\_\_\_.