

N. B.– Part IV (A) of the Gazette No. 2342 of 21.07.2023 was not published.



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අංක 2,343 – 2023 ජූලි මස 28 වැනි සිකුරාදා – 2023.07.28

No. 2,343 – FRIDAY, JULY 28, 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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Post - Vacant	1642	Examinations, Results of Examinations &c.	1656

- Note.**– (i) Civil Procedure Code (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of July 14, 2023.
- (ii) Conferring the Honour of Senior Instructing Attorneys-at-Law Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of July 14, 2023.
- (iii) Inland Revenue (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of July 14, 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 18th August, 2023 should reach Government Press on or before 12.00 noon on 04th August, 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,
02nd January, 2023.

This Gazette can be downloaded from 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

PUBLIC SERVICE COMMISSION

Ministry of Buddhasasana, Religious and Cultural Affairs

Recruitment to the Post of Legal Officer Grade III of the Executive Grade Category in the Department of Public Trustee - 2023

APPLICATIONS are invited from the Sri Lankan citizens who have fulfilled the qualifications stated in this notification to fill the vacancy existing in the post of Legal Officer Grade III of the Executive Grade Category in the Department of Public Trustee, of the Ministry of Buddhasasana, Religious and Cultural Affairs.

01. **Method of Recruitment :-** Of the applicants who have fulfilled the qualifications specified in this notification, applicant scoring the highest marks from the interview conducted to test the eligibility by an interview board appointed by the Public Service Commission will be recruited to fill the existing vacancy. The interview for evaluating the eligibility, will be conducted in conformity with the marking scheme (given under No. 06) approved by the Public Service Commission.

The effective date of this appointment will be determined by the Public Service Commission.

02. **Required Qualifications :**

- (i) Educational/Professional Qualifications

Should have taken oaths as an Attorney-at-Law in the Supreme Court.

- (ii) Experience

Should have obtained an active practical professional experience of not less than three (03) years subsequent to taking oaths as an Attorney-at-law of the Supreme Court (Documents in proof of practical professional experience should be furnished at the interview in which period of experience, date and official seal have to be clearly stated)

or

Should have obtained not less than three years (03)* experience in a post with relevance to law in a public institution subsequent to taking oaths as an Attorney-at-Law in the Supreme Court.

Note : The copies of the documents in proof of the basic qualifications certified by the applicant himself/herself should be attached to the application. **Applications to which certificates clearly stating the commencement and end of service period have not been attached may be rejected without notification.**

* A Legal post shall have the meaning that a post to which a Degree in Law or swearing in as an Attorney-at-law in the Supreme Court is considered as a basic qualification for recruitment.

- (iii) **Physical Fitness**

Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and perform duties of the post.

- (iv) **Other Qualifications**

- Should be a citizen of Sri Lanka
- Should be of excellent moral character
- Should have fulfilled the required qualifications in every aspect as at the closing date of application

03. Terms of Engagement in Service and Conditions of Service

- (i) This post is permanent and pensionable. You will be subject to any policy decision made by the Government in the future on the Pension Scheme entitled to you. Furthermore, you are required to contribute to the Widows'/Widowers' and Orphans' Pension Scheme. You should make contributions towards it in a manner stipulated by the Government from time to time.
- (ii) This appointment will be subject to a probationary period of three (03) years. The First Efficiency Bar Examination should be passed within 03 years from the date of recruitment as prescribed in the Scheme of Recruitment.
- (iii) It is required to acquire the proficiency in the official language other than the language through which you have been qualified for this appointment before the lapse of three years from the date of appointment to this post in accordance with provisions in the Public Administration Circular 18/2020 dated 16.10.2020 and provisions in the Circulars incidental thereto. Further, officers who joined the service through a medium which is not an official language shall acquire the required official language proficiency within the probationary period.
- (iv) This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka and the Financial Regulations of the Government and other Government regulations.
- (v) Once applied, the medium of language will not be allowed to change later and the medium of language mentioned in the application will be the medium of language that you are qualified for your appointment.

04. Age Limit

Should not be less than 21 years and not more than 45 years of age as at the closing date of applications.

05. Salary Scale

This post is entitled to a (monthly) salary scale of Rs. 47,615-10x1,335-8x1,630-17x2,170- Rs. 110,895/- (SL - 1-2016), as per the Schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016.

06. The following marking scheme will be used for evaluating the eligibility at the Interview.

<i>Serial. No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
01.	Additional Educational Qualifications :		25
	(a) A Postgraduate Degree in Law obtained from a University recognized by the University Grants Commission	25	
	(b) A Postgraduate Diploma in Law obtained from a University recognized by the University Grants Commission or a Postgraduate Diploma in Law obtained from the Institute of Advanced Legal Studies of the Sri Lanka Law College.	20	

Serial. No.	Subject	Marks	Maximum Marks																		
	(c) Degree in Law obtained from a University recognized by the University Grants Commission																				
	• Degree in Law with First Class Pass	15																			
	• Degree in Law with Second Class (upper) Pass	10																			
	• Degree in Law with a Class	07																			
	• Degree in Law with a General Pass	05																			
	(d) First Class in the final year of Law College	10																			
	Second Class in the final year of Law College	05																			
	Note I : 05 marks should be given only if the final examination has been passed with honours Note II : Marks shall be awarded only for the highest qualifications obtained.																				
02	Additional Experience : Preparation of documents pertaining to the cases and appearing before the open Court. <table><tr><td></td><td>Marks for cases filed (Per each case)</td><td>Marks for appearing before the Court (Per each case)</td></tr><tr><td>Supreme Court</td><td>02</td><td>05</td></tr><tr><td>Court of Appeal</td><td>02</td><td>04</td></tr><tr><td>High Court</td><td>02</td><td>03</td></tr><tr><td>District Courts</td><td>04</td><td>05</td></tr><tr><td>Tribunals</td><td>02</td><td>03</td></tr></table>		Marks for cases filed (Per each case)	Marks for appearing before the Court (Per each case)	Supreme Court	02	05	Court of Appeal	02	04	High Court	02	03	District Courts	04	05	Tribunals	02	03		35
	Marks for cases filed (Per each case)	Marks for appearing before the Court (Per each case)																			
Supreme Court	02	05																			
Court of Appeal	02	04																			
High Court	02	03																			
District Courts	04	05																			
Tribunals	02	03																			
	Note : Copies of relevant judgments or a certified copy of the case report of the final date of the case should be submitted to the Interview Board to prove the aforesaid qualifications.																				
03.	Language Proficiency : (a) A degree followed with English Language as a main subject in a University recognized by the University Grants Commission.	15	15																		
	(b) Fluency in English language demonstrated in Moot Court competitions at the recognized international or national levels	12																			
	Individual																				
	(i) First Place/Highest Merit - 12																				

<i>Serial. No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
	(ii) Second Place - 10		
	(iii) Third Place/Other skills - 08		
	<u>Group</u>		
	(i) First Place/Highest Merit - 10		
	(ii) Second Place - 08		
	(iii) Third Place/ Other Skills - 06		
	(c) A Diploma in English Language obtained from a University recognized by the University Grants Commission or a Diploma in English Language of NVQ Level 5 or a higher obtained from another institution.	10	
	(d) At least a Distinction pass for English Language in the G.C.E. (Advanced Level) Examination (Local or London) or IELTS scoring rate of 6.5 or above or TOEFL-IBT scoring rate of 79 or above, or TOEFL-CBT scoring rate of 213 or above TOEFL-PBT scoring rate of 550 or above	08	
	(e) Advanced Certificate in English Language obtained from a University recognized by the University Grants Commission or a certificate at NVQ Level 4 obtained for English Language from another institution Note : Marks will be given only for the highest qualification	05	
04.	Knowledge on Information Technology/Information Technology Law:		10
	(a) Studied Information Technology or Computer Science as a main subject in a University recognized by the University Grants Commission.	10	
	(b) A Diploma in Information and Communication Technology Law obtained from a University recognized by the University Grants Commission or the Sri Lanka Law College or any Vocational Institute recognized by the Government.	08	
	(c) Diploma in Computer Science or Information Technology obtained from a University recognized by the University Grants Commission or a Diploma on Computer Science or Information Technology in NVQ Level 5 or a higher level obtained from another institution.	05	

<i>Serial No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
	(d) Having participated in Courses/Training Programmes and obtained certificates pertaining to the Courses in the field of information and Communication Technology Law from a University recognized by the University Grants Commission or Sri Lanka Law College or any Vocational Institute recognized by the Government. (02 marks per each certificate and marks will be awarded to a maximum of two certificates) Note : Marks will be given only for the highest qualification.	04	
05.	Performance at the interview : Performance of the applicant in support of performing roles of the post in following manner.		15
	• Strength Questions (02 Marks)		
	• Situational Questions (03 Marks)		
	• Competency Questions (10 Marks)		
	Marks will be given according to replies given for questions intended for evaluation		
	Total		100

07. Identity of the Candidates :

Only the applicants who have submitted applications completed in every respect will be called for the interview to test the eligibility.

Originals of all certificates and duly certified copies of the certificate shall be furnished at the interview.

Following documents will be accepted in proof of the identity of the candidate at the interview.

- (i) Valid National Identity Card issued by the Commissioner of Registration of Persons.
- (ii) Valid Passport

08. Method of submitting the Application :

- (i) Applications should be sent under registered post to reach "Public Trustee, Department of Public Trustee, No. 2, Bullers Lane, Colombo 07" on or before **27.08.2023**. Applications received after the closing date will be rejected, National Audit Office, No. 306/72, Polduwa Road, Battaramulla" on or before **27.08.2023** Applications received after the said date, will be rejected.
- (ii) Specimen of the application is provided at the end of this notification. Applicants should prepare their applications in A4 size paper in manner that No. 01 to No. 04 to be appeared in the first page, No. 05 to No. 07 in second page and No. 08 to No. 09 in third page and should be completed in applicant's own handwriting.
- (iii) The top left corner of the envelope should be marked as "Recruitment for the Post of Legal Officer Grade III of the Executive Grade Category".
- (iv) Applicant's signature in the application should be attested by a Principal of a Government School/Justice of Peace/Commissioner of Oaths/Attorney-at-Law/Notary Public/Commissioned Officer in the Tri Armed Forces or an Officer holding a permanent post in the Public or Provincial Public Service drawing a consolidated monthly salary of Rs. 47,615/- or above.

- (v) Officers who are already in Public Service or Provincial Public Service should forward their applications through the Heads of their respective Departments.
- (vi) Applications not in conformity with the attached specimen application will be rejected. No complaints will be entertained over loss or delay of applications.

09. Furnishing False Information :

Your candidature will be cancelled if furnishing of false or incorrect information is found before recruitment and if found after recruitment, you will be liable for dismissal from Public Service subject to the relevant procedure.

10. Public Service Commission reserves the right to fill or not to fill the vacancy.
11. In the event of any inconsistency or contradiction between the Sinhala, Tamil and English texts of this *Gazette* Notification, the contents in the Sinhala text shall prevail.
12. In the case of any matter not provided in this Notification or where it may cause a problematic situation in the process of recruitment, the decisions taken by the Public Service Commission thereon will be the final.

By Order of the Public Service Commission,

Secretary,

Ministry of Buddhasasana, Religious and Cultural Affairs,
21st July, 2023.

SPECIMEN APPLICATION FORM

PUBLIC SERVICE COMMISSION

**RECRUITMENT TO THE POST OF LEGAL OFFICER GRADE III OF THE EXECUTIVE GRADE CATEGORY IN THE DEPARTMENT OF PUBLIC
TRUSTEE - 2023**

(For Office use only)

(Indicate the relevant number in the cage. Sinhala - 2/ Tamil - 3/ English - 4)

Note : The medium applied cannot be changed.

1.0

- 1.1 Name in Full (Mr/Mrs/Miss) :
(In Sinhala/Tamil)
- 1.2 Name in Full :
(In English Block Capitals)
- 1.3 Name with Initials (Mr./Mrs./Miss) :
(In Sinhala/Tamil)
Example : M. G. B. S. K. GUNAWARDHANA

1.4 Name with Initials :
(In English Block Capitals) :

02.

2.1 Permanent Address (In Sinhala/Tamil) :

2.2 Permanent Address (In English Block Capitals) :

03.

3.1 Gender (Indicate the relevant Number in the cage)

Male - 0 ☐
Female - 1 ☐

3.2 Marital Status (Indicate the relevant Number in the cage)

Married - 1 ☐
Unmarried - 2 ☐

3.3 Date of Birth:

Year : Month : Date :

3.4 Age as at 27.08.2023 :

Years : Months : Days :

3.5 National Identity Card No. :

4.0. Telephone No. Fixed Line :

Mobile :

5.0.

5.1. Particulars on the qualifications obtained in order to apply for the interview terms of the notification of calling applications.

Institution from which the qualifications obtained

Effective Date of the Qualification

.....
.....

.....
.....

- Date of swearing in as an Attorney-at-Law of the Supreme Court :
- Certificates/documents in proof of the basic qualifications, should be certified by the applicant himself and submit along with the application

Particulars on each of the qualification obtained under No. 06 of the notification of calling applications:

5.2. Additional Educational Qualifications :

5.3. Additional Professional Experience :

5.4. Knowledge on Information Technology :

5.5. Language Proficiency :

- * Documents in proof of additional qualifications should not be sent with the application and it is responsibility of the applicant to keep them ready to present at the interview.

6.0. Have you ever been convicted before a Court of Law ?
(Indicate (✓) in the relevant cage : if yes, give details)

No ☐

Yes ☐

7.0. Declaration of Applicant : -

I declare that the particulars given by me in this application are true and correct and that all parts of this application have been filled up accurately and I am aware that if this declaration made by me is found to be false, I am liable to disqualification before selection and to dismissal from service if it is revealed after the appointment and that I am bound by all rules and regulations.

.....
Date

.....
Signature of Applicant.

8.0. Attestation of the Signature of the Applicant :

I certify that Mr/Mrs/Miss who is submitting this application, is personally known to me and he/she has placed his/her signature in my presence on this day of

.....
Signature of the Attestor.

Date :

Name in Full :

Designation :

Date :

(Should be authenticated by the Official Frank)

9.0. Recommendation of the Head of the Department :

I hereby certify that Mr/Mrs/Miss who has furnished above particulars, is working in this Institution and that the particulars furnished by him/her are correct, that his/her work and attendance are satisfactory, that no complaints are against him/her and he/she can be released from the service at this Institution once he/she is selected for this post.

.....
Signature of the Head of the Department/Institutional.

Name :

Designation :

Address :

Date :

(Substantiate with the Official Frank)

PARLIAMENT OF SRI LANKA

Vacancies

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following posts on the Staff of the Secretary General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach the “**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**” on or before **August 11, 2023**. The post applied for should be indicated on the top left hand corner of the envelope. (This notice is available on the website: www.parliament.lk)

Note: The post applied for must be mentioned at the top of the application.

1. DIRECTOR (COMMUNICATION)

1.1 Salary Scale - According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 67,485 - 4 x 1,630 / 8 x 2,170 - Rs. 91,365. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 142,000)

1.2 Age Limit - 30 to 45 years of age as at the closing date of the application
(The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public/Parliamentary Service).

1.3 Educational Qualifications and Experience -

(a) A Master's Degree in Mass Communication or Marketing from a University or a degree awarding institution recognized by the University Grants Commission; and

Minimum of five years of professional experience in Marketing/ Outreach/ Communication and Media / Human Resource Management

or

(b) Bachelor's Degree in Business Management (Marketing)/ Business Administration/ Marketing Management (Special)/ Arts (Communication/ Mass Communication/ Public Relations/ Media Management/ Communication & Creative Arts/ Hospitality and Leisure Management/ Journalism from a University or a degree awarding institution recognized by the University Grants Commission; and

Ten years of professional experience in Marketing/ Outreach/ Communication and Media / Human Resource Management

or

(c) Having passed the G. C. E. (A/L) examination in four subjects (old syllabus) /three subjects (new syllabus) in one sitting; and

Having passed the G. C. E. (O/L) examination in six subjects including Credit Pass for Sinhala/ Tamil and a Pass for English and Mathematics in not more than two sittings; and

Twenty years of professional experience in Marketing/ Outreach/ Communication and Media / Human Resource Management.

1.4 Method of Recruitment - Through a structural interview.

1.5 Other Benefits – Official vehicle with a driver.

2. MEDIA OFFICE COORDINATOR (SINHALA)

MEDIA OFFICE COORDINATOR (TAMIL)

MEDIA OFFICE COORDINATOR (ENGLISH)

2.1 Salary Scale - According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 32,330 - 3 x 380 / 10 x 445/4 x 660 - 40,560/-. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 75,000)

2.2 Age Limit - Should be 25-40 years of age as at the closing date of the application

2.3 Educational Qualifications -

Having passed the G. C. E. (A/L) examination in four subjects (old syllabus) /three subjects (new syllabus) in one sitting.

and

Having passed the G. C. E. (O/L) examination in six subjects including Credit Pass for the relevant language stream (Sinhala/Tamil/English) and a Pass in Mathematics in not more than two sittings.

Note: If the relevant language stream is Sinhala/ Tamil, a Pass for English is essential and if the relevant language stream is English, a Pass for Sinhala/ Tamil is essential.

2.4 Vocational Qualifications -

A Diploma in Television Programme Production Technology/ Television Post Production Technology/ Computer Graphic Designing/ Photography/ Videography/ Video Editing/ Media/ Journalism issued by an institution recognized by the government

2.5 Experience -

External - Not less than three years of experience in one of the disciplines /fields indicated in 2.4 above.

Internal - Five years of satisfactory service on the staff of the Secretary General of Parliament.

2.6 Method of Recruitment - Through a written test and an interview

3. PUBLIC OUTREACH OFFICE COORDINATOR (ENGLISH)

3.1 Salary Scale - According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 32,330 - 3 x 380 / 10 x 445/4 x 660 - 40,560/-. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 75,000)

3.2 Age Limit - Should be 25-40 years of age as at the closing date of the application

3.3 Educational Qualifications -

Having passed the G. C. E. (A/L) examination in four subjects (old syllabus) /three subjects (new syllabus) in one sitting.

and

Having passed the G. C. E. (O/L) examination in six subjects including Credit Pass for English language and a Pass for Sinhala/ Tamil and Mathematics in not more than two sittings.

3.4 Vocational Qualifications –

Diploma in Public Relations/ Communication/ Human Resource Management/ Computer Graphic Designing/ Photography/ Journalism/ Tourism/ Event Management issued by an institution recognized by the government

3.5 Experience -

External - Not less than three years of experience in one of the disciplines /fields indicated in 3.4 above.

Internal - Five years of satisfactory service on the staff of the Secretary General of Parliament

3.6 Method of Recruitment: - Through a written test and an interview

4. POST OF RECEPTIONIST

- 4.1 Salary Scale:-** According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 30,350-11x 330/10 x 380 – 37,780/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 72,000/-)
- 4.2 Age Limit:-** Should be not less than 18 years and not more than 35 years of age by the closing date for applications. (The upper age limit shall not apply for members of the staff of Secretary-General of Parliament)
- 4.3 Educational Qualifications:-** Having passed the G.C.E. (O/L) examination in six subjects with five credit passes including credit pass for Sinhala/Tamil, Mathematics and English in one sitting.
- 4.4 Vocational Qualifications:-** A diploma certificate for English language issued by a University/ any other institution recognized by the government of which the duration is not less than one year;
and
A certificate for Computer literacy from a recognized institution.
- Ability to communicate in Sinhala, Tamil and English languages and other foreign languages is preferred.
- 4.5 Experience:-** At least 1 year experience as a Receptionist/Customer Care Officer in a recognized institution.

Exception:

Members of the staff of the Secretary General of Parliament who have completed a satisfactory service of not less than 10 years and are on salary groups A, B and C need not have to fulfill qualifications specified in 4.5 above.

- 4.6 Method of Recruitment:-** On the merit of the written, oral test and an interview.

5. POST OF SKILLED LABOURER (CIVIL)

- 5.1 Salary Scale:-** According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 25,520 - 9x270/ 10x300/ 6x330 - 32,930/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs.63,000/-)
- 5.2 Age Limit:-** Should be not less than 18 years and not more than 30 years of age by the closing date for applications.
- 5.3 Educational Qualifications:-** Having passed the G.C.E.(O/L) examination in six subjects including passes for Sinhala/Tamil and Mathematics not more than in two sittings.
- (Note – Passing G.C.E.(O/L) is not mandatory for the candidates who have NVQ level III certificate in the field of construction)
- 5.4 Professional Qualifications:-** NVQ Level III certificate in a field of carpenter, mason, plumber, welder, pipeline cleaner or painter issued by Vocational Training Authority (VTA) / National Apprentice and Industrial Training Authority (NAITA) or government recognized institution.

5.5 Experience:- Not less than three years experience in the field of construction work (civil) in the government / recognized institution.

5.6 Method of Recruitment:- On the merit of the written/trade test and an interview

6. Terms and Conditions of Service

- (i) These posts are permanent. Pension entitlement pertaining to these posts will be determined according to policy decisions taken by the Government in future. Appointment will be made initially subject to a three-year (03) probation period. If an internal candidate or a person who has been confirmed in a permanent post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.
- (ii) Selected candidates will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
- (iii) Selected candidate should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
- (iv) Selected candidates will be subject to a medical examination.
- (v) A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

7. Applicants should attach copies (NOT ORIGINALS) of the following certificates to their applications. Originals of the certificates should be produced when called upon to do so.

- (a) Birth Certificate
- (b) Certificates of Educational Qualifications
- (c) Certificates of Professional Qualifications
- (d) Certificates of Experience

8. Applicants serving in the Public/ Provincial Public Service/Public Cooperation/ Statutory Boards and internal candidates should send their applications through relevant Heads of Departments / Institutions.

9. Canvassing in any form will be a disqualification.

10. Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.

11. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments/Institutions will be rejected. Applications sent through Heads of Departments/Institutions but received after the closing date, and applications not prepared in accordance with the specimen will also be rejected.

HANSA ABEYRATHNE,
Actg. Secretary General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte,
26th July, 2023.

PARLIAMENT OF SRI LANKA

Specimen Application Form

Post of

01. (a) Name with initials (in English) :
.....
(b) Names denoted by initials (in English) :
.....
(c) Full Name (in block Capitals): (Mr./Ms.) :
.....
02. National Identity Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
03. (a) Private Address:
.....
.....
Telephone No. :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- (b) Official Address:
.....
.....
Telephone No. :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- (c) Please indicate the address to which the admission should be posted.
Private : ☐ Office : ☐
04. (a) Date of birth:
(A copy of the birth Certificate should be attached)
(b) Age as at closing date for applications: Years: Months: Days:
05. Civil Status: (Married/Unmarried)
06. Gender: (Male/Female)
07. State whether a citizen of Sri Lanka: (Yes/No)
08. Educational and Higher Educational Qualifications: (Copies of the certificates should be attached)
.....
.....
.....
09. Professional Qualifications (Copies of the certificates should be attached):
.....
.....
.....

10. Other Qualifications (Copies of the certificates should be attached) :

11. Experience : (Copies of the Certificates should be attached)

<i>Institution</i>	<i>Post</i>	<i>Service Period</i>

12. Details of Present Employment :

- (a) Name and Address of the Institution :
 (b) Date of First Appointment :
 (c) Present Post :
 (d) Monthly basic salary :
 (e) Allowances :
 (f) Gross Salary :

13. Have you been convicted for a criminal offence by a Court of Law? (Yes / No)

If yes, give details:

14. Have you served under the Government before? (Yes / No)

If yes, give details:

I, do hereby certify that all the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

Date:

.....
Signature of the Applicant

Certification of Head of Department/Institution

(Only for applicants serving in the Public Service/Provincial Public Service)

Secretary - General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss holding the post of in this Institution. I certify that he/she has been confirmed in this post and his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post (Please strike through the irrelevant words).

Date:

.....
Signature of Head of Department/Institution.
(Official Stamp)

Examinations, Results of Examinations &c.,

MINISTRY OF EDUCATION

First Efficiency Bar Examination for Grade III Sports Trainers of Management Assistant – Non Technical Services (Segment 2) of the Ministry of Education – 2022

01. IT is hereby notified that the Department of Examinations Sri Lanka will conduct an Efficiency Bar Examination in **November 2023** for officers belonging to above service in terms of provisions of respective Schemes of Recruitment.
02. I. This examination will be conducted by the Commissioner General of Examinations of the Department of Examinations Sri Lanka and all candidates will be subjected to rules and regulations imposed by him in relation to conducting the examination and issuing results.
- II. Rules and regulations relating to candidacy will be published separately in *Gazette Notification*. Any candidate violate these rules will be subjected to any punishment imposed by the Commissioner General of Examinations of the Department of Examinations Sri Lanka.
- III. Only the Sports Trainers appointed under the **Ministry of Education** can apply this examination.
03. Examination Fees:-

Examination fees will not be levied from applicants appearing for this examination for the first time. An examination fee of Rs. 500/- for the entire exam and Rs. 200/- per subject and Rs. 400/- for two subjects will be levied from the second time. The receipt obtained upon payment of this examination fee to the credit of Revenue Head 20-03-02-13 of the Commissioner General of Examinations from any Post / Sub-post Office of the island should be affixed properly in the prescribed place in the application. Furthermore, it is notified that money orders or stamps will not be accepted as the examination fee and in addition, the examination fee paid will not be refunded or transferred to another examination at any cost.
04. Applications

Application should be in accordance with the specimen attached to this notification. It should be prepared using both sides of an A4 so as the headings 01 to 06 in the first page while the rest come in second page. When preparing applications, the title of the examination should be in English in addition to Sinhala or Tamil languages in Sinhala and Tamil applications respectively. Even though the application can be typewritten, it should be completed clearly and accurately in applicant's own handwriting. Applications prepared accordingly should be sent *via* registered post to reach the "Commissioner General of Examinations", Institutional Examinations Organization Branch, Department of Examinations Sri Lanka, P. O. Box 1503, Colombo on or before **28th August** through respective Zonal Director of Education / President / Head of the Department. Name of the examination should be mentioned on top left-hand corner of the envelope. Incomplete applications will be rejected without further notice. Furthermore, the applicant should check whether the perfected application is in accordance with the specimen application in the Notification unless the application will be rejected.
05. All candidates should confirm their identity so as to satisfy the Supervisor of the examination hall at each subject they face. One of following documents will be accepted for the purpose.
 - I. National Identity Card
 - II. Valid Passport
 - III. Valid Sri Lankan Driving License

Furthermore, the candidates should enter the examination hall without covering the face and the ears enabling the Supervisors to confirm their identity and any candidate, who rejects to confirm their identity will not be allowed to enter the examination hall. Furthermore, the candidates should remain the face and ears uncovered throughout the examination for the invigilators to recognize their identity.

06 On the presumption that only eligible persons will apply, the applicants, who have paid the prescribed examination fee and have properly submitted perfected applications along with the respective receipt on or before the closing date of applications, will be issued admissions by the Commissioner General of Examinations. Candidates, who face the examination should produce their signature attested admission to the Examination Supervisor and the candidates will not be allowed to face the examination without such admission. Department of Examinations will publish a notice in newspapers and in the official website of the Department of Examinations Sri Lanka, when admissions have been issued. Any applicant, who cannot download the admission should inquire from the Department of Examinations Sri Lanka. When inquiring, the applicant should accurately mention the title of the examination applied, full name of the applicant, NIC No. and the address. If the applicant resides out of Colombo, should fax a letter of request to the fax no mentioned in the notice along with aforesaid details and a fax No. to immediately receive the admission. Keeping in hand a copy of the application, receipt of paying examination fee and the registered post receipt would be beneficial for the applicant in confirming such detail.

07 Heads of Department should approve duty leave for officers, who have been issued with an admission by the Commissioner General of Examinations so as to appear for the examination. Travelling allowances will not be paid.

08 Examination will be conducted in Sinhala and Tamil medium only. Candidates may appear for the examination in their medium of study or in the official language, and they should appear for all question papers in the same medium. Language medium applied will not be allowed to change later. This examination will be conducted only in Colombo.

09 Signature of the applicant should be attested both in the application and in the admission. Each candidate should get their signature attested by the Head of the Department or by an authorized officer. Furthermore, the signature attested admission should be produced to the Supervisor on the first day of the examination.

10 Examination Procedure :- Examination for the above post will comprise of following subjects.

Subject	Subject No	Marks	Duration	Minimum Pass Mark
01. Office Systems	01	100	1 hr.	40
02. Basic knowledge on Financial Regulations	02	100	1 hr.	40
03. Subject Related Knowledge	03	100	1 ½ hrs.	40

(01) **Office Systems (Structured Essay Question Paper)**

Basic knowledge on office systems used in government offices.

- Fundamentals of office systems.
- Importance of the fundamentals in office systems
- Comprehension on the use of office systems
- Filing systems

(02) **Basic knowledge in Financial Regulations (Structured Essay Question Paper)**

Basic knowledge in Financial Regulations used in government offices.

General knowledge in relation to the Consolidated Fund, Annual Expenditure Estimates, authorization to expend according to Revenue Estimates and the knowledge on the control of expenditure, Financial Control and Accounting and general knowledge on payments under Chapters I, II, III, IV, V of the Financial Regulations.

(03) **Subject Related Knowledge**

- National and International Sports Tournaments
- Sports Training Plans
- School Sports Circulars
- Sports grounds and equipment
- First Aid
- Sports Rules and Tournament Fixtures
- Sports Ethics
- Banned substances and Stimulus
- Sports Nutrition

(Basic knowledge in above fields)

11. Issuance of an admission to a student should not be considered as he or she has fulfilled all qualification to appear for the examination.
12. The decision of the Secretary to the Ministry of Education will be final and conclusive in relation to any matter not provided from this examination notice.
13. In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

M. N. RANASINGHE,
Secretary,
Ministry of Education.

On 21st April, 2023.
Ministry of Education,
“Tsurupaya”,
Battaramulla.

Specimen Application

1st Efficiency Bar Examination for the Sports Trainers of Grade III Management Assistant – Non - Technical Service (Segment 2) in the Ministry of Education – 2022

අධ්‍යාපන අමාත්‍යාංශයේ කළමනාකරණ සහකාර තාක්ෂණික නොවන - (බණ්ඩ - 2)

III ශ්‍රේණියේ ක්‍රීඩා පුහුණුකරු නිලධාරීන් සඳහා වන පළමු කාර්යක්ෂමතා කඩඉම් විභාගය - 2022



(For Office Use Only)

Medium of Language appearing for the Examination :

Write the relevant number within the cage

Sinhala - 2
Tamil - 3

01. 1.1 Name in Full (English Capital Letters) :
(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Last name first with the initials of other names (English Capital Letters) :
(Eg: GUNAWARDHANA H.M.S.K.)

1.3 Name in Full (Sinhala /Tamil) :

02. Work Place and Address :

2.1 Name of the Workplace :

2.2 Official Address :
(English Capital Letters) (Admissions will be posted to the above address)

03. Gender :

Male - 0 ☐
Female - 1 ☐

(Write the number in the relevant cage)

04. Mobile No :

05. N. I. C. No :

06. Current Post (As per the Appointment Letter) :

6.1 Appointment Letter No :

6.2 Date of Appointment :

07. Subject / Subjects related to the Efficiency Bar Examination you are appearing
(Refer to Para 10 of the *Gazette* Notification)

Serial No.	Subject	Subject No.
01		
02		
03		

08. Examination Fee (Only if applicable)

I. Fees paid : Rs.

II. Post Office Paid :

III. Receipt No. :

Affix the receipt here from one end. (Only if applicable)
(Keeping the photo copy of the receipt will be beneficial)

09. Declaration of the Applicant :

I hereby declare that the particulars furnished above are true and accurate and I am entitled to appear for the exam in the language medium stated above and I adhere to the rules and regulations imposed by the Commissioner General of Examinations in relation to conducting the examination and releasing of results. I further state that the prescribed examination fee has been paid and the receipt has been affixed / the examination fee has been exempted.

.....
Signature of the Applicant

Date :

Note. – Applicant should sign before the Head of the respective Department or the authorized officer.

10. Attestation of the Signature :

I hereby certify that Mr./ Mrs./ Miss., who is personally known to me and an officer of my office / school / College of Education / Teachers' Training College / Teacher Centre has signed before me on and that the examination fee has been exempted / prescribed fee has been paid and the respective receipt has been affixed.

.....
Signature of the Attester and the official stamp
(Immediate Staff Officer / Principal)

Name :
Designation :
Address :
Date :

11. Recommendation of the Head of the Department :

1. I hereby certify that the particulars furnished above have been checked, and
2. the officer has fulfilled qualifications required to appear for this examination,
3. that the officer appears for this examination for the first time and the examination fee is exempted / the prescribed examination fee has been paid and the receipt has been affixed.

.....
Signature of the Head of the Department / Zonal Director of Education / President of
the College of Education and the official stamp

Name :
Designation :
Address :
Date :

(Strike off irrelevant words)

LEGAL DRAFTSMAN'S DEPARTMENT

Open Competitive Examination for the Recruitment to the Posts of Translator (Grade II) of Field/Office Based Officer – Segment I Service Category in the Legal Draftsman's Department- 2023

APPLICATIONS are called from eligible Sri Lankan citizens for the competitive examination to select the qualified personnel to fill the vacancies of 08 posts of English /Sinhala and 08 posts of English /Tamil Translators (Grade II) in the Legal Draftsman's Department. This examination will be held in November 2023 in Colombo by the Commissioner General of Examinations. This examination may be postponed or cancelled upon the approval of the Legal Draftsman.

(A) The closing date for the receipt of applications is **25th of August 2023**.

Note : Any complaint on loss of an application or related document or delay in post will not be considered.

01. Conditions of Employment and Service Conditions:

- i. This post is permanent and pensionable. You shall be subject to a policy decision taken by the Government on the pension scheme you are entitled to. You shall contribute to the widows' and orphans' / widowers' and orphans' pension scheme. You should pay the contributions for the same as may be required by the Government from time to time.
- ii. As per the provisions of the Public Administration Circular 18/2020 dated 16.10.2020, the proficiency of the other official language/ official languages should be obtained.
- iii. This appointment is subjected to the Procedural Rules of the Public Services Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and to the recruitment procedure for the Field/ Office Based Officer – Segment I Service Category in the Legal Draftsman's Department and the conditions included in the amendments that have been made and will be made thereto.
- iv. The language medium for which you are eligible for recruitment will be the language medium mentioned by you in the application form.

02. Salary scale:

This post carries a monthly salary scale of (MN 6 -2016) Rs. 36,585 - 10x660 - 11x755 - 15x930 – 65,440/- in terms of the Public Administration Circular No. 06/2016.

03. Qualifications:

3.1 Educational/ Professional Qualifications:

- i. (a) Shall have obtained a Degree from a University recognized by the University Grants Commission.
or
(b) Shall have taken oaths as an Attorney-at-Law of the Supreme Court of Sri Lanka having passed the Final Examination for Attorneys-at-Law.

together with
- ii. a credit pass for English language at the General Certificate of Education (Ordinary Level) Examination or General Certificate of Education (Advanced Level) Examination or a higher qualification in English language (recognized by the Appointing Authority) with a Credit pass for Sinhala/ Tamil language relating to the post applied for.

3.2 Physical Qualifications:

Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and to fulfil the duties of the post.

3.4 Other Qualifications:

- i. Applicants shall be citizens of Sri Lanka.
- ii. Applicants shall be excellent in character.
- iii. Shall have satisfied all required qualifications for the appointment for the post as at the closing date of receipt of applications, which is 25th of August 2023.
- iv. Applicants shall not have been convicted of any criminal allegation under the law of Sri Lanka.

04. Age Limit :

Applicants shall not be less than 21 years of age and not more than 35 years of age as at the closing date of receipt of applications. (The maximum age limit is not applicable for those who already hold a permanent position in public service.)

05. Method of Recruitment :

Recruitments will be made on the results of a written examination. Number of applicants equal to the number of applicants expected to be recruited among the applicants who passed both the question papers at the written examination will be called for the general interview in the sequence of skills according to the aggregate of marks obtained for the two question papers.

06. Syllabus :

6.1 Written Examination

The Open Competitive Examination for the Recruitment to the posts of Translators (English/ Sinhala) and Translator (English/ Tamil) in the Legal Draftsman's Department consists of the following question papers.

- (01) Proficiency in translation - 100 marks - 03 hours
- (02) Proficiency in language - 100 marks - 03 hours

Name of the question Paper	Syllabus	Minimum marks required for the pass
1. Proficiency in translation	<ol style="list-style-type: none"> i. Translating a part of a Parliamentary Act from English language to Sinhala/Tamil language; ii. Comparing a part of an Act in English language with the incorrect Sinhala/Tamil translations thereof and revising the Sinhala/Tamil translation accurately. 	40%
2. Proficiency in language Part I Knowledge on Sinhala/Tamil Language	Summarizing, Spelling and construction of sentences in such manner as to convey the correct meaning of the words.	40%
Part II Knowledge on English Language	Summarizing, Spelling and construction of sentences in such manner as to convey the correct meaning of the words.	

The candidates shall appear for one of the two relevant official languages (Sinhala/Tamil language) and English language question papers.

6.2 General Interview

Evaluating the eligibility and physical fitness.
(Marks will not be awarded)

07. Method of application

7.1 Applicants shall prepare their application in the same language he/she is appearing for the examination according to the specimen application attached at the end of this notice and shall complete it in their own handwriting. Each section of the application shall be completed by the applicant as per the instructions given and if any sections are not applicable to him/her, they shall be marked as “not applicable”. Please note that the application may be rejected if blank rows are kept. The application shall be prepared using both sides of the size A4 paper of size 21x29.7 cm.

- (a) Heading numbers from 1 to 7 should appear on the first page;
- (b) Heading numbers from 8 to 13 should appear on the Second page;
- (c) Heading numbers from 14 to 16 (I) should appear on the third page; and the rest of the heading numbers should appear on the fourth page and it will be useful to keep a photocopy of the duly completed application.

7.2 Further, the applicant should check whether the completed application is in accordance with the specimen application given in this examination notice and applications not in accordance with the specimen application or incomplete applications will be rejected without prior notice.

Submitting the application

7.3 Duly completed application shall be sent by registered post on or before **25th August 2023**, to the “Commissioner-General of Examinations, Department of Examinations Sri Lanka, Pelawatte, Battaramulla”. In the top left hand corner of the envelop, it should be clearly indicated “Open Competitive Examination for the Recruitment to the posts of Translator of Legal Draftsman’s Department – 2023”. Further, the name of the Examination in the applications in Tamil should be mentioned in English language in addition to Tamil.

7.4 Officers who presently serve in Public Service or Provincial Public Service shall submit their applications through their respective Heads of Departments.

Receipt of applications will not be acknowledged and applications received after the closing date or incomplete applications will be rejected without any notice.

The Examination Fee

7.5 The examination fee is Rs. 600/- Examination fee should be paid in cash to any Post/Sub Post Office or District/Divisional Secretariat in the island to be credited to the Government income under Revenue head number 20-03-02-13 of the Commissioner General of Examinations and a copy of the receipt of payment obtained in the name of the applicant should be affixed by one of its margins in the specific place in the application so that it would not get detached. Keeping a photocopy of the said receipt will be useful. Money orders or stamps will not be accepted as the examination fee.

7.6 The examination fee will not be refunded under any circumstance.

08. Admissions

8.1 The Commissioner General of Examinations will issue the admission cards to the candidates who have forwarded duly completed applications with the receipt obtained upon payment of the relevant examination fee on or before the closing date for the receipt of application referred to in the notice. As soon as the admission cards are issued, the Department of Examinations will publish a notification in newspapers in that regard.

8.2. If there is any candidate who has not received the admission card even after two or three days of the publication of such notice, such fact shall be informed to the Department of Examinations together with the name, address, National Identity Card Number of the candidate and the name of the examination. If the candidate is from an area outside Colombo, it will be useful to make inquiries addressing the fax number specified in the notice, together with the letter of request which should carry the fax number

to which a copy of the admission card can be sent. It will be more useful to keep a copy of the duly completed application form, a copy of receipt in proof of payment of the examination fee, a copy of the receipt issued when sending the application by registered post with you, in order to prove any information requested by the Department of Examinations.

- 8.3 Issuance of an admission card to a candidate shall not be considered as an acknowledgment of his or her eligibility to sit for the examination.

Attestation of the examination admission

- 8.4 It is compulsory for every applicant to obtain the attestation of his or her signature before sitting for the examination. An applicant who sits for the examination through a Government Institute should attest his/her signature by the head of the institute in which they presently serve. The other applicants should attest their signature by a Principal of a Government school / a retired principal, a Grama Niladhari of the division, a Justice of Peace, a Commissioner of Oaths, an Attorney-at-law, a Notary Public, a Commissioned Officer of three Armed Forces or an officer in the Public or Local Government Service or a Permanent Staff Officer, or a Viharadhipathi or a Chief Priest of a Buddhist temple, or a person in charge of a religious place belonging to any other religion who is holding a significant position as a priest.

Admission to the Examination:

- 8.5 The candidate should sit for the examination at the relevant examination centre. On the first day of the examination, the candidate shall forward the attested admission to the invigilator. A candidate who does not adhere to it shall not be permitted to admit to the examination.
- 8.6 The candidates are subjected to the laws and regulations imposed by the Commissioner General of Examinations with regard to the holding of the examination. He/she may be subject to a penalty imposed by the Commissioner General of Examinations, if the said laws and regulations are violated.

For the candidate's information:

- (a) Any document or any copy thereof should not be attached to the application.
- (b) Applications of the candidates who fail to

present the documents at the interview, will not be considered.

09. Identity of the Candidate:

Every candidate shall prove their identity at the examination hall to the satisfaction of the invigilator. Any one of the following documents will be accepted for that purpose.

- (a) National Identity Card
- (b) Valid Passport
- (c) Valid Driving License of Sri Lanka

The candidates must enter the examination hall without covering their face and ears in order their identity can be established. Applicants who refuse to substantiate their identity will not be admitted to the examination hall. Further, the candidate shall remain without covering the face and ears from the moment of entering the examination hall until the end of the examination and leaving it, so that the examination authorities can identify him.

10. Furnishing false information:

- 10.1 If a candidate is found to be ineligible, his/her candidature may be cancelled before or during the examination or after the examination or at any time.

- 10.2 He/she will be dismissed from the public service if it is revealed that any candidate has knowingly provided false information, or if he/she has deliberately suppressed any important information.

11. Legal Draftsman has the right to take decisions in respect of any matter not provided in this notification.
12. In the event of any inconsistency between the Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text shall prevail.
13. The Legal Draftsman has the right not to fill some or all the vacancies mentioned here.

Dilrukshi Samaraweera,
Legal Draftsman.

Legal Draftsman's Department,
No.80,
Adhikarana Mawatha,
Colombo 12.
On 28th July, 2023

Year

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 Month

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 Date

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12. Age as at 25th August, 2023.

Years : Months : Days :

13. I. Professional and other qualifications :

II. Highest Qualification in the Second Language :

III. Highest Qualification in the first language :
(If G.C.E. (A/L/ O/L) are the highest qualifications, the years and the grades (Credit/Distinction) of G.C.E. (A/L/ O/L) Examinations should be mentioned.)

IV (a) Degree Qualifications:

<i>Degree</i>	<i>Subjects</i>	<i>Grade</i>	<i>Year</i>	<i>University</i>

(b) Post Graduate Qualifications:

<i>Post Graduate Degree</i>	<i>The year in which the degree was awarded</i>	<i>University</i>

V. Experience in the profession of an Attorney-at-Law :
(A service letter should be attached.)

14. I. Have you ever been convicted by a Court of Law for any offence? Yes/No

If yes, explain: -

II. Examination Fee:

Receipt No:.....

Date of the payment :

Bank and the Branch where the fee was paid :

Affix the receipt properly here

15. Certificate of the Candidate: -

- (a) I do hereby respectfully declare/pledge that the particulars furnished above are true and accurate to the best of my knowledge.
- (b) I am aware that if this statement made by me is found to be false or inaccurate before selection, I am liable to be disqualified and if found to be false or inaccurate after appointment, I am liable to be dismissed from service, without compensation, subject to the relevant procedures. I further declare that I am subject to the rules imposed by the Commissioner General of Examinations of the Department of Examinations in respect of conducting the examination and that I have affixed the receipt obtained on payment of the relevant examination fee hereto.

Date :

.....
Signature of the Applicant.

16. I. Attestation of the signature.

I do hereby certify that Mr. /Mrs. /Miss. (Full name) who is forwarding this application is personally known to me and he/she placed his/her signature in my presence on 2023 and he/she has paid the examination fee and has affixed the relevant receipt.

.....
Signature of the attestor.

Full name of the attestor: -
Designation: -
Address: -
Date: -
(Affix the official stamp here)

II. Certificate of the Head of the Department
(Only for applicants serving in a Government Institute)

I do hereby certify that the particulars furnished by the applicant above have been checked by me and the said particulars are accurate and his/her performance, attendance and conduct are in a satisfactory level. This officer, if selected, can/cannot be released from his/her present post.

.....
Signature of the Head of the Department.

Designation :.....
Date :.....
(Affix the official stamp)

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