

N. B.— Part IV(A) of the Gazette No. 2356 of 27.10.2023 was not published.



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No. 2,358 — FRIDAY, NOVEMBER 10, 2023

(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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**Note :** My Dream Jaffna Foundation (Incorporation) Bill was published as a supplement to the part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of October 27, 2023.

### 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 01st December, 2023 should reach Government Press on or before 12.00 noon on 17th November, 2023.

#### 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."

Department of Govt. Printing,  
Colombo 08,  
01st January, 2023.

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

GANGANI LIYANAGE,  
Government Printer.



### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts - Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Post of Registrar of Muslim Marriages (Sinhala)

##### ANURADHAPURA DISTRICT

APPLICATIONS are called for the Post of Registrar of Muslim Marriages in the Divisions set out in the Schedule hereof;

01. Applicant should be a permanent resident of relevant Muslim Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Only Muslim Males can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 70 years)
04. Applicants for the Post of Registrar of Muslim Marriages should be married and should not be a widower or divorced.
05. Applicant should have passed minimum of 06 subjects including Sinhala/ Tamil (relevant language for the post) with 02 Credit passes in not more than Two (02) sittings in GCE (O/L) examination together with the ability to perform duties in Secondary language as per the language requirement of the populace within the Division or else should have passed in any other similar examination.  
  
**N.B.** In case a subject contains 02 parts at GCE(O/L) or any other similar examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.  
(Possession of Moulavi Certificate or Diploma in Arabic Language shall be considered as fulfillment of aforesaid basic qualification.
06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as Village name list/ Grama Niladhari Division of the relevant Division of Muslim Marriage, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the Division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the Schedule hereunder.
08. Relevant application and the said "Annex-01" inclusive of Village Name list/ Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before 11<sup>th</sup> of December, 2023 by registered post to the address given in the Schedule.

**W. R. A. N. S. WIJAYASINGHE,**  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
On this 20th day of October, 2023.

### Schedule

District	Divisional Secretariat Division	Post & Division for which Application are called	Address to which Application should be sent
Anuradhapura	Horowpathana	Post of Muslim Marriages Registrar of Kapugollewa Area of Hurulu Palatha Division	District Secretary/ Additional Registrar General, District Secretariat, Anuradhapura.
Anuradhapura	Mihinthale	Post of Muslim Marriages Registrar of Kayipitiyawa Area of Nuwaragam Palatha Division	District Secretary/ Additional Registrar General, District Secretariat, Anuradhapura
Anuradhapura	Kekirawa	Post of Muslim Marriages Registrar of Madatugama Area of Kalagam Palatha Division	District Secretary/ Additional Registrar General, District Secretariat, Anuradhapura
Anuradhapura	Ipalogama	Post of Muslim Marriages Registrar of Kalawewa Area of Kalagam Palatha Division	District Secretary/ Additional Registrar General, District Secretariat, Anuradhapura
Anuradhapura	Kahatagasdigiliya	Post of Muslim Marriages Registrar of Nelugollakada Area of Hurulu Palatha Division	District Secretary/ Additional Registrar General, District Secretariat, Anuradhapura

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## Examinations, Results of Examinations & c.

### MINISTRY OF PUBLIC ADMINISTRATION HOME AFFAIRS, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

#### Efficiency Bar Examination for Officers in Grade III of Management Service Officers' Service - 2014(I)2023

1.0. IT is hereby notified that an Efficiency Bar Examination for the officers in Grade III of Management Service Officers' Service will be held by the Commissioner General of Examinations, as per the relevant provisions of the approved Service Minutes, in the month of February 2024. The relevant application is published on the website of the Department of Examinations of Sri Lanka [www.doenets.lk](http://www.doenets.lk) and the applications can only be submitted online. Once the application is submitted online, it should be downloaded and the printed copy of the same should be sent along with the attestation of the Head of the institution, if relevant, after attesting the signature of the applicant, by registered post to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations of Sri Lanka, P. O. Box 1503, Colombo on or before the closing date

of applications. The top left corner of the envelope containing the application should clearly bear the words "Efficiency Bar Examination for officers in Grade III of Management Service Officers' Service – 2014(I)2023". The closing date of applications is **11<sup>th</sup> of December 2023**.

2.0. Information on the eligibility of the candidates are furnished in provisions of Para 8, 15 interim provisions and Annex 04 of the approved service minute of Management Service Officers' Service published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka bearing No. 1840/34 dated 11.12.2013.

3.0. Officers who have not completed the efficiency bar prescribed for officers in Grade III in the service minute, which was effective before the new service minute came into effect, but either have passed or been exempted from one or several subjects of the examinations – (1) Office Systems (2) Accounting Systems and (3) Computer Test shall be exempted from the subjects of the Efficiency Bar Examination on the basis of a subject by subject prescribed by this service minute for the officers in Grade III. Officers should pass this examination within three years from the date of appointment.

4.0. This examination for officers in Grade III of Management Service Officers' Service will be held in Colombo, Kandy, Galle, Jaffna, Batticaloa, Kurunegala, Anuradhapura, Badulla and Ratnapura. The relevant towns and town numbers are given below. It will not be allowed to change the town applied for subsequently. On the occasions, where a sufficient number of applications have not been received in respect of a certain Centre mentioned above, the examination shall be held only in Colombo by the Commissioner General of Examinations.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Batticaloa	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

A centre without sufficient number of candidates will be cancelled and the relevant candidates will be directed to the next nearest center available.

5.0. (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.

(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.

6.0. The post and service station of the candidate, at the time he/she applies for the examination will be applicable for all matters relating to the examination, and any changes which occur in the post and service station after sending the application will not be considered.

**Note.-** In order to identify the applications of the officers in the provincial public Service and other institutions who apply for this examination conveniently, a code number should be entered on the top of the application to indicate the relevant service or institution. Accordingly, for the **officers in combined service code number is 10.** (the responsibility is not taken for the issues caused by the non-submission of the correct number.)

7.0. 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 should be submitted to the supervisor.

- (i). National Identity Card ;
- (ii). A valid passport ;
- (iii). Valid driving license in Sri Lanka.

The candidature of those who fail to produce any of the above mentioned identity cards may be cancelled at the discretion of the Commissioner General of Examinations. Candidates should enter the examination hall without covering face and ears enabling to verify the identity. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should remain with their face and ears uncovered until they leave the examination hall enabling the examination supervisors to confirm their identity.

8.0. (i) Application - Online Examination Application should strictly be filled in English. Once the Department of Examination receives both the soft copy of the application submitted online and the printed copy of the application sent *via* registered post, the soft copy and the printed copy will be verified and the candidates will be notified *via* SMS to the mobile phone number used to access the system or *via* email whether the application was accepted/ not accepted by the Department as a valid application. Before completing the online application you should download the common instructions sheet, and the instruction should be strictly followed. Any alteration done after taking the printout of the application will not be considered as a valid modification. Incomplete applications will be rejected without any notice.

(ii) Penalty for furnishing false information - Application should be perfected very carefully with correct information. If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/her candidature is liable to be cancelled at any state prior to, during or after the examination.

(iii) The candidates appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 200/- per subject should be paid. Payments should be made only *via* following methods of payments provided by the online system.

- (i). Any Bank Credit Cards;
- (ii). Any Bank Debit Cards;
- (iii). Bank of Ceylon Online Banking Method;

(iv). Bank of Ceylon Slip Payment.

**Note.-** Instructions on making payment through above methods are published under technical instructions relevant to the examination on the web site. Receipt of payment will be notified *via* an SMS or email. The total of the examination fees should be paid and the applications with payment of lesser or higher amounts shall be rejected. Department of Examinations shall not be responsible for any error occurs during the payment of examination fees *via* above methods of payments. Under no circumstances the examination fee will be refunded or transferred to pay any other examination fee.

9.0. The Commissioner General of Examinations shall issue copies of the time table and admission cards to the officers who have sent the applications on or before the closing date, which are perfected accurately along with the receipt obtained by paying the examination fee on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. A notification will be published in newspapers as soon as the admission cards are issued to the candidates by the Department of Examinations. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department Institutional Examinations Organization Branch of the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, NIC number and address of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

10.0. Issuance of admission card to an applicant does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination or for a post. The admission card in which the signature has been attested should be produced to the supervisor of the examination center on the first day of the examination. Candidates without admission cards will not be permitted to sit for the examination. The Heads of Department should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations to enable them to appear for the examination. No traveling expenses will be paid.

10.1 The signature of the applicant placed on the application and admission card shall have been attested by the Head of the Institution or an officer authorized by him.

11.0. This examination will be held in Sinhala, Tamil & English media. The officers may sit for this examination either in the language medium in which they sat for the entry examination to the service or in one of the official languages. Candidates who entered the service without a competitive examination may sit for the examination in their medium of education or in one of the official languages. The language medium of examination, mentioned originally in the application, cannot be changed subsequently.

12.0. Officers may appear separately for each subject at different occasions at their discretion. However they should score at least Forty (40%) of the total marks for each subject, for a pass.

13.0. Commissioner General of Examinations will release the results of the examination to the Director General of Combined Services and the results will be published in the website of Ministry of Public, Provincial Council Administration, Home Affairs and Local Government.

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

Subject	Subject No.	Marks	Duration
1. Office systems	01	100	02 Hrs
2. Accounting Systems	02	100	02 Hrs
3. Computer Test	03	100	1 1/2 Hrs

14.1. Office Systems (Subject No. 01)

This paper shall be designed to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/observations in clear and brief minutes and the ability of drafting a letter according to an order given to the officer. *This paper will consist of two parts.*

Part I - Consists of questions that require short answers. Answers should be provided on the paper itself. All the questions should be answered. (25 marks).

Part II - A question paper of structured essay type. 03 out of 04 questions should be answered. (75 marks).

#### 14.2. Accounting Systems (Subject No. : 02)

It is expected to test candidate's knowledge in Accounting Systems adopted in government offices, functions of books and records of controlling Accounts. *Paper will consist of two parts.*

Part I - Consists of questions that require short answers. Answers should be provided on the paper itself. All the questions should be answered. (25 marks).

Part II - A question paper of structured essay type. 03 out of 04 questions should be answered. (75 marks)

#### 14.3. Computer Test (Subject No. : 03)

Objective of this test is to verify the candidate's skills on the following.

- Basic concepts of Information Technology;
- Windows Operating System;
- Folder Management;
- Word Processing;

Basic skills, Screen Familiarization, Editing texts, Aligning Text, fronts and Attributes, Indenting Paragraphs, sub paragraphs, change of Line Spacing, Tab settings, Finding and replacing text, Spelling and Grammar, Thesaurus, Working with columns, Page setup, Printing documents, Creating Tables, Sorting text, File Management, Mail Merging, Working with macros.

- Spreadsheets  
Basic skills  
Formatting  
Editing Columns and ranges, Insertion and Deletion  
Sorting Data  
Creating Charts  
Printing  
@ Function  
Working with Macros, File Management

#### vi. Internet and E-mail

Introduction to internet, Basic skills receiving mail sending mail, responding to mails  
Working with attachments creating and using nicknames composing messages

This paper consists of two parts.

Part I - Consists of 40 questions of MCQ type that require short answers. Duration 45 minutes (40 marks).

Part II - 05 semi structured questions. Duration 45 minutes. (60 marks)

15.0. All applicants are bound to comply with the rules and regulation imposed by the Commissioner General of Examination with regard to the conducting of this examination and issuing results. Further, candidates will be subjected to the punishment imposed by the Commissioner General of examinations for violation of those rules and regulations.

16.0. The decision of the Director General of Combined Services will be final in any matter not provided for in this notification.

17.0. In the event of any inconsistency between the Sinhala, Tamil and English text of this Examination Notification, the Sinhala text shall prevail.

S. ALOKABANDARA,  
Director General of Combined Services.

Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government,  
Independence Square,  
Colombo 07,  
25th October, 2023.

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### DEPARTMENT OF CHRISTIAN RELIGIOUS AFFAIRS

#### Catholic Sunday School Final Certificate Examination - 2023

#### THE CONSTITUTION AND THE SYLLABUS

THE arrangements have been made to conduct the Final Catholic Catechetical Certificate Examination, in the month of July 2023 and this will cover the years 2020 to 2022.

- Examination Centres :- The Centres for Examination will be set up according to the number of candidates in each District to cover the whole island. In case, if there is no sufficient number of candidates in a District, the Centre will be eliminated and the candidates will be directed to the nearby Centre. A list is attached showing the districts and cities where examination centres will be set up.



03. *Language Medium* :- This examination will be conducted in Sinhala, Tamil and in English only. A candidates can choose one medium.
04. *Qualifications* :- Each of the candidates applying for this examination must have fulfilled any of the following qualifications.
- 4.1 Should be passed the grade 10 catechetical examination and followed studies at least for one year or more in a class of a final Catholic Catechetical Certificate Examination.
- 4.2 A pass for Catholicism in the General Certificate of Examination (Ordinary Level)
- 4.3 A pass in grade 11 of the diocesan annual catechetical examination.
- Note :- I. Each candidate presenting for this examination with qualification must be certified by the principal or by the parish priest as mentioned in the 4<sup>th</sup> clause.
- II. Only the Sunday School candidates are eligible to apply for this examination.
05. Method of applying :-
- 5.1 Only the online application will be accepted for this examination.
- 5.2 Through all the catechetical teaching centres (parishes) of final certificate of catechetical examination that are registered the Department of Examinations will issue user name and password of relevant examination instructions and timetables in future.
- 5.3 No candidate will be permitted to present for the examination externally. However, a candidate who fulfills the qualifications of the 4<sup>th</sup> clause can apply for the examination by paying an examination fee of Rs. 200. The necessary instruction will be given to all the principals of the Sunday Schools.
- 5.4 The respective principals will present the applications only through online.
- 5.5 The closing date to send the applications will be on **20<sup>th</sup> of November 2023 till 9.00 p.m.**
- 5.6 Applications must be filled clearly and correctly. The name should be written as in the birth certificate. In case of failure to fill it correctly the applications will be rejected without any communication.
- 5.7 The date you provided through online server will be considered as final.
- 5.8 Computer number and address of Sunday School should be mentioned correctly. Any change of address should be reported. If telephone is available, please the number as well.
- 5.9 The principal or the Parish Priest should take the full responsibility of the eligibility of the applicant and relevant certificates.
06. *Examination Fee* :- The examination fee is Rs. 200. The first-time applicants are exempted from this fee. Those who have got a weak pass must pay Rs. 50 for each subject of the examination.
- 6.1 *Payment of Examination Fees* :- The principal has to collect all the fees of the applicants and send through a below mentioned method :
1. Bank Credit Card. (Any Bank Credit Card)
2. Band Debit Card. (Any Debit Card with the Facility of Internet Transaction)
- 6.2 *Refund fee* :- Fees paid for this examination will not be transferred or refunded for any other exam for any reason.
07. *Admissions* :- All the applicants will be given an admission paper through online by the Commissioner General of Examinations through the respective principals of the catechism.
- 7.1 Each candidate must present his/her admission with his/her signature to the person in-charge of the hall. If the candidate does not present the signed admission or if the candidate does present to another examination hall designated by the Commission General of Examinations will be cancelled.
- 7.2 The admission must be signed by the applicant and attested by the principal or parish priest.
- 7.3 If the candidate has not received the admission prior to 7 days, the principal must immediately inform the Commissioner General of Examinations. In all such cases the following particulars should be furnished.
1. Name of Examination:
2. Name of the Sunday School:

3. The computer registration number given to the Sunday School:
4. Full name and address of the applicant:
5. Examination centre/city applied for:

08. *Identification* :- At the time of sitting for each paper the candidates must submit one of the following documents to the person in-charge of the hall for verification of their identity.

- 8.1 National Identity Card.
- 8.2 Valid Passport
- 8.3 Valid Driving License

09. The decision of pass and publishing the final results :-

There are four subjects to be faced in this examination. In order to get through the examination, the candidates must get through all the four subjects. However, if only one of the four subjects is passed, it will be considered as weak pass. Those who have a weak pass must sit for the examination within two (2) years and they must sit again only in the subject that they obtained a weak pass.

9.1 100 marks for each paper. Marks are given as follows :

**Point Scheme**

Marks range	Grade	
0-34	Fail	F
35-54	Simple Pass	S
55-69	Credit	C
70-100	Distinction	D

9.2 The results of the candidates will be sent by post to the principals of the respective Sunday School.

10. *Certificates* :- The Certificates will be sent by post to the respective principals of the Sunday Schools. If candidate does not receive a certificate after passing the exams, it should be informed is the following address through principals. Commissioner General, The department of Examinations, Institutional Exams, P. Box; 1503, Colombo.

11. *Re-correction of the answer papers* :-

The re-correction of the answer paper will be allowed only if it is requested by the principals. You can apply for re-correction through sending the model form issued by the Department of Examinations within 30 days of the publishing of the examination results. The fee shall be revised from time to time and shall be paid

in the amount specified in the relevant application form. The re-correction fee will refund only if there is a change in the final result. The candidates or any other representative will not be allowed to examine the paper for any reason.

12. Syllabus and the model question papers :-

For syllabus please refer the syllabus of the Sunday School Final Certificate Examination, model question papers please contact the Director, National Catechetical Centre, Balcolm Place, Cotta Road, Colombo 8 or telephone number, 0112685459.

All applicants are bound to act in accordance with the above conditions and instructions. On matters not mentioned herein the examinations will be decided by the Commissioner General.

13. All the candidates are bound to act in accordance with this constitution and the norms of the syllabus. Any matter subject to the provisions herein mentioned will be decided at the discretion of the Commissioner General of Examinations.

14. Necessary instructions will be sent in the future to all the Sunday Schools registered under the Department of Examinations for the final certificate examination of the Catholic Sunday School. If there is any inconsistency discovered in translation of this information, Sinhala medium translation will be followed for procedures.

M. CHATHURI PINTO,  
Director,

Department of Christian Religious Affairs.

10<sup>th</sup> of November 2023,  
3<sup>rd</sup> Floor, No. 180,  
T. B. Jaya Mawatha,  
Colombo 10,  
Department of Christian Religious Affairs.

### Christianity

(Syllabus for the examination held from 2007 onwards).  
The examination consists of 4 papers and each with 3 hours of duration.

#### Question Paper I

#### THE CATHOLIC FAITH

- a) This paper is based on the basic teaching of the Apostles' Creed.
  - Creator  
The beginning of the Universe

The beauty of the creation  
Safeguard the Creation  
(Genesis 1, 2, 3)

- Redeemer  
Jesus Christ, (John 1:1-14)  
Teachings on the Kingdom  
(Matthew 5, 6, 7)  
Parables (Matthew 13:1-52)  
Miracles (John 11:38-45)  
Luke 8:26-39  
Mark 2:1-12  
Mark 4:35-41
- The work of Holy Spirit (John 7:37-39, 14:15-31, 16:5-15, 1 Corinthians 12:4-11)
- The Catholic Church

Oneness, Holiness, Catholicity, and Apostolicity. The Church as the body of Christ. Romans 12:4-21  
1 Corinthians 12:12-32  
The administration of the church  
Ordained ministry  
Religious Ministry  
Lay Ministry

- The transforming mission  
The final mission of man  
The new heavens and the new earth  
(Revelation 21:1-4)

## Question Paper II

(b) The Christian way of life is sustained by the liturgy

- The Holy Mass and the rite of the Holy Mass
- Passover mystery –
- Grace (general characteristics)

Sacraments of initiation

- Baptism
- Confirmation
- Holy Communion

Sacraments of healing

- Reconciliation
- Anointing of the sick

Sacraments of service

- Ordination to the sacred Ministry
- Marriage

## Question Paper III

Catholic Moral Life

(c) Catholic Moral Life

- Ten Commandments and two sides of the commandments of Love
- Jesus Christ Fulfilled the Ten Commandments (Matthew 5:21-47)  
Sermon on Mount (Luke 6:17-49)
- Intelligence, Free Will and Emotions
- Theological virtues
- Conscience
- To love God (1-3 commandments)
- To love the neighbor (4-10 commandments) -
- The morality that emerges from the 10 commandment
- Catholic identity

## Question Paper IV

Payer Life

(d) Prayer that develops relationship with God

- Old Testament prayer
- Abraham
- Moses

Prayers in the New Testament

- Special occasions where Jesus prayed
- Key lessons on prayer Luke 11:1-3

Prayer in the life of the Church

- Praise
- Thanksgiving
- Prayer
- Intercessory Prayer
- Meditational Prayer

7 Petitions of Our Father

- Hallowed be thy name
- Thy kingdom come – Thy will be done on earth as it is in heaven
- Give us this day our daily bread
- Forgive us our trespasses as we forgive those who trespass against us
- Lead us not into temptation
- Deliver us from evil

Various devotional practices

- Reciting of the Holy Rosary
- Novena
- Holy Hours

Additional text to be consulted –

Bible (specific passages)

- The Catechism of the Catholic Church
- Documents of the Second Vatican Council

- Guadium et spes
- Lumen Gentium
- Christifidelislaicis

Table 1

City and the city number where examination centers will be set up in those districts.

City & City Number	Town Number	Town
01 Colombo	103	Borella
	109	Moratuwa
	111	Homagama
	112	Awissawella
	113	Kaluaggala
	114	Pannipitiya
02 Gampaha	201	Gampaha
	205	Negombo
	208	Kandana
	209	Ragama
03 Kalutara	301	Kalutara
04 Kandy	401	Kandy
05 Matale	501	Matale
06 Nuwara Eliya	601	Nuwara Eliya
	609	Thalawakele
07 Galle	701	Galle
08 Matara	801	Matara
09 Hambantota	901	Hambantota
	904	Tangalle
10 Jaffna	1001	Jaffna
	1002	Maanippai
	1005	Point Pedro
	1007	Delf
11 Mannar	1101	Mannar
	1102	Murungan
	1103	Aandankulam
	1104	Periya Pandivirivsan
12 Vavuniya	1201	Vavunia
13 Mullativu	1301	Mullativu
	1302	Mulangawil
14 Kilinochchi	1401	Kilinochchi
15 Batticaloa	1501	Batticaloa
16 Ampara	1601	Ampara
	1605	Kalmunai
17 Trincomalee	1701	Trincomalee
18 Kurunegala	1801	Kurunegala
	1805	Kuliyapitiya
	1807	Nikaweratiya
19 Puttalam	1901	Puttalam
	1903	Chilaw
	1904	Wennappuwa
20 Anuradhapura	2001	Anuradhapura
21 Polonnaruwa	2101	Polonnaruwa
	2103	Higurakgoda

City & City Number	Town Number	Town
22 Badulla	2201	Badulla
23 Monaragala	2301	Monaragala
24 Ratnapura	2401	Ratnapura
25 Kegalle	2501	Kegalle

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## MINISTRY OF PLANTATION INDUSTRIES

### National Institute of Plantation Management - Athurugiriya

#### ADMISSION OF STUDENTS FOR THE ACADEMIC YEAR - 2023/2024

THE National Institute of Plantation Management is under the purview of the Ministry of Plantation Industries which is the professional body of the Government of Sri Lanka, establish in 1979 by NIPM Act, No. 45 of 1979 with focus to elevate professional and academic qualifications amongst Plantation Management & amp; supervisory personalities in the industry.

National Diploma in Plantation Crop Technology (NDPCT)  
NVQ Level 05

Duration : 01 Year - Course Work  
06 Months - In-plant training  
Medium : English/Sinhala  
Fee : Rs. 130,000

#### Entry Qualifications

G.C.E (A/L) pass students from any stream or students who have completed an NVQ 04 Level course related to agriculture or horticulture can apply.

Application are invited for the above mentioned courses till **25th November 2023** Applications should be forwarded through the website [www.nipm.gov.lk](http://www.nipm.gov.lk) or in the following format to the Director/CEO, National Institute of Plantation Management, M. D. H. Jayawardena Mawatha, Athurugiriya.

For further Details  
011-2770232/0710645302

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