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

අංක 1,580 - 2008 දෙසැම්බර් 11 වැනි බ්‍රහස්පතින්දා - 2008.12.11  
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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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*Note.*— (i) Ramakrishna Sarada Mission (Lanka Branch) (Incorporation) Bill is published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of 17th October, 2008.

(ii) Maheshwary Foundation (Incorporation) Bill is published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of 17th October, 2008.

(iii) Computer Society of Sri Lanka (Incorporation) Bill is published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of 24th of October, 2008.

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

ATTENTION is drawn to each of the ‘Notices’ appearing in the 1st week of every month, regarding the latest dates and times of acceptance of notices for publication in the weekly *Gazette* at the end of each Part of the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

All notices to be published in every Part of the *Gazette* shall close at 12 noon of each Friday, *a fortnight before the date of publication*. All Departments, Corporations, Boards, etc., are advised that any notification fixing specific dates for closing times of applications in regard to vacancies, tender notices and the dates and times of auction sales, etc., should be prepared with due regard to this change, *i.e.*, by giving adequate time both from the time of despatch of notice to the Government Press and from the date of publication thus enabling those interested in the contents of the notices to actively and positively participate.

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication *e.g.*, Notices for publication in the weekly *Gazette* of 19th December, 2008, should reach the Government Press on or before 12 noon on 05th December, 2008.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2008.

### 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 or 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 traveling 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 (1 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. If 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.

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

## Posts – Vacant

### SRI LANKA POLICE DEPARTMENT

#### Post of Sub-Inspector of Police (Special Task Force)

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Sub-Inspector in the Sri Lanka Police Department.

2. Application forms duly perfected in accordance with the specimen form given below, should be sent to Director (Recruitment) Recruiting Office, 02nd Floor, New Secretariat Building, Colombo 01. The applications should be sent by registered post to the above mentioned address to reach on or before 15.01.2009 and the top left hand corner of the envelop enclosing applications should be marked Post of Sub-Inspector of Police Delayed applications will be rejected and no applications will be issued by the Sri Lanka Police Department.

3. *Salary Scale.*— Rs. 190,200- 7 x 2,160 - 2 x 2,880 - 8 x 3,840 - 17 x 4,500 - 3 Rs. 18,300. In addition to the above salary scale, they will be paid following allowances.

(a) *Special arduous duty allowances :*

	Rs.
1. For duties in operational area	1,200
2. For duties in non operational area	600

(b) *Combined allowance :*

	Rs.
1. For duties in operation area	12,000
2. For duties in non operational area	4,000

(a) Free Transport facilities ;

(b) Free Medical facilities to officers. (Financial assistance can be obtained for medical treatment even in a foreign country).

(c) All uniforms will be provided free of charge.

(d) Facilities to improve skill and talents in sports.

(e) Traveling expense for duty and moeny will be granted as rewards for outstanding and arduous duties.

(f) Officers will be entitled for the special allowance only during the period they are attached to the STF consequent to the basic training.

4. *Basic Qualifications :*

(a) *Age Limits.*— The age should be between 18 and 25 years as at closing date as per the *Gazette* notifications. However, Security Assistants who are serving in the Police Department are eligible to apply up to 30 years on the closing date of applications.

(b) *Educational Qualifications :*

\* Passed the G. C. E. (O/L) Examination in 06 subjects at one sitting with credit passes in 04 subjects which 2 should be Medium Language and Mathematics.

\* Applicant should have passed 03 subjects at one sitting at the G. C. E. (A/L) examination.

*Note 01.*— According to the classification of subjects of the Department of Examinations in calculating the number of subjects passed at G. C. E. (O/L) both passes in science subjects number 41 and 44 will be treated as one subject and both passes in Mathematics number 42 and 45 will be treated as one subject. (They can't be considered as four separate subjects taking into account the number of subjects passed.)

*Note 02.*— Failure in the Technical subject at Written Test of G. C. E. (O/L) examination will be considered as failure in the same subject although a pass has been obtained for the same in the Practical test.

*Note 03.*— Since optional subjects of Tamil, English and Sinhala have not been included in the stream of G. C. E. (O/L), passes in any of these subjects will not be computed as a pass in the G. C. E. (O/L) examination.

(c) Application who fulfill the undermentioned qualifications will be given a special consideration :

\* Diploma course in computer for not less than one year in a government or a Government recognized institute.

\* A pass in Science in the Advanced Level and a course in Electronic science for a period not less than 2 years in a Govt. or Govt. recognized institution and a period of not less than 2 years on practical training at the same institution.

\* National Diploma course or a course on motor mechanism for a period of 4 years in a Government or a Government recognized institution and a working experience of 3 years in the same institution.

(d) *Physical requirements :*

Height 5 feet 06 inches (minimum)  
Chest 32 inches minimum (deflated)

*Note.*— Applicants who are slightly short of the physical requirements but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided they have skills in sports or have achieved best performance in sports at national level or they have earned reputation for Sri Lanka by participating in an international competition.

(e) *Visual requirements.*— Vision should not be less than 6/12 with each eye. If the vision in 6/6 with one eye and 6/18 with the other eye will be accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible.

(f) *Other qualifications :*

\* Applicants should be unmarried.– (Divorcees will be considered as married). This condition will not apply for those who have fulfilled the other qualifications and presently serving in the police Department and for the Security Assistants.

5. *Method of recruitment.* - Selected applicants will have to pass in the Basic Qualifications Test. Only those who have passed this test can participate in the Physical Tests. That is they have to pass the Endurance Test.

- |                 |                      |
|-----------------|----------------------|
| 1. 1500 meters  | 6 minutes 20 seconds |
| 2. Situp        | 30 seconds 15 Times  |
| 3. Dips         | 30 seconds 15 Times  |
| 4. Scott thrush | 30 seconds 20 Times  |

\* Those who are successful in the test will be summoned for final interview. Those who score 40% or more will be summoned for the final Written Test.

\* The written test consists of two question papers :

- ♦ An essay not less than 500 words within 45 minutes.
- ♦ General Knowledge and General Intelligence - 1 hour.

6. *Medical Examination.*– Applicants who obtain the highest mark with other efficiencies will have to appear for a Medical Examination prior to the appointment. Unsuccessful candidates will be rejected for appointment.

7. *Background Inquiries :*

- (a) Inquiries will be conducted on the conduct of the applicant, close relations and friends. Applications with bad conduct will not be recruited.
- (b) Providing false information will make the applicant ineligible. If the false information is elicited after the appointment, the applicant, the applicant will be dismissed from service.

8. *Implementation of the official language policy :*

- \* As per the circular dated 28.04.2007 of the Public Administration on No. 07/2007 of the Ministry of Public Administration and Home Affairs those who were appointed to the Central Govt. Service/Provincial Public Service, in addition to their Language of recruitment, should acquire proficiency in other official languages within 5 years from 01.07.2007.
- \* Officers recruited below the rank of an assistant Superintendent of Police from 01.07.2007, should pass the Language Test Conducted by the Official Language Department.
- \* The Increment of those who fail to pass the second official language within 5 years from the date of appointment will be deferred until a pass is obtained.

9. *Terms of Engagement.*– This Post is permanent. Appointees come within the scope of the Contributory Pension Fund Scheme.

10. *Conditions of Service :*

- (a) This appointment is subject to a period of probation for three years.
- (b) The selected applicants will be required to comply with any rules already made or may hereafter be made to give effect to the language policy of the Government.
- (c) They will be subject to the relevant provisions of the Establishments Code Volume I and II. Police Disciplinary Code and any other Orders that may be issued by the Inspector General of Police or by the Government from time to time.
- (d) Every officer will be required to pass the prescribed Departmental tests. Those who fail to pass the prescribed test or are found to be unfit for Police duties will be liable for removal from the Police service.
- (e) Permission will not be granted to marry prior to being confirmed in the said rank without the permission of the T. G. Police. However, in terms of P. G. II No. 41 dated 28.02.1973 and I. G's circular No. 1952/2006 of 19.10.2006 and 09.08.2007 (Amended). It is possible to marry showing special reasons and with permission of I. G. Police.
- (f) Application on being appointed and after the training should serve a probationary period of three years in the Police Department and if they wish to resign from service before their probation is over, they should sign an agreement of consent to the effect that they are willing to pay at the time of rendering their resignation any amount which was incurred on uniforms etc., during on by the Director of Police Training College. The acceptance of resignation should conform to the Section 04 Chapter V of volume I of the Establishment Code 1985.

Probationary Sub Inspectors of Police, immediately after they have commenced training at the Police Training College should affirm/ swear that they adhere to the Police Disciplinary Code in terms of the I. G. P. Circular No. 1693/2003.

They should soon after commencing the training at Police College, subscribe the Oath of Allegiance to the Public Service, in terms of the I. G. P.'s Circular No. 1804/2004.

Sub-Inspector of Police, will have the scope for promotions in terms of the approved scheme of promotions of the Police Department.

11. (A) Attention is invited to the general conditions applicable to appointment to posts in the Police service published in the Section (IIA) of the Part I of this *Gazette*.

(B) Enlistment will be made in terms of Public Administration. Circular No. 15/90 dated 10.03.1990.

12. Applicants should annex copies of following documents to their application. (Originals must not forwarded).

- (i) Birth Certificate ;
- (ii) Two recent testimonials of character (obtained from persons who are not related) ;
- (iii) Certificates in support of educational qualifications ;
- (iv) Certificates in support of any outstanding sports or other extra curricular activities ;
- (v) Certificates of service experience (if available) ;
- (vi) A Photostat copy of the National Identity Card.

13. (a) Applications from applicants who are already in the Public service/services must be forwarded through the Heads of their respective departments and must be accompanied by a certificate stating that the officers can be released, if selected.

(b) Applicants must fill the required particulars in their own hand writing on paper 11" x 8" in size and post them, together with the copies of certificates called for to the address given in paragraph 2 and under no circumstances should applications be handed over personally to any officer in the department.

14. Applications, which do not conform to the requirements, stipulated in this notification will be rejected and such applicants will not be notified.

Traveling or other expenses will be paid to applicants who are summoned for the test and

JAYANTHA WICKRAMARATNA,  
Inspector General of Police.

Headquarters,  
Colombo 01.

## THE POST OF SUB – INSPECTOR OF POLICE

### SPECIMEN APPLICATION FORM

01. (a) Name in full (In block letters) : \_\_\_\_\_.  
(As stated in the applicant's Birth Certificate)  
(b) Name with initials : \_\_\_\_\_.  
(c) Applicant Rank : \_\_\_\_\_.
02. National Identity Card No. : \_\_\_\_\_.  
(Copy of N. I. C. should be attached)
03. Father's Name in Full : \_\_\_\_\_.
04. Place of birth of the applicant : \_\_\_\_\_.  
Police station to which the place of birth belongs : \_\_\_\_\_.  
Province : \_\_\_\_\_.
05. (a) Present address : \_\_\_\_\_.  
(b) Police station to which the present address belongs : \_\_\_\_\_.

(c) Permanent Address : \_\_\_\_\_.

(d) Police station and the electorate to which the permanent address belongs : \_\_\_\_\_.

06. (a) Nationality : \_\_\_\_\_.

(b) Whether you are citizen by birth or registration (if by registration attach copies of the certificate) If you are a citizen by birth state the place of birth of :

(i) Applicant : \_\_\_\_\_.

(ii) Applicant's Father : \_\_\_\_\_.

(iii) Applicant's paternal grandfather : \_\_\_\_\_.

(iv) Applicant's paternal great grandfather : \_\_\_\_\_.

07. Age (as on the closing date of application given in the *Gazette*) :  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.  
(Copy of birth certificate should be attached)

08. Height (Inches) : \_\_\_\_\_.

Chest (Inches) : \_\_\_\_\_.

09. Educational Qualifications (State Examinations passed and attach copies of certificates) : \_\_\_\_\_.

10. Additional Qualifications (Copies of certificates) : \_\_\_\_\_.

11. Whether married or single : \_\_\_\_\_.

12. (i) Present employment : \_\_\_\_\_.

(ii) Are you a members of any armed Force : \_\_\_\_\_.

13. Have you any special claims and/or Qualifications : \_\_\_\_\_.

14. Give names and address of two non-related referees :

(i) \_\_\_\_\_.

(ii) \_\_\_\_\_.

15. (a) Have you ever applied for a post in the Police Service (If so give reference) : \_\_\_\_\_.

(b) Have you served in the Police or in the Sri Lanka Reserve Police before ? : \_\_\_\_\_.

(If so under what circumstances did you leave the service ?  
Give details)

16. Are you a member of the SL Police Reserve ? If so give date of appointment Rank and Number attach copy of the appointment letter :

(a) Are you serving in any of the Armed Services ? (If so your application must be submitted through the respective service commander) : \_\_\_\_\_.

(b) Have you served in any of the Armed Services ? (If so, attach copy of your discharge certificate) : \_\_\_\_\_.

17. (a) Are you serving as a Volunteer in any one of the Armed services ? (If so, your application must be submitted through the respective Service Commander) : \_\_\_\_\_.

(b) Have you served as a Volunteer in any of the Armed Services ?  
(If so attach a copy/copies of your discharge certificate/  
certificates) :\_\_\_\_\_.

18. Have you been involved in or concerned in or charged or arrested  
even on suspicion and or convicted of any offence ? (If so, give  
details) :\_\_\_\_\_.

19. Have any of your relatives been involved in or concerned in or  
charged or arrested even on suspicion, or convicted of any  
offence ? (If so, give details) :\_\_\_\_\_.

I hereby declare that the above particulars are true and correct to  
the best of my knowledge and believe. I am aware that I am liable for  
termination of my service in the Police Department forthwith (even  
if I have been appointed at any time) if the particulars furnished are  
found to be incorrect or false.

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

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

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## Examinations, Results of Examinations &c.

### SRI LANKA EDUCATIONAL ADMINISTRATIVE SERVICE

Widows' and Orphans' Pension Scheme. Appointments  
will be subject to an acting period of one year.

#### Competitive Examination for recruitment to Class III by Promotion on Seniority and Merit - 2007

THE Commissioner General of Examinations will held a  
Competitive Examination in Colombo on behalf of the Public Service  
Commission to select suitable candidates on seniority and merit for  
the vacant posts in Sri Lanka Educational Service Class III under  
the Ministry of Education. Applications are invited in accordance  
with the following notification. Appointments for 284 vacancies in  
Class III of Sri Lanka Educational Administrative Service will be  
made by the Public Service Commission on seniority and merit.

02. *Date and Place of Examination* :- This examination will be  
held in March 2009 in Colombo. The Public Service Commission  
reserves the right to postpone or to cancel this examination.

03. *Cadre and effective date of appointments*:- The Public Service  
Commission will decide on the Cadre and the effective date of  
appointment. Public Service Commission reserves the right to fill  
or not to fill a certain number of vacancies or all the vacancies.

#### 04. Conditions of Service and Terms of Engagement :

- (i) Selected applicants will be appointed to Class III of the  
Service subject to the conditions laid down in the Minute  
of Sri Lanka Educational Administrative Service published  
in the *Gazette Extra. Ordinary* of the Democratic Socialist  
Republic of Sri Lanka bearing No. 1255/ 32 dated  
01.03.2002 and the subsequent amendments and any  
amendments that may be introduced later and subject to  
the General Conditions governing appointments in Public  
Service.
- (ii) Officers appointed are required to serve in any part of the  
island under the exigencies of service.
- (iii) This post is permanent and pensionable. Officers  
appointed are required to contribute to the Widowers' and

05. *Annual Salary Scale*. - Class III : Rs. 275,220- 10x7,740-8 x  
9,480 - 17 x 12,600 - 642,660 (First efficiency bar before  
Rs. 298,440 and Second efficiency bar before Rs. 321,660)

06. *Qualifications*. - Subject to the provisions in the Note  
appended below. Officers presently in service having the following  
qualifications are eligible to sit for the examination (Aptitude test)  
for appointment on seniority and merit.

- (i) An officer with a minimum of three (03) years service in  
Sri Lanka Principals' Service Class I and confirmed in  
service.
- (ii) Three years period of service will be counted as on  
01.07.2005.
- (iii) All applications should have completed a satisfactory  
period of service.

*Note* : An officer who has earned all his salary increments on  
the due dates during the immediately preceding five (5)  
years) prior to 05.01.2009 and who has not been subjected  
to any disciplinary punishment other than a warning  
during that period is considered as having a satisfactory  
period of service. An officer who is under interdiction on  
the closing date of applications will not be eligible to  
apply for this examination.

#### 07. *Method of application*. -

- (i) Candidate should prepare his application in conformity  
with the specimen form appended, using both sides of the  
paper. Application should be clearly filled in candidate's  
own hand writing by including cages 01 to 03 in the first  
page, cages 04 to 09 in the second page and the rest in the  
third page of the application. Applications which are not  
in conformity with the specimen form and those with  
information incomplete will be rejected without any  
intimation. It will be useful to keep a photo copy of the  
application with the candidate and the application to be

duly filled in should be in conformity with the specimen form. Applications which do not conform accordingly will be rejected. In the course of preparing the application the name of the examination in the Heading should be inserted in English in addition to Sinhala in the Sinhala applications and in English in Tamil applications in addition to Tamil.

- (ii) Application should be filled in the same language medium in which the candidate is qualified to sit the examination. However the sub paras in cages (1) and (2) should be filled in English. Language medium will not be allowed to be changed later.

## SECOND PART

- (iii) Applications should be handed over to the Zonal Director of Education of the Zone/Provincial Director of Education/ Provincial Secretary of Education to which the applicant belongs so as to enable the application to be forwarded to the Commissioner General of Examinations on or before 05.01.2009 (As it is necessary to forward a report after examining the applicants' Personal Files)
- (iv) Applications addressed personally to officers in the Ministry of Education, Public Service Commission or Department of Examinations will be rejected.
- (v) Applications which are not complete in all respects will be rejected. Complaints relating to applications delayed or lost in the post will not be entertained.
- (vi) Applications will not be acknowledged. Immediately after the issue of admission cards to the candidates a news paper advertisement to that effect will be published by the Commissioner General of Examinations. If any candidate does not receive his admission card after 2 or 3 days of the publication of the press notice he should notify the Commissioner General of Examinations as indicated in this notification. It will be more fruitful to inform the Department of Examinations along with the request a certified photo copy of the application and the payment receipt, registration receipt and a fax number when it is away from Colombo together with the following information. :

- (i) Name of Examination ;
- (ii) Candidate's full name ;
- (iii) Address ;
- (iv) Date of posting the application to the Zonal/ Provincial Education Office, registration number and relevant Post Office.

Examination fee for this examination is Rs. 250. This examination fee should be paid at any Divisional Secretary's Office in the island to the credit of Revenue head 4000-20-03-20-13 in the name of Commissioner General of Examinations and the receipt obtained should be firmly affixed in the place provided for in the application (Only one margin of the receipt) It will be useful to keep a photo copy of the receipt and it is not possible to transfer this fee for another examination or to get a refund.

## 08. Appearance for the examination:-

- (a) Commissioner General of Examinations will issue admission cards to all candidates who forwarded their applications. A candidate should appear for the examination at the examination hall assigned to him. A candidate should submit his admission card to the Supervisor of the examination hall with his signature certified. Candidates who fail to submit their admission cards will not be allowed to appear for the examination. Candidates will be subjected to the rules and regulations imposed by the Commissioner General of Examinations. Candidates will be liable to a punishment imposed by the Commissioner General for the violation of any rules and regulations.

*Note :* The issue of an admission card to a candidates will not be treated as an acceptance of the fulfillment of his qualifications.

- (b) *Identity of the Candidates :* Candidates should prove their identity to the satisfaction of the Supervisor of the Examination Hall following Identity certificates will be accepted for this purpose.

- (i) National Identity Card
- (ii) A Valid Passport

09. *Penalties for furnishing false information.* – If a candidate is found to be ineligible his candidature is liable to be cancelled at any stage, during or after the examination. If any particulars furnished are found to be false after the selection to the post or if any vital information has been willfully suppressed he is liable to be dismissed from service.

10. Decision of the Public Service Commission on any matter not covered by this Notification shall be the final decision.

## 11. Language Medium:

- (a) Examination will be held in Sinhala, Tamil and English Mediums.
- (b) A candidate should appear for the examination in the same language he passed the qualifying examination/interview to enter the Public Service or in the official language.
- (c) A candidate will not be allowed to change the language medium stated in the application.

12. *Method of selection:-* Selection for appointments will be made on the order of merit of aggregate of total marks obtained for seniority and Aptitude Test after checking the basic qualifications.

Marks for seniority - 100 (maximum)

Marks for Aptitude Test - 50 (maximum) Time 01 hour

Total marks - 150 marks



- (i) Seniority - Excepting the minimum period of three years (referred to in para 7) required to apply for the Post, balance satisfactory period of active service will be counted for seniority.

Only for office use

*Note :* Regarding officers who were nominally appointed to Class III of Sri Lanka Principals' Service before 01.01.1985 and absorbed to Class I on 01.01.1985 based on the above dates marks will not be given for the period of service in Class I based on the above date and considering the date actively appointed to Class III of the Service the minimum assumed period for promotion to Class I will be deducted and marks will be given only for the balance period excluding the minimum service indicated at 6-1 Marks will be given at the rate of 8 marks for each year and two marks will be given for three months when the period is less than one year and subject to a maximum of 100 marks.

- (ii) Aptitude Test - One hour question paper in the examination conducted by the Commissioner General of Examinations. Question paper will include questions on fundamentals of education, activities connected with productivity expected from education procuring and deploying personnel required for schools and educational institutions enabling to get the maximum utilization.

13. *Eligibility Test to check the candidates ; qualifications :*

- (i) Only the number relevant to the number of vacancies to be filled will be summoned for the Eligibility Test in the order of merit of the aggregate of marks obtained for seniority and Aptitude Test.
- (ii) Vacancies, if any resulted by disqualification of any candidate or number of candidates summoned for checking eligibility will be filled by those ranking next in the order of merit.
- (iii) In instances where the number of candidates score equal marks, the Public Service Commission will decide on the course of action to be taken.
- (iv) Eligibility Test will be held only to check the eligibility of candidates for the post and no marks will be given.

M. M. N. D. BANDARA,  
Secretary,  
Ministry of Education.

Ministry of Education,  
Isurupaya,  
Pelawatta, Battaramulla,

APPLICATION FOR APPOINTMENT TO SRI LANKA EDUCATIONAL  
ADMINISTRATIVE SERVICE CLASS III BY PROMOTION ON  
SENIORITY AND MERIT - 2007

Medium applying for examination  
(To be written inside the cage)   
Sinhala - 2  
Tamil - 3 (Please see para 11 in notification)  
English - 4

01. (i) Name with initials with initials at the end :———. (In English Capital letters) Ex : ANANDA C.  
(ii) Names denoted by initials :———. (In English Capital letters)  
(iii) Name in full : (In English Capital letters) :———.
02. (i) Present place of work and office address :———. (In English Capital letters)  
(ii) Private address (In English Capital letters) :———. (iii) Address for sending admission card :———. (In English Capital letters)
03. (i) Sex : Female : - 1 Male - 0   
(ii) Ethnic group (Sinhalese - 1, Tamil - 2, Ind. Tamil - 3, Muslim - 4, Others - 5)   
(To be written inside the cage)  
(iii) National Identity Card No. :
04. (i) Date of Birth :  
Year :———, Month :———, Date :———. (ii) Age as on 05.01.2009 :  
Years :———, Months :———, Days :———. (iii) Civil Status  
(Unmarried - 1/ Married - 2)   
(To be written inside the cage)
05. Service particulars :  
(i) Post in first appointment and date of appointment :——. (ii) Your present Provincial Education Department/Zonal Education Office :———. (iii) Date of appointment to Principal - Grade I :———.
06. Educational qualifications :———.
07. Professional Qualifications :———.
08. Details of Training Courses participated :———.
09. Details of any punishment imposed (Other than warning) for an offence committed during period immediately preceding on 05.01.2009 :———.

10. (i) Whether all salary increments were earned during the period of five years immediately preceding on 05.01.2009 :\_\_\_\_\_.

(ii) Reasons if increments were not earned :\_\_\_\_\_.

11. Present position, if any disciplinary action is pending against you :\_\_\_\_\_.

12. Details, if any no pay or half pay leave was taken during the past 5 years :\_\_\_\_\_.

I hereby declare that I am eligible to be considered for promotion to Sri Lanka Educational Administrative Service on seniority and merit according to the details given above and that the information furnished by are true and correct. I also declare that I will be subject to the rules and regulations stipulated by the Commissioner General of Examinations relating to this examination.

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

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

Secretary,  
Public Service Commission,

I certify that the service particulars indicated from 05 to 12 above are correct according to the Personal File of the officer. I also certify that the receipt obtained for payment of the prescribed examination fee of Rs. 250/- has been affixed hereto.

\_\_\_\_\_,  
Zonal D. E./ Provincial D. E./  
Provincial Secretary, Education.

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

Receipt obtained for payment of examination fees at any  
Divisional Secretary's office should be affixed here

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