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

අංක 2,435 – 2025 මැයි මස 02 වැනි සිකුරාදා – 2025.05.02  
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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 23rd May, 2025, should reach Government Press on or before 12.00 noon on 09th May, 2025.

#### 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."

K. G. PRADEEP PUSHPA KUMARA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
02nd January, 2025.

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



## 1. General Qualifications required :

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

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

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

## 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 4. Terms of Engagement :

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

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

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

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

## 5. Serving Officers in the Public Service :

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

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

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

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

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

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

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

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

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commissioner General of Examinations.

Department of Examinations,  
Pelawatta, Battaramulla.

## Post - Vacant

### SRI LANKA ARMY

#### Calling for Applications for Cadet Officers in the Sri Lanka Army Volunteer Force

APPLICATIONS are invited for cadetship in the Volunteer Force of the Sri Lanka Army. Selected candidates will be trained at the Sri Lanka Military Academy, Diyatalawa.

2. After successful completion of the training period in the Sri Lanka Military Academy, cadets will be commissioned in the rank of **Second Lieutenant** as officers with the **Diploma in Military Studies** and posted to Arms or Service regiments in the Sri Lanka Army, based on the aptitude of the cadet and the requirement of the Army.

#### 3. Basic Qualifications.

- Citizenship: Should be a citizen of Sri Lanka.
- Marital Status: Unmarried.
- Age: Not less than 18 years and not more than 26 years as at 30<sup>th</sup> July 2025
- Height: Not less than 5'6" feet (170.6 cm).
- Weight: Not less than 50 kg (110 pounds).
- Eyesight: Both eyes 6/6 (without spectacles and lenses).
- Body Mass Index (BMI): Between 18.5 kg/m<sup>2</sup> – 25 kg/m<sup>2</sup>.

#### 4. Educational Qualifications.

- Should have passed six (06) subjects with four (04) credit passes including English and ordinary passes for Mathematics and Sinhala / Tamil in not more than two sittings at the GCE (O/L) Examination or any other international examinations (Pearson, Edexcel, GCSE, GCE and Cambridge) recognized by the Department of Examinations, Sri Lanka as an equivalent.
- Should have passed three (3) subjects and obtained 30% of marks from the Common General Test in not more than one sitting at the GCE (A/L) Examination or any other international examinations (Pearson, Edexcel, GCSE, GCE and Cambridge) recognized by the Department of Examinations, Sri Lanka as an equivalent.
- Any other higher educational qualifications or achievements in sports will be considered as added qualifications.

5. Other Qualifications. Sports, leadership and other achievements (District, Provincial and National and International levels) and proficiency in other languages (Other than Sinhala and English) will be considered as added qualifications.

#### 6. General.

- A person shall qualify for the commission as an officer of the Volunteer Force, only if he satisfies the conditions relating to the educational and other qualifications stipulated by the Commander of the Army and approved by the Minister of Defence.
- All officers commissioned in the service of the Sri Lanka Army Volunteer Force, on or after 25<sup>th</sup> September 1956 shall subscribe to the condition, that they will acquire the required degree of proficiency in the official language and will confirm to the requirements of the Official Language Act No. 33 of 1956 and any regulations and orders made thereunder.
- When an officer ceases to be a citizen of Sri Lanka, he shall forthwith inform the Commander of the Army of such fact.
- No officer shall whilst he is in the service of the Volunteer Force, enlist in the Sri Lanka Navy or Sri Lanka Air Force.
- No member of a Regular Force, Regular Reserve, Sri Lanka Police or the Sri Lanka Prisons shall be commissioned in the Volunteer Force.

- f. No person who had retired or discharged under the provisions of the Official Language Act from service in the Regular Force, the public service, a government corporation, institution or statutory body, shall be commissioned in a Regiment or Unit of the Volunteer Force.
- g. No person who has been convicted of a criminal offence shall be commissioned into a Regiment or Unit of the Volunteer Force.
- h. Cadets are not allowed to marry during the training period.
- i. Every applicant who is selected for the interview will undergo a medical examination conducted by the Sri Lanka Army and must be qualified from that prior to enlistment.

7. Conditions of Service.

- a. The enlisted candidates in the Volunteer Force must compulsorily serve for a period of 5 years in the Sri Lanka Army from the date of commission. Every candidate should enter into a contract/monetary bond with the Sri Lanka Army.
- b. The pay of a cadet while under training will be Rs. 91,551.80 per month (Inclusive of all allowances). He will not be entitled to any increment of pay during the period of service as a cadet.
- c. Cadets will be required to undergo basic military training at the Sri Lanka Military Academy for a period of 15 months.
- d. The status of cadets will be similar to other ranks during the training period and they will be subject to military law and civil law.
- e. Withdrawal of Cadetship.
  - (1) In the event of a cadet voluntarily terminates his candidature for a commission during his period of training, the parents or guardian will be required to refund all expenses incurred up to that time by the Democratic Socialist Republic of Sri Lanka to the account of the cadet.
  - (2) If at any time during his course, a cadet is reported by the authorities to be unsuitable for the issue of the commission, for reasons of misconduct or negative Security Clearance for causes within his control, his parents or guardians will be required to refund to the Democratic Socialist Republic of Sri Lanka all expenses incurred by the Republic of Sri Lanka to the account of the cadet.
  - (3) Any officer cadet who may resign or may be discharged on medical grounds will not be re-enlisted in the Army as a cadet on a subsequent occasion.

8. Pay and Allowances. On commissioning as officers in the Sri Lanka Army Volunteer Force in the rank of **Second Lieutenant**, they will be placed on the following salary scale applicable to the officers of the Sri Lanka Army.

Ser	Rank	M: S: C 3/2016	
		Consolidated Pay From 01.01.2020.	Salary Increments From 01.01.2020
1	Officer Cadet	Rs: 32,380.00	-
2	Second Lieutenant	Rs: 38,605.00	-
3	Lieutenant	Rs: 47,615.00	30 x 1335
4	Captain	Rs: 55,625.00	24 x 1335
5	Major	Rs: 60,965.00	22 x 1335
6	Lieutenant Colonel	Rs: 62,595.00	22 x 1630
7	Colonel	Rs: 76,175.00	17 x 2170
8	Brigadier	Rs: 80,515.00	15 x 2170
9	Major General	Rs: 88,000.00	12 x 2700
10	Lieutenant General	Rs: 93,400.00	10 x 2700
11	General	Rs: 101,500.00	7 x 2700

9. Other Allowances. The following allowances are payable monthly:

- a. Qualification pay.
- b. Free feeding or ration allowance.
- c. Disturbance allowance when order to live in (For married officers only).
- d. Uniform upkeep allowance.

10. The following facilities are available/allowances payable:

- a. Free accommodation when ordered to live in.
- b. A rent ceiling applies when living in rented quarters.
- c. Free uniforms.
- d. Batman allowance to married officers or batman service to unmarried officers.
- e. One return duty warrants per month from the place of work to the home station to those who are ordered to “live in”.

11. Parents or guardians will be required to sign a declaration as shown in paragraph 13 below, which should be forwarded with the application. Parents or guardians of the selected candidates will be required to enter into a bond substantially in the form of a declaration, with the Democratic Socialist Republic of Sri Lanka before the candidates are appointed. Except in special cases, a cadet officer whose father is not alive the guardianship is vested in his mother or the guardian.

12. Declaration to be signed by the parents or guardians of the applicant:

- a. I am the parent/guardian of ..... who is an applicant for a cadetship in the Sri Lanka Army.
- b. I hereby undertake to be responsible, in the event of the above-named applicant being selected to attend a course of training in Sri Lanka or overseas for the following:
  - (1) All private expenses, which the applicant may incur during the period of his training.
  - (2) To refund the Democratic Socialist Republic of Sri Lanka for all expenses incurred on his account by the state in the event of the above-named applicant voluntarily terminating his candidature for the commission during training.
  - (3) To refund the Democratic Socialist Republic of Sri Lanka for all expenses incurred on his account by the state in the event of the above-named applicant is reported by the authorities to be unsuitable (For reasons of misconduct or causes within his control) for the commission during his training period.

***\*Strike out inappropriate words.***

Date .....

.....  
Signature of parent/guardian

Name and Address (Clearly in block capitals) .....  
.....

Date .....

.....  
Signature of Witness

Name and Address (Clearly in block capitals) .....  
.....

13. Language Requirements. The selected candidates will be required to comply with any rule already made or may hereafter be made for giving effect to the Language Policy of the Democratic Socialist Republic of Sri Lanka and in particular for implementing the provisions of the Official Language Act, No. 33 of 1956.

14. Proof of Identity. Candidates will be required to produce proof of their identity. Identity cards issued by the Department of Registration of Persons or Postmaster General and Driving licenses issued by the Commissioner of Motor Traffic will be accepted for this purpose.

15. Candidates who are currently employed in the Public Service (Or Provincial Public Service, Government Corporations, or Statutory Boards) must submit their applications through their respective Heads of Departments or Institutions including a certificate stating the candidate can be released if selected.
16. **Applications.** Applications should be submitted in the applicant's handwriting in terms of the forms specified below and should be forwarded to the **Headquarters, Sri Lanka Army Volunteer Force, Army Camp, Seethawaka, Kosgama** so as to reach not later than **12.00 hrs on 30.07.2025** by the registered post. The phrase “**Application for Cadetship in the Volunteer Force**” should be marked at the top left upper corner of the envelope. Applications received at the Army Headquarters after the closing date or those not conforming to the requirements of this notification will be rejected. Printed applications will not be issued from the Headquarters and further information is available on the website, **www.army.lk**.
17. Applications should be accompanied by photocopies of:
  - a. Birth certificate.
  - b. Certificates in support of educational qualifications claimed.
  - c. School leaving certificate.
  - d. Certificate issued by Grama Niladhari.
  - e. Police clearance certificate.
  - f. Certificates in support of sports/ extra-curricular activities.
  - g. At least two recent certificates of character from responsible persons (Who are authorized to issue a character certificate) who are personally acquainted with the applicant, one of whom should be the principal of the last school attended by the applicant.
  - h. Other relevant certificates.
  - i. A photocopy of the National Identity Card and a recently obtained photograph (Passport size 2” x 2 1/2”) attested by the Grama Seva Niladhari or an Attorney-at-law.
18. **Conducting Interviews.** Preliminary selections will be made from among those candidates who fulfill the above requirements. The selected candidates are required to undergo tests as may be prescribed by the Commander of the Army. The final selections will be made after an interview of the elected candidates, by a selection board appointed by the Ministry of Defence.
19. The selected candidates for interviews will be informed to personal emails of the candidates of the venue, time, and the date. The interviews will take place in the Headquarters of the **Sri Lanka Army Volunteer Force, Seethawaka, Kosgama**. No traveling or other expenses will be paid in this respect.
20. Anyone who desires to recommend a candidate, provide a testimonial instead of engaging in any form of canvassing or attempting to influence the selection process, as such actions will disqualify the candidate.
21. Applicants who are not qualified for enlistment will not be notified. Inquiries about such disqualification will not be entertained.

**Note:** This Gazette Notification is published in Sinhala, English and Tamil. In the event of any inconsistency between Sinhala, English and Tamil texts of this Gazette Notification, the Sinhala text shall prevail.

B K G M L Rodrigo RSP ctf-ndu psc IG,  
Lieutenant General,  
Commander of the Army.

Sri Lanka Army Headquarters,  
Defence Headquarters Complex,  
Akuregoda Road,  
Battaramulla,  
01st April, 2025

## SRI LANKA NAVY

### Officer Cadet Vacancies for Sri Lanka Regular Naval Force - 2025

1. Vacancies are existed in the Sri Lanka Navy Regular Naval Force for Officer Cadets
2. Applications are invited from male/ female candidates possessing the qualifications for following Branches
  - a. Executive
  - b. Marine Engineering
  - c. Electrical and Electronic Engineering
  - d. Logistics
  - e. Provost

#### 3. Basic educational qualifications.

- a. Should have passed 06 subjects obtaining Credit passes for Mother tongue, Mathematics and English in not more than two sittings for the G.C.E (O/L) Examination.
- b. Should have passed 03 subjects in one and same sitting for G.C.E (A/L) Examination for following branches.

- |               |   |
|---------------|---|
| (1) Executive | - Must have obtained at least 03 simpal passes (S) in the subject of Biology, Physics, Chemistry and Combined Mathematics under the streams of Biological and Physical Science. |
|---------------|---|

- |                        |  |
|------------------------|--|
| (2) Marine Engineering | - Having studied Physics, Combined Mathematics, Chemistry and should have obtained minimum 02 Credit passes (C ) and 01 Simple pass (S) under the Physical Science Stream. |
|------------------------|--|

or

Minimum of 2 (B) passes and 1 (C) pass in Cambridge or edexcel (A Level) Examination covering Combined Mathematics, Physics and Chemistry in one sitting.

- |   |  |
|---|--|
| (3) Electrical and Electronic Engineering | - Having studied Physics, Combined Mathematics, Chemistry and should have obtained minimum 02 Credit (C) passes and 01 Simple pass (S) under the Physics Stream. |
|---|--|

- |               |  |
|---------------|--|
| (4) Logistics | - Having studied Economics, Accounting and Business Studies Business statistics and should have obtained 03 simple (S) passes under the Commerce Stream. |
|---------------|--|

- |             |   |
|-------------|---|
| (5) Provost | - Having studied from any stream and should have obtained minimum 03 Simple (S) passes. |
|-------------|---|

#### 4. Other Requirements:

Candidates should fulfil following general conditions for the enlistment to the Sri Lanka Regular Naval Force;

- |                |  |
|----------------|--|
| a. Nationality | - Must be a citizen of Sri Lanka.  |
| b. Age         | - Should not be less than 18 years and more than 22 years as at the closing date for applications.                 |
| c. Height      | - Male - Should not be less than 5 feet 6 inches.<br>(Should not be less than 5 feet 7 inches for Provost Branch). |



- d. Weight - Female - Should not be less than 5 feet 3 inches.  
(Should not be less than 5 feet 4 inches for Provost Branch).  
Male - Should not be less than 52 kg.  
Female - Should not be less than 41 kg.
- e. Chest ( male only) - Should not be less than 32 inches.
- f. Colour vision - STD II.
- g. Visual acuity - Left eye 6/6 and right eye 6/6 (without spectacles/ contact lenses)
- h. Other Educational Qualifications - Should have obtained not less than 30 marks for the Common General Test in G.C.E (A/L) Examination.  
Should have obtained minimum qualification for university entry in Sri Lanka based on the G.C.E. (A/L) Examination results. (A certified copy of the results sheet issued by the Commissioner General of Examinations should be sent along with the application form)
- i. Civil status - Unmarried (No Officer Cadet/ Lady Officer Cadet will be permitted to get married during the period of training and for a period of one year from the date of Commissioning)

5. Additional subjects will not be considered as G.C.E. (O/L) educational qualifications.

6. Special attention will be given to achievements in the national and international level sports activities at the enlistment process.

7. Applications of candidates who do not fulfil the aforesaid requirements of paragraph 3 and 4 will be rejected.

**8. Conditions of service;**

- a. Candidates will be enlisted into the Sri Lanka Regular Naval Force as Officer Cadets and will undergo the basic training course. Upon successful completion of the basic training with respect to the branch for which the enlistment is made, the Officer Cadets will be commissioned as Acting Sub Lieutenant.
- b. Enlisted Officer Cadets will be required to undergo training at any place in Sri Lanka or any country in the world as decided by the Commander of the Sri Lanka Navy.
- c. All Officer Cadets are liable to be posted for duty or training in Sri Lanka or any country in the world at any time.
- d. During the period of training and thereafter, Officer Cadets will be subjected to laws orders and instructions which are empowered by the existing Sri Lanka Navy Act, Sri Lanka Navy Regulations, Sri Lanka Navy Orders & Memorandums and laws and instructions which may hereafter be imposed.
- e. Any time during the period of training an Officer Cadet is reported by the authorities as being unsuitable for reasons of misconduct or due to causes within his control to qualify for the commission has to refund all expenses carried on his training to the Sri Lanka Navy. If he fails to do so the guarantors will be required to refund all the expenses carried out an training by entering in to an agreement and a bond to this effect with the Commander of the Sri Lanka Navy acting on behalf of the Government of Sri Lanka.
- f. In the event an Officer Cadet voluntarily terminates his candidature during the training, he will be required to refund to the Government of Sri Lanka all expenses incurred up to that time by the Government of Sri Lanka on account of such Officer Cadet. If Officer Cadet fails to do so, the guarantors are required to refund all expenses incurred up to that time.
- g. Accidents and long-term disabilities during the training period will be covered by the insurance already implemented at the Sri Lanka Navy and the Sri Lanka Navy shall not be liable for any special compensation payment or responsibility.

**9. Official language requirements:**

The selected candidates will be required to comply with orders and regulations already made or may hereafter be made for giving effect to the Language Policy of the Official Language Act No. 33 of 1956.

#### 10. Pay and allowances (during the period of training):

The payments will be made as per the Management Services Circular No. 05/2025.

DESCRIPTION	OFFICER CADET (RS.)	MIDSHIPMAN (RS.)
Basic salary	47,817.00	48,277.00
Cost of living	17,800.00	17,800.00
Uniform allowance	525.00	525.00
Additional allowance	1,000.00	1,000.00
Special adjustment allowance	3,000.00	3,000.00
Ration Allowance (Depending on the situation)	34,846.80	34,846.80
Total	104,988.80	105,448.80

#### 11. Entitlement of facilities, allowances and privileges during and after the training period;

- The selected enlistees will have the opportunity to pursue degree courses affiliated to local universities under the University Grants Commission.
- Other enlistees will be given the opportunity to follow degree courses offered by the General Sir John Kotelawala Defence University or any other local/ foreign institute.
- The enlistees will be provided with food and accommodation facilities.
- Three sets of Holiday Railway Warrants per year will be issued (for the officer, spouse, children and dependents if applicable).
- Duty Holiday Railway Warrants will be issued or imbursement of bus fare for officers living in to visit their homes once a month.
- Uniforms and ancillary items will be issued free of charge.
- Medical facilities will be provided free of charge (for the officer, spouse, children and dependents if applicable).
- Married officers who do not occupy Government married quarters, will be entitled to a rent allowance of Rs. 3,200.00 to Rs. 8,500.00.
- Ration Allowance will be given only to the officers who are victual out.
- Qualification Pay where applicable will be paid a maximum of Rs.637.50 per month, depending on the qualifications.

#### 12. Instructions to candidates;

- Applications should be in the form of the specimen given below and should be completed clearly in detail in the applicant's own hand writing. Duly completed applications should be forwarded to 'Senior Staff Officer (Recruiting), Sri Lanka Navy Headquarters, P.O. Box 593, Colombo-01 under registered cover on or before 1200 hrs on 23rd May, 2025. The top left corner of the envelope containing the application should bear 'Post of Officer Cadet. Further applications which are forwarded *via* registered post also should be applied through online system. Applications which are not forwarded in both ways, applications received after the closing date and time and applications that do not comply with the requirements stipulated in the *gazette* notification will not be entertained. For further information please call 011-7195120/ 011-7195154/ 0760275685 or [www.navy.lk](http://www.navy.lk).
- No notice will be given regarding the rejected applications. Any complaint with regard to loss or delay of an application will not be considered. Moreover receipt of the application will not be acknowledged.

- c. Candidates will be required to produce the originals of the following documents in the interview or any other occasion and certified copies of the following documents when forwarding the applications:
- (1) Certificate of registration of birth.
  - (2) Certificates of educational/ higher educational/ professional educational/ degree qualifications required for the branch applied for.
  - (3) School leaving certificate and character certificate obtained from school.
  - (4) Grama Niladhari certificate obtained within six months.
  - (5) Certificates of professional/ technical experience (if any) obtained from a recognized institution.
  - (6) Two recent character certificates (From responsible person who knows the candidate for more than two years).
  - (7) Certificates of sports activities and other qualifications.
- d. Applications of candidates who fail to produce the aforesaid documents when requested will not be considered.
- e. Original copies of Certificates or other documents should not be enclosed with the application. If enclosed with the application, Sri Lanka Navy will not be responsible for the loss of any originals of certificates.

13. Any statement in the application which is found to be incorrect will render the candidate liable to disqualification or dismissal when the false statement is revealed before the selection or after the selection respectively.

#### 14. Enlistment procedure;

- a. The candidates who fulfil the above requirements should undergo a preliminary medical test conducted by the Sri Lanka Navy. Prior to the first interview, Candidates those who are not meet with the physical standards mentioned in the *gazette*, will not be presented to the interview. Any candidate who may have a special skill or value to the naval service may be considered at the discretion of the Commander of the Sri Lanka Navy even though the candidate may not have the requisite height and age. Candidates also required to undergo a Physical Endurance Test (PET) to progress with the selection process as mentioned below (subjected to amendments).
- b. Requirements to qualify the Physical Endurance Test; (Subject to amendments)

Event	Rounds		Time	
	Male	Female	Male	Female
1600m run	-	-	09 minutes	11 minutes
Push ups	12 or more	08 or more	01 minutes	01 minutes
Sit up/ Curl ups	10 or more	07 or more	01 minutes	01 minutes

- c. Only the candidates those who successfully complete the Physical Endurance Test have to be present before the medical board. The candidates who qualified the medical examination will be called for the second interview. Subsequently candidates those who qualified from the second interview will be called for the final interview. Candidates those who obtain the highest marks from the respective branches will be selected according to existing vacancies.
- d. Candidates who are found unsuitable for enlistment will not be notified.
- e. Candidates who were selected for the interviews will be informed of the date, time and place of such interviews only through WhatsApp/ Mobile/ Email and no information will be shared in writing by post. Travelling or other expenses will not be paid in this respect.
- f. On every occasion a candidate is summoned for an interview, he/she should produce his/her National Identity Card issued by the Department of Registration of Persons.

- g. Anyone who desires to recommend a candidate should do so by giving him a testimonial. Any form of canvassing or attempt to influence in the selection of a candidate will result in disqualification of such candidate.
  - h. Validity of the certificates of educational and professional qualifications produced by the candidates will be verified in coordination with the Department of Examinations.
  - i. Reports on security clearance of all candidates will be subject to re-examination by the Naval Headquarters.
15. The Commander of the Sri Lanka Navy reserves the power to take final decisions on enlistment process of Officer Cadets in the Sri Lanka Navy and upon national security, military and administrative requirements of the Sri Lanka Navy, final decision in making changes to the above requirements and conditions will be at the discretion of the Commander of Sri Lanka Navy.

**Note:** This *gazette* notification is published in Sinhala, English and Tamil. In the event of any inconsistency between Sinhala, English and Tamil texts of this *gazette* notification, the Sinhala text shall prevail.

BAKSP Banagoda, RSP, USP, ndc, psc  
Vice Admiral,  
Commander of the Sri Lanka Navy,

Sri Lanka Navy Headquarters,  
P.O. Box 593,  
Colombo 01.

#### **Application for Office Cadet Vacancies of the Sri Lanka Regular Naval Force 2025**

1. Nationality: .....  
(State whether a citizen of Sri Lanka by descent or by registration and if registration, quote number and date of the certificate)
2. Branch applied for (as per the order of preference): .....  
.....
3. Full name (as per the National Identity Card): .....
4. National Identity Card number: .....
5. Permanent address: .....
6. Postal address: .....
7. E-mail address: .....
8. Date of birth: .....
9. Age: Years ..... Months ..... Days ..... (as at .....23rd May ..... 2025)
10. Height:.....(inches) Chest:.....(inches) Weight:.....(kg.)
11. Nearest Police Station to permanent address: .....
12. District: .....
13. Electorate: .....

14. Grama Niladhari Division: .....

15. Telephone/ WhatsApp Number: .....

16. Civil status:.....

17. Gender:.....

18. Particulars of school or university attended: .....

NAME OF THE SCHOOL /UNIVERSITY	TYPE OF EXAMINATION	YEAR OF EXAMINATION	SUBJECTS PASSED (INCLUDING GRADING)
	G.C.E (O/L) G.C.E (A/L) Other		

19. Particulars of employment since leaving school/ university (if applicable):

NAME & ADDRESS OF EMPLOYER	NATURE OF EMPLOYMENT	PERIOD OF SERVICE	
		TO	FROM

20. Particulars of parents:

FULL NAME	PLACE OF BIRTH	OCCUPATION	PRESENT ADDRESS
Father			
Mother			

21. Any special qualifications for the branch applied for: .....  
.....  
.....

22. Details of available achievements in sports. (give details of competitions and sports teams participated in with dates and achievements): .....

23. Other achievements at school/ outside organizations. (give details with dates/ years etc.):.....  
.....

24. Any previous service in the Armed Forces or Volunteer Force, Cadet Corps or Boy Scouts Association: .....  
.....

25. Have you applied earlier to join the Sri Lanka Navy or any of the Armed Services or Police? If so Give details and the outcome of such applications :.....  
.....

26. Have you had a conviction or received a suspended sentence by a civil or military court? If so give details: .....  
.....  
.....

## 27. Particulars of testimonials:

NAME	DESIGNATION	POSTAL ADDRESS

## 28. Declaration to be signed by the applicant:

I declare on my honour that aforesaid details given by me are true and correct to the best of my knowledge and belief. I have read and understood the procedure which will be adopted and the regulations which will apply in respect of those candidates who are selected for commission in the Sri Lanka Navy published in the *gazette* of the government of Sri Lanka.

.....  
Date

.....,  
Signature of candidate.

\* Send your completed application (with certified document proofs for the qualifications and achievements) to following address via registered post, at the earliest.

Senior Staff Officer (Recruiting)  
Navy Headquarters,  
P.O. Box 593,  
Colombo 01.

\* Contact Details : Email: nhqssorec@gmail.com, Tel: 0117195154, 0117195120, Mob : 0760275685

05-24

## JUDICIAL SERVICE COMMISSION

### Recruitment to the Post of Court Family Councillor Grade II in the Schedule Public Officers' Service - 2025

01. In terms of provisions set out in the Scheduled Public Officers' Service Minute published in Extraordinary *Gazette* bearing No.2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the interview to make recruitments to the post of Court Family Councillor Grade II of the Scheduled Public Officers' Service.

02. Method of Recruitment :

Open recruitments only Vacancies will be filled from among the applicants who have fulfilled required qualifications based on the results of an interview conducted by the Judicial Service Commission.

It is hereby notified that this interview will be held in Colombo by the Judicial Service Commission. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

03. Conditions of Service :

3.1 Court Family Councillors recruited subject to the provisions of the Constitution and provisions of the Scheduled Public Officers' Service Minute, will be subjected to the Establishments Code, Financial Regulations, and circulars, regulations and directions that have been already issued and may be issued by the Judicial Service Commission from time to time.

3.2 This appointment is subject to a probation period of three years. The Efficiency Bar Examination should be passed before 06 years from the recruitment to Court Family Councillor Grade II of the Scheduled Public Officers' Service as prescribed in the Service Minute.

3.3 The Secretary, Judicial Service Commission is vested with the power to cancel the appointments of the applicants who fail to assume duties in the post to which they are appointed on the due date and/or applicants who refuse or neglect to assume duties in a post or in an area into which they are appointed, on the direction of the Judicial Service Commission.

3.4 The other official language proficiency applicable to the Court Family Councillors' Service in the Scheduled Public Officers' Service should be acquired according to the tertiary level relevant to Court Family Councillors' Service in the SPO Service in accordance with Public Administration Circular 18/2020 and Judicial Service Commission Circular 456 issued there to within 03 years after joining the service.

04. As per Public Administration Circular No. 10/2025 dated 25.03.2025 the salary scale prescribed to Court Family Councillors' Service in the Scheduled Public Officer's Service is as follows :-

Salary Code – MN 6 – 2025

Salary Scale (Monthly) – Rs.62,230/- 10 x 1190 – 11 x 1360 – 15 x 1670 – Rs.114,140

Applicants recruited to Court Family Councillor Grade II will be placed in the initial Salary scale of Rs. 62,230/- and salaries will be paid as per schedule III of Public Administration Circular No : 10/2025 dated 23.03.2025.

05. This post is permanent and pensionable. Though it has been stated above that the post is pensionable, the Officers that are to be recruited to Grade II of the Court Family Councillor in future will be subjected to decisions taken by the Government and/or Judicial Service Commission in relation to the pension scheme applicable to them.

**06. Qualifications :**

Following qualifications shall have been completed to be recruited to Court Family Councillor Grade II of the Scheduled Public Officers' Service.

(a) Be a citizen of Sri Lanka;

*and*

(b) Be a person of an excellent moral character;

*and*

(c) Should be not less than twenty eight (28) years of age and not more than thirty five (35) years of age as at 02.05.2025;

*and*

(d) A Degree on Psychology or Sociology from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute;

*and*

A Diploma on Psychology Counseling from a Government recognized institute;

*or*

(e) A Special Degree on Psychology or Sociology from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute;

*or*

(f) A Post Graduate Degree in Psychology or Sociology from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute.

**Note -** The upper age limit for officers who are already in the Government Service, Provincial Public Service and Scheduled Public Service is forty five (45) years.

All the applicants recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to serve in any part of the Island and to perform the duties of the post.

**N.B. -** It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 02<sup>nd</sup> May 2025 or prior to said date.

07. A number of applicants equal to the number of vacancies may be appointed after an interview for verifications of qualifications. However, the number of officers to be selected at a time will be determined by the Commission.

08. Penalty for furnishing false information :-

Any misstatement or suppression of a fact which is considered material will render the applicant liable to disqualification, if such statement or suppression is discovered before the selection and to dismissal or discontinuance if discovered after the selection.

09. *Application fees* –

The application fee is Rs.400/= The receipt obtained by paying said amount to the credit of the account of ‘**Secretary, Judicial Service Commission**’ bearing **No. 297100199025039** at **People’s Bank, Dam Street Branch** should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

10. Method of applying -

- (a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 ½ "x 12" (A 4) and it should be completed in applicant’s own handwriting. Computerized /Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form) It is the responsibility of the applicant to make sure that the application form prepared by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

- (b) Duly completed applications should be sent by registered post to reach the address “Secretary, Judicial Service Commission Secretariat, Colombo 12” on or before **30<sup>th</sup> May 2025**.

The words “**Recruitment to Court Family Councillor Grade II of the Scheduled Public Officers’ Service - 2025**” should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received after **30<sup>th</sup> May 2025** will be rejected.

- (c) Applicant’s signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, an Attorney at - Law , Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in Staff Grade in the Public Service.

- (d) Applicants who are already in Public Service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.

- (e) Applications which have not been duly completed in every respect will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.

11. Any matter not provided for in these rules will be dealt with as determined by the Secretary of the Judicial Service Commission subject to the instructions of the Judicial Service Commission.

12. In the event of any inconsistency or contradiction among the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

By order of the Judicial Service Commission,

H.S.SOMARATNE,  
Secretary,  
Judicial Service Commission.

Judicial Service Commission Secretariat,  
Colombo 12,  
25th April 2025.





## 03. Educational qualifications:

01. ....

02. ....

(Annex photo copies of certificates)

## 04. Other qualifications: .....

.....

## 05. Have you ever been convicted for any offence by any Court?

(Indicate the mark (✓) in the relevant box)

No ☐ Yes ☐

If 'yes' give particulars .....

## 06. Particulars of the receipt obtained for the examination fee:

Branch to which the payment was made : .....

Number and date of the receipt : .....

Amount : .....

Affix the receipt firmly here  
(It would be advisable to keep a photocopy with the applicant)

## 07. Applicant's certificate:

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any consequence that may cause as a result of incompleteness of sections and/ or provision of erroneous information. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained herein are found to be false, I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.
- (d) I shall not change any information mentioned herein subsequently.

.....  
Date.....,  
Signature of applicant.

## 08. Attestation of applicants' signature :

I hereby certify that, Mr./Mrs./Miss. .... who submits this application is known to me personally and that he/she placed his /her signature in my presence on ..... and further the applicant has paid the prescribed examination fee and pasted the receipt on the application.

.....  
Date.....,  
Signature of the Officer  
attesting the signature.

Name in full of the officer attesting the signature :.....  
Designation :.....  
Address :.....

(To be confirmed by official stamp)

**Certification of the Head of Department** (Only for the applicants who are already in Public Service.)

I hereby recommend that Mr./Mrs./Miss ..... serving in this ..... has fulfilled educational qualifications required to apply for Court family Councillor Grade II of the Scheduled Public Officers' Service that he/she could be released from the present post if selected for this post, that he/she is not more than 45 years of age by 02.05.2025, that he/she placed his/her signature in my presence on ..... further the applicant has paid the prescribed application fee and pasted the receipt on the application and that I submit his/her application herewith.

Date :- .....

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

05-39

## **Examinations, Results of Examinations & c.**

### **JUDICIAL SERVICE COMMISSION**

#### **Open Competitive Examination for the Recruitment of Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2025**

IN terms of provisions set out in the Scheduled Public Officers' Service Minute published in Extraordinary *Gazette* bearing No.2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for recruitment of Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service – 2025.

It is hereby notified that this examination will be held in Colombo by the Secretary, Judicial Service Commission. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

#### **02. Conditions of Service:**

- 2.1 Court Stenographers recruited subject to the provisions of the Constitution and provisions of the Schedule Public Officer's Service Minute, will be subject to the Establishment code, Financial Regulations, and Circulars, regulations and directions that have been already issued and may be issued by the Commission from time to time.
- 2.2 This appointment is subject to a probation period of three years. The Efficiency Bar Examination should be passed before 05 years from the recruitment to Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service as prescribed in the Service Minute.
- 2.3 The Secretary, Judicial Service Commission is vested with the power to cancel the appointments of the applicants who fail to assume duties in the post to which they are appointed on the due date and/or applicants who refuse or neglect to assume duties in a post or in an area into which they are appointed, on the direction of the Judicial Service Commission.

- 2.4 The other official language proficiency should be acquired according to the secondary level relevant to Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' in accordance with Public Administration Circular No. 18/2020 and Judicial Service Commission Circular 456 issued there to within 03 years after joining the service.

03. As per Public Administration Circular No. 10/2025 dated 25.03.2025 the salary scale prescribed to Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers Service in the Scheduled Public Officer's Service is as follows:-

Salary Code – MN 2-2025

Salary Scale (Monthly) – Rs.48, 470 /- 10 x 540 – 11 x 630 – 10 x 1,010 – 10 x 1,190 = Rs.82, 800/-

Applicants recruited to Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' will be placed in the initial salary scale of Rs. 48, 470 /- and salaries will be paid as per schedule III of Public Administration Circular No : 10/2025 dated 25.03.2025

04. **This post is permanent and pensionable.**

Though it has been stated above that the post is pensionable, the Officers that are to be recruited to Grade III of the Court Stenographer in future will be subjected to decisions taken by the Government and/or Judicial Service Commission in relation to the pension Scheme applicable to them.

05. **Qualifications:**

Following qualifications shall have been completed to be recruited to Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service.

- (a) Be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 35 years of age as at 02.05.2025
- (c) Be a person of excellent moral character.
- (d) Should have fulfilled following educational qualifications.

- (I) Shall have passed six (06) subjects including Mathematics with credit passes for four (04) subjects including Sinhala/Tamil Language at the G.C.E. (Ordinary Level) Examination at one sitting.

(Candidates applying for the court stenographer (Sinhala) post should possess a credit pass for Sinhala language. candidates applying for the court stenographer (Tamil) post should possess a credit pass for Tamil language.)

and

- (II) Should have successfully followed and passed a Stenography and Typing Course at the National Youth Services Council, National Apprentice and Industrial Training Authority, Technical College or at a Government Registered Training Institution.

- (e) All the applicants recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to serve in any part of the Island and to perform the duties of the post.

**N.B. –** It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by **02<sup>nd</sup> May 2025** or prior to said date.

06. **Scheme of examination :-**

- (a) The examination consists of three (03) question papers :

<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01 Language Proficiency	100	40
02 Aptitude	100	40
03 Stenography and Typing (Sinhala/Tamil)	100	*

(\* Judicial Service Commission may determine the minimum marks required to pass the Subject ‘Stenography and Typing’ taking the number of vacancies into consideration.)

This Examination will be held in Sinhala and Tamil medium. An applicant may sit for the examination only in one medium as he/she desires.

Applicant should answer the question papers, “Language Proficiency” and “Aptitude” only in the medium he/she has applied to sit for the Examination.

Applicant should select the “Stenography and Typing” question paper relevant to the category he is applying. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.

### Syllabus of the Examination

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Language Proficiency (Sinhala/Tamil)	The question paper may consist of subject related questions designed to test the candidate’s ability of expression, comprehension, spellings, language and essay, drafting letters, making graphs and tables based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.
02	Aptitude (Sinhala/Tamil)	This paper may consist of subject related questions designed to test the candidate’s skill at numbers, power of critical reasoning and general intelligence.
03	Stenography and Typing (Sinhala/Tamil)	Stenography (Sinhala) Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute, and transcribing the notes at a speed of 07 words per minute. Typing (Sinhala) Typing a passage of 500 words at a speed of 25 words per minute.
		Stenography (Tamil) Taking down a passage dictated within 05 minutes at a minimum speed of 70 words per minute, and transcribing the notes at a speed of 07 words per minute. Typing (Tamil) Typing a passage of 500 words at a speed of 25 words per minute.

**Note :** Illegible handwriting may be penalized.

These papers will consist of multiple choice questions, short questions, questions on structured essays, essays and /or practical question.

07. A number of applicants equal to the number of vacancies allocated for said examination may be appointed following descending order, beginning from the highest scorer of marks amongst the applicants who have passed all the subjects of the examination after an interview for verification of qualifications. However, the Judicial Service Commission may determine not to fill a certain number of vacancies.

*Results of the Examination* - Results will be issued to the applicants by post by the Secretary, Judicial Service Commission.

**08. Penalty for furnishing false information -**

Any misstatement or suppression of a fact which is considered material will render the applicant liable to disqualification, if such statement or suppression is discovered before the selection and to dismissal or discontinuance if discovered after the selection.

**09. Examination fees –**

The examination fee is Rs.400/= the receipt obtained by paying said amount to the credit of the account of ‘**Secretary, Judicial Service Commission**’ bearing No. **No: 297100199025039** at **People’s Bank, Dam Street Branch** should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

**10. Method of applying -**

- (a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 ½” x 12” (A 4) and it should be completed in applicant’s own handwriting. Computerized /Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form) It is the responsibility of the applicant to make sure that the application form prepared by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

- (b) Duly completed applications should be sent by registered post to reach the address “Secretary, Judicial Service Commission Secretariat, Colombo 12” **on or before 30<sup>th</sup> May 2025.**

The words “**Open Competitive Examination for recruitment to Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants’ Service in the Scheduled Public Officers’ Service - 2025**” should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received after 30<sup>th</sup> May 2025 will be rejected.

- (c) Applicant’s signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, an Attorney at - Law , Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in Staff Grade in the Public Service.
- (d) Applicants who are already in Public service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.
- (e) Applications which have not been duly completed in every respect will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.

**11. Admission to the examination -**

Receipt of applications will not be notified. Admission cards will be issued to the applicants by post. If the admission card is not received, it should be brought to the notice of the Judicial Service Commission Secretariat. When informing, the name of the examination applied for, full name of the applicant, address and National Identity Card Number should be mentioned. In case of an applicant outside Colombo, a letter of request consisting of above mentioned details and a fax number for sending a copy of the admission should be faxed to the fax number 011 2 421 206 or 011 2 446 111 of Judicial Service Commission Secretariat. Further to that it would be advisable for the candidate to keep a copy of application form, copy of the receipt relevant to payment of examination fee and the postal article of posting of the application to substantiate any information when requested by the Judicial Service Commission Secretariat.

12. Identity of applicants -

Applicants will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. Any of the following documents will be accepted for this.

- a) National Identity Card issued by the Department of Registration of Persons
- b) A valid Passport
- c) A valid Driving License

13. Sitting for the examination.

- (a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card attested and present it to the head of the examination hall on the first day they sit for the examination. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.

**Note** – Issuance of an admission card to an applicant does not necessarily mean that he/she has fulfilled the required qualifications to sit for the examination.

- 14. Any matter not provided for in these rules will be dealt with as determined by the Secretary of the Judicial Service Commission subject to the instructions of the Judicial Service Commission.
- 15. In the event of any inconsistency or contradiction among the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

By order of the Judicial Service Commission,

H.S.SOMARATNE,  
Secretary,  
Judicial Service Commission.

Judicial Service Commission Secretariat,  
Colombo 12,  
25th April 2025.

**Specimen Application Form**

**Open Competitive Examination for the Recruitment of  
Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants' Service  
in the Scheduled Public Officers' Service - 2025**

(For office use only.)

01. Medium

Language medium of examination:

Sinhala - 1 ☐  
Tamil - 2 ☐

(Indicate the correct number in the cage)

## 02. Personal details :

- 2.1 Name with initials : Mr. /Mrs. /Miss. ....  
(In English block capitals) *eg . A.P.K.SIRIWARDANA ,*
- 2.2 Name in full: .....  
(In English block capitals )
- 2.3 Name in full : .....  
(In Sinhala / Tamil)
- 2.4 Personal Address (In Sinhala/Tamil ) :  
.....
- 2.5 Residing district : .....
- 2.6 Address to which the admission card should be sent (In English block capitals ):  
.....
- 2.7 National Identity Card number  

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- 2.8 Date of birth :  
Date: 

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 Month: 

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 Year: 

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- 2.9 Age as at 02.05.2025:  
Years : 

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 Months : 

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 Days: 

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- 2.10 Gender : Male - 1 Female – 2  
(Indicate relevant number in the cage) 

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- 2.11 Civil status : Married - 1 Unmarried – 2  
(Indicate relevant number in the cage) 

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- 2.12 Contact number :  
Permanent : ..... Mobile : .....  
Email: .....

## 03. Educational qualifications:

- 3.1 Particulars of G.C.E (O/L) Examination:  
(Attach a certified photocopy of the G.C.E. (O/L) result sheet)

- (1) Year and month of the examination : .....  
(2) Index number : .....  
(3) Results : : .....

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



3.2 Particulars of G.C.E (A/L) Examination:

- (1) Year and month of the examination : .....  
(2) Index number: .....  
(3) Results: .....

Subject	Grade
1.	
2.	
3.	
4.	
5.	

04. Stenography Course followed : .....  
(Attach a certified photocopy of the certificate of the course passed )

05. Other qualifications: .....  
.....

06. Have you ever been convicted for any offence by any Court?  
(Indicate the mark (✓) in the relevant box)

Yes ☐ No ☐

(if yes, give particulars) .....

07. Particulars of the receipt obtained for the examination fee:

Branch to which the payment was made : .....

Number and date of the receipt : .....

Amount : .....

Affix the receipt firmly here  
(It would be advisable to keep a photocopy with the applicant)

08. Applicant's certificate:

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge . I agree to bear any consequence that may cause as a result of incompleteness of sections and/ or provision of erroneous information. I also state that all sections herein have been correctly filled  
(b) I am aware that if any particulars contained herein are found to be false, I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.  
(c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.  
(d) I shall not change any information mentioned herein subsequently.

.....  
Date

.....  
Signature of applicant

09. Attestation of applicants' signature :

I hereby certify that Mr./Mrs./Miss. .... who submits this application is known to me personally and that he/she placed his /her signature in my presence on ..... and further the applicant has paid the prescribed examination fee and pasted the receipt on the application.

.....  
Date

.....  
Signature of the Officer  
attesting the signature

Name in full of the officer attesting the signature :.....  
Designation :.....  
Address :.....  
(To be confirmed by official stamp)

**Certification of the Head of Department** (Only for the applicants who are already in Public Service.)

I hereby recommend that Mr./Mrs./Miss ..... serving in this ..... has fulfilled educational qualifications required to apply for Court Stenographer (Sinhala/Tamil) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service that he/she could be released from the present post if selected for this post, that he/she is not more than 35 years of age by 02.05.2025, that he/she placed his/her signature in my presence on ..... further the applicant has paid the prescribed examination fee and pasted the receipt on the application and that I submit his/her application herewith.

Date :-

Signature of the Head of Department :-  
Official Stamp :-

### IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Press.

**The Government Printer accept payments of subscription for the Government *Gazette*.**

*Note.*—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer.

### THE SCHEDULE

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
	<b>2025</b>					
<b>MAY</b>	02.05.2025	Friday	—	17.04.2025	Thursday	12 noon
	09.05.2025	Friday	—	25.04.2025	Friday	12 noon
	16.05.2025	Friday	—	02.05.2025	Friday	12 noon
	23.05.2025	Friday	—	09.05.2025	Friday	12 noon
	30.05.2025	Friday	—	16.05.2025	Friday	12 noon
<b>JUNE</b>	06.06.2025	Friday	—	23.05.2025	Friday	12 noon
	13.06.2025	Friday	—	30.05.2025	Friday	12 noon
	20.06.2025	Friday	—	06.06.2025	Friday	12 noon
	27.06.2025	Friday	—	13.06.2025	Friday	12 noon
<b>JULY</b>	04.07.2025	Friday	—	20.06.2025	Friday	12 noon
	11.07.2025	Friday	—	27.06.2025	Friday	12 noon
	18.07.2025	Friday	—	04.07.2025	Friday	12 noon
	25.07.2025	Friday	—	11.07.2025	Friday	12 noon

**K. G. PRADEEP PUSHPA KUMARA,**  
Government Printer.

Department of Government Printing,  
Colombo 08,  
02nd January, 2025.