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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.— Foundation for Civilian Bravery (Incorporation) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of May 26, 2006

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 23rd June, 2006 should reach the Government Press on or before 12 noon on 09th June, 2006.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2006.

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.

B2-B 079230

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. Pefawatta, Battaramulla.

Examinations, Results of Examinations, &c.

JUDICIAL SERVICE COMMISSION

EXAMINATION FOR RECRUITMENT FOR GRADE II POSTS OF THE COURTS INTERPRETER'S SERVICE OF SRI LANKA - 2006

01. IT is hereby informed that an Examination will be held in Colombo in terms of Section 09 of Part II of the Scheduled Public Officers Minute published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No.224/15 dated 23rd December, 1982 in accordance with the rules and syllabus contained therein appendix 'M' for recruitment to the posts mentioned below :

Posts :

1. Sinhala - Tamil Interpreters ;
2. Sinhala - English Interpreters ;
3. Tamil - English Interpreters.

02. These posts are permanent and pensionable

03. *Salary Scale*.— Rs. 15,540-6x 140-6 x 210-14x290-Rs. 21,700.

Note.— Efficiency Bar Examination before reaching the salary step of Rs. 16,100 and Efficiency Bar without an Examination before reaching the salary step of Rs. 17,430

04. *Age*.— Applicant should not be less than 18 years and not more than 30 years of age on the closing date of applications (The upper age limit will not apply for officers already in the Public Service).

05. *Qualifications*.— Applicants should possess the following qualifications :

- (i) Four (4) passes in G. C. E. Advanced Level Examination in old syllabus or three (3) passes in new syllabus in one and the same sitting.

In addition,

If the applicant has passed the above examination in English medium, he/she should possess the following qualifications:

General Certificate of Education (Ordinary Level) Examination in six subjects obtained in not more than two sittings with a credit pass in English Language syllabus 'A' or in English Literature or in Tamil Language syllabus 'A' or in Tamil Literature.

If the applicant has passed the above examination in Tamil medium, he/she should possess the following qualifications :

General Certificate of Education (Ordinary Level) Examination in six subjects obtained in not more than two sittings with a Credit pass in Sinhala Language syllabus 'A' or in Sinhala Literature or in Tamil Language syllabus 'A' or in Tamil Literature.

If the applicant has passed the above examination in English medium, he/she should possess the following qualifications.

General Certificate of Education (Ordinary Level) Examination in six subjects obtained in not more than two sittings with a Credit pass in Sinhala Language syllabus 'A' or in Tamil Language syllabus 'A' or in Tamil Literature.

or

- (ii) Being an officer holding a permanent post in the Clerical Service "Stenographers Service or the Typists Service" having a continuous satisfactory service if not less than four years in a Court or in a Government Legal Institution.

or

- (iii) Being an officer holding a permanent post in the Interpreters Service or the Translators Service in a Government Department or being an officer holding a permanent post in a Government Department having passed the Government Interpreters' Examination.

06. Applicants who possess the required qualifications will have to appear for a written examination in the following subjects :

Syllabus

- (i) Language (Sinhala/Tamil/English) An essay on literary or general subjects, precise writing, and other tests of comprehension, questions on vocabulary, idioms and their usage, correction of errors etc. (The standard of this paper will be equal to that of the General Certificate of Education(Advance Level) Examination.
- (ii) *Translation*.— This subject will consist of three question papers. *i. e.*
 - (i) Translation from Sinhala into Tamil or English ;
 - (ii) Translation from Tamil into Sinhala or English ;
 - (iii) Translation from English into Sinhala or Tamil.

(Candidates are required to translate a literary passage, a passage of general interest, an extract from an official report or document, a newspaper article or a report).

It is compulsory for the candidates to answer a language paper under (i) and two translation papers under (ii) above depending on their qualifications. Selection of the two language should be consistent with the post applied for as per Section 01.A candidate who is competent in all three languages may sit for the third paper too. The time duration for each paper is two hours.

Note.— In all written papers, marks will be deducted for had Hand writing and spelling mistakes.

07. Specimen Application Form provided at the end of this notification should be followed in applying for this Examination and the applicants should prepare their applications strictly in accordance

with the Specimen Application Form. For this purpose A4 size single sheet of paper should be used (no other size of paper should be used). The application form may be type-written, but it should be filled legibly and accurately by applicants in their own handwriting.

08. Applicants are required to send by Money Order Rs.250 as Examination Fee in the name of Secretary, Judicial Service Commission payable at Colombo Courts, P. O. which with should be annexed to the Application. The Examination fee will not be refunded under any circumstances nor will be transferred to any other examination.

09. Application should be sent under registered cover addressed to the Secretary, Judicial Service Commission Office, Colombo 2 to reach him on or before 15th July, 2006. The name of the Examination should be written on the top left hand corner of the cover containing the Application. Application received after the closing date to applications will be rejected. Applications from officers in Public Service should be submitted through their respective Heads of Departments.

10. Candidates are required to prove their identity to the Supervisor at the Examination Center when appearing for each examination paper. Any one of the following documents may be used for this purpose :

- (a) National Identity Card ;
- (b) Valid Passport ;
- (c) Valid Identity Card issued by the Postal Department.

11. Candidates are bound to abide by the rules formulated by the Secretary, Judicial Service Commission in conducting the Examination and those violating such rules will make themselves liable for disqualification of candidature.

12. My decision will be final on any question arising in respect of applications.

P. W. D. C. Jayatilake,
Secretary,
Judicial Service Commission.

Office of the Judicial Service Commission,
Colombo 12,
24th May, 2006.

SPECIMEN APPLICATION

EXAMINATION FOR RECRUITMENT FOR GRADE II
POSTS OF THE COURTS INTERPRETERS' SERVICE OF
SRI LANKA - 2002.

(Important : The application should be filled legibly and accurately by the applicant in his/her own handwriting, Items 01 to 08 should appear in page one. Where appropriate, the relevant number should be mentioned in the box provided)

Examination No :
(For official use only)

01. (i) Last name with initials :———,

(ii) Names denoted by initials :———,

02. Sex : (1) Female

(2) Male

03. Permanent Address :———,

04. Address to which Admission Card should be sent :———,

05. Interpreter Post applied for :———,

(i) Sinhala - Tamil

(ii) Sinhala - English

(iii) Tamil - English

06. Question papers you wish to appear for :

(i) Language (1) Sinhala

(2) Tamil

(3) English

(ii) Translation 1. Sinhala into Tamil or English Language

2. Tamil into Sinhala or English Language

3. English into Sinhala or Tamil Language

(iii) Denote the number if appearing for the third question paper

07. (a) Date of Birth :

Year, Month, Date.....

(b) Age on the closing date of application :

Years, Months, Days.....

08. If you are in Public Service, please, state :

(i) Ministry/Department/Court :———,

(ii) Present position held :———,

(iii) Date of appointment to same :———,

(iv) Date of confirmation in same and file reference :———,

(v) Office address :———,

09. Qualification :

(a) Please state under which item number in Section 05 of the Gazette notification you qualify :———,

(b) Education Qualifications :———,
(Please state the results of each examination separately with index Numbers) :

Main Qualifications :

Name of the Examination and Index Number	Year	Subjects	Results

G. C. E. (Ordinary Level) Examination :

Index Number	Year	Subjects	Results

Remarks.— Applicants are required to annex the money order obtained in terms of the *Gazette* Notification :

1. Money Order No. :—, ,
2. Issuing Post Office :—, ,
3. Date :—, ,
4. Amount :—, ,

I declare that the Particulars furnished by me in this application are true and accurate. I agree to abide by all conditions relating to this Examination and am aware that if any particulars contained here are found to be false or incorrect, I am liable for disqualification before appointment and for dismissal from service without any compensation in the inaccuracy is detected after appointment.

Signature of Applicant

Date :—, ,

Certificate by the Head of the Department

I certify that the above named applicant is an officer serving in this Ministry/Department/Court his/her work, behaviour and attendance is satisfactory and that the information provided by him/her is correct. I also agree to release him/her from the post him/her from the post he/she now holds in the event of being selected.

Signature.

Date :—, ,

Ministry Secretary/Head of the Department :—, ,

Designation :—, ,

Address :—, ,

Official Stamp

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MINISTRY OF FOREIGN AFFAIRS

Competitive Examination for filling vacancies in the Public Management Assistants' Service Cadre (Stenographers) in Sri Lanka Missions Abroad – 2006

APPLICATIONS are hereby invited for selection of English Stenographers for appointment to Sri Lanka Missions Abroad, from the officers of Public Management Assistants' Service/Provincial Government Management Assistants' Service, Stenographers in the Semi-Government Organizations such as Corporations/State Banks, Other Statutory Bodies and the Private Sector.

01. *Eligibility.*—

- 1.1 Should be a Sri Lankan citizen and if the applicant is married, spouse should also be a Sri Lankan citizen ;
- 1.2 Should be an officer in the Grade I, II and III of the Public Management Assistants' Service under the Director General of Combined Services or an officer of the Provincial Government Management Assistants' Service who is not more than 56 years of age on the closing date of application and has completed a minimum of 05 years service ; or

Should be a Stenographer in the Ministry of Foreign Affairs who is serving on contract basis and is not more than 56 years of age on the closing date of applications ; or

Should be an English Stenographer in Semi-Government Organizations such as Corporations, State Banks, Other Statutory Bodies and the Private Sector who is not more than 55 years of age on the closing date of application and having a minimum of 05 years of experience in English Stenography.

02. Those who are presently serving in Sri Lanka Missions abroad are not eligible to apply.

03. *Method of Selection :*

3.1 Applicants will be required to sit for a test in English Stenography. The speed in Stenography require for the test will be 80 w. p. m. Those who have secured 40% or more at this test will be called upon to sit for a test on computer literacy and an interview. However, in case if there are insufficient number of qualified applicants with the above mark levels at the written examinations, Secretary to the Ministry of Foreign Affairs will reserve the right to call candidates with lesser marks for the interview.

3.2 Marks allocated for tests and the interview will be as follows :

- | | |
|-------------------------|-------------|
| (a) English Stenography | - 100 marks |
| (b) Computer Literacy | - 50 marks |
| (c) Interview | - 50 marks |

- 3.3 The interview (maximum 50 marks) will be conducted by a Board appointed by the Secretary, Ministry of Foreign Affairs.

04. *Terms of Engagement :*

- 4.1 (a) An officer selected will be required to serve initially in Colombo at the Ministry of Foreign Affairs for a specified period not exceeding two years prior to being posted to a Sri Lanka Mission abroad. If his/her work and conduct during this initial period of service at the Ministry of Foreign Affairs are found to be unsatisfactory, his/her selection is liable to be cancelled. The period of service in the Ministry can be changed according to the requirement of the Ministry.

- (b) Posting will be decided on the basis of requirement of respective Missions and the officer's suitability and competence (in foreign language, etc). In deciding on such postings, there is no obligation on the part of the Ministry to consider the officer's personal needs and grievances (Childrens' education etc.). Further the Ministry is not bound to fill the vacancies purely in accordance of the order of merit of the selection tests.

- (c) An officer selected on being posted to a Sri Lanka Mission Abroad, is normally required to serve abroad for a period of three years on terms and conditions as stipulated by the Secretary, Ministry of Foreign Affairs and to enter into an agreement to that effect.

- 4.2 English Stenographers selected from Corporations, State Banks, Statutory Bodies and Private Sector have to serve for a contractual period of 05 years in the Ministry of Foreign Affairs as well as in Sri Lanka Mission abroad (02 years initially in the Ministry and 03 years in a Mission). However, the period of service in the Ministry of Foreign Affairs and Sri Lanka Mission abroad can vary depending on the exigencies of the service. They will be reverted to their previous posts after the expiry of the contract period of 05 years.

- 4.3 Officers of the Public Management Assistants' Service/ Provincial Government Management Assistants' Service if selected, will continue to be paid on the present salary scales. Others will be paid a fixed salary of Rs. 7,800 per month.

In addition, they will be paid an Overseas Allowance that is applicable, in accordance with existing rules and regulations while they are serving in Sri Lanka Missions abroad.

- 4.4 When a selected officer is posted to Sri Lanka Mission abroad, the Government will meet the cost of air passage to the country of posting and back, accommodation there and other allowances as determined by the Secretary, Ministry of Foreign Affairs during his/her service abroad only in respect of the officer, his/her spouse and two eligible children. (For the purpose of this clause "eligible children" means children under 21 years of age).

05. *Method of Application :*

- 5.1 Printed application forms will not be issued. Applicants in the Public Service should submit their applications in the specimen application appearing in No. 1. Applicants not in the Public Service should submit their Application in the specimen application appearing in No. 2. Application should be prepared on a A-4 size paper and should be forwarded through the respective Heads of Department/ Institution. If the specimen application is No. 1 category, the front page should contain Item No. 1-15 and the balance carried to the page 2. If the specimen application is No. 2 category the front page should contain item No. 1-13 and the balance carried to the page 2. Every application should carry an endorsement from the Head of Department as to the suitability of the applicant for service overseas, that the applicant if selected, can be released from his/her present post immediately and that the particulars given in the application are correct.

- 5.2 The application should be forwarded by registered post to reach the Commissioner-General of Examinations, Organization & Foreign Examination Division, Department of Examinations, Pelawatte, Battaramulla, on or before 07.07.2006 and should be marked "Examination for Selection of Stenographers to fill Vacancies in Sri Lanka Missions Abroad" on the top left-hand corner of the envelope. No application received after the closing date will be accepted.

06. *Examination Fees.*— Examination fee is Rs. 200. This amount should be credited to the Commissioner General of Examination's Revenue Head of, 4000-20-03-20-13. This fee can be paid to any Post Office. The receipt obtained should be pasted in the relevant cage of the application. (Receipt number, date and the Post Office should be noted). Under no circumstances, the examination fees will be refunded. Money Orders, stamps or any other receipt will not be accepted for payment of examination fees.

07. Any application, which is not completed in every respect, is liable to be rejected. No complaints that an application has been lost or delayed in the post will not be considered. The certificate of the Head of the Department/Institution in the application, is compulsory.

08. *Admission to the Examination.*

- 08.1 Applications will not be acknowledged. Applicants will be summoned for the written examination according to the order in which the applications were received.

- 08.2 The Commissioner-General of Examinations, will issue Admission Cards to those applicants who are eligible. A candidate presenting himself for the examination must produce his/her admission card after certifying his/her signature, to the Supervisor of the Examination Centre. A candidate who fails to produce his/her admission card will not be permitted to sit for the Examination.

- 08.3 A candidate must sit the Examination at the Examination Hall assigned to him/her. Every candidate should surrender to the Supervisor of the Hall, the admission card relevant to the hall on the first day of his/her presenting himself/herself for the examination at that hall. A set of rules to be observed by all candidates is published in the *Gazette*.

9. *penalty for Furnishing False Information :*

- 9.1 If a candidate is found to be ineligible to sit this examination at any stage prior to, during or after the examination, his/her candidature is liable to be rejected.
- 9.2 If any of the particulars furnished by a candidate are found to be false within his/her knowledge, or if he/she Willfully suppressed any material fact, he/she will be liable to dismissal from the Public Service.

10. *Identification of Candidate :*

- 10.1 A candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/she offers. For this purpose any of the following documents will be accepted :
- (i) National Identity Card issued by the Department of Registration of Persons.
- (ii) Valid Identity Card recently issued by the Post Master General.
- (iii) A valid Passport issued not more than three years before this Examination.

H. M. G. S. PALIHAKKARA,
Secretary,
Ministry of Foreign Affairs.

Ministry of Foreign Affairs,
P. O. Box 583, Republic Building,
Colombo 01.
01st June, 2006.

SPECIMEN FORM No. 1

APPLICATION FOR POST OF PUBLIC MANAGEMENT ASSISTANT'S SERVICE
(ENGLISH STENOGRAPHERS (IN SRI LANKA MISSIONS ABROAD
(For Government Sector Employees)

(for Office use only)

01. (i) Full name of Applicant:_____.
- (ii) Last names with initials MR./MRS./MISS :_____.
- (In Block Letters)
- Eg : MR./MRS/MISS SILVA M.A.
02. Address :
- (a) Official : _____.
- (b) Private : _____.
- (c) Address where the admission should be sent : _____
- (In Block Letters)

03. (i) Date of Birth :

Year :_____, Month : _____, Date :_____.

(ii) Age as at closing date of application :

Years :_____, Months :_____, Days :_____.

04. Civil Status :_____.

05. If married, name of spouse and his/her nationality :

06. Number of children, their Names, Dates of Birth and their Ages :_____.

07. If spouse is employed, particulars of employment (if a State Officer give full particulars) :_____.

08. Educational Qualifications (including medium) :_____.

09. Date of First Appointment under Government/Provincial Public/Local Government Sector, as a Stenographer/ Typist :_____.

10. Date of Confirmation: _____.

11. Present Grade and Date of Entry to it : _____.

12. Present Annual Salary :_____.

13. Nature of Present duties :_____.

14. Speed in :

(a) English Stenography :_____.

(b) English Typing : _____.

15. Proficiency in:

(a) English Language :_____.

(b) Sinhala/Tamil Language :_____.

(c) Computer Literacy :_____.

(d) Other Foreign Languages :_____.

16. Sri Lanka Missions (if any) in which the applicant had served earlier and the period :_____.

17. Any other qualifications :_____.

18. Remarks :_____.

Applicants are required to paste the receipt for examination fees obtained from the Post Office for the correct amount as per terms of the *Gazette Notification* :_____.

1. No. of the Receipt :_____.

2. Post Office :_____.

3. Date :_____.

4. Amount :_____.

19. Certificate by Applicant :

I declare that during the five years preceding 17.06.2006, I have earned all increments, and that I have not subjected to any form of disciplinary punishment (excluding warning), and that to the best of my knowledge and belief, the information given in this form is correct and accurate.

_____,
Signature of Applicant.

Date : _____.

PART B

CERTIFICATE OF THE HEAD OF DEPARTMENT

(To be filled by the Head of the Department)

I have ascertained that during the five years preceding 17.06.2006, Mr./Mrs./M/s. has (a) earned all his/her increments, (b) not been subjected to any form of disciplinary punishment (excluding warning).

I certify that the particulars given in the application are correct.

This officer if selected, could be released from his/her present post immediately.

_____,
Signature of Head of the Department.

Name of the Attestor : _____.

Designation : _____.

Address : _____.

Date : _____.

SPECIMEN FORM No. 2

APPLICATION FOR POST OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE
(ENGLISH STENOGRAPHERS) IN SRI LANKA MISSIONS ABROAD

(For Private Sector Employees)

PART A

(for Office use only)

01. (i) Full name of Applicant: _____.
- (ii) Last names with initials : MR/MRS/MISS: _____.
- (In Block Letters)
- Eg : MR./MRS./MISS SILVA M.A.
02. Address :
- (a) Official : _____.
- (b) Private : _____.
- (c) Address where the admission should be sent : _____.
- (In Block Letters)

03. (i) Date of Birth :

Year : _____, Month : _____, Date : _____.

(ii) Age as at closing date of application :

Years : _____, Months : _____, Days : _____.

04. Civil Status : _____.

05. If married, name of spouse and his/her nationality :

06. Number of children, their Names, Dates of Birth and their Ages : _____.

07. If spouse is employed, particulars of employment (if a State Officer give full particulars) : _____.

08. Educational Qualifications (including medium) : _____.

09. Name of Institution and the period where the applicant has served during the five years preceding the closing date (Please annex service certificates): _____.

Name of Institution	Designation	Period	
		from	to

10. Present Annual Salary : _____.

11. Nature of Present duties : _____.

12. Speed in :

(a) English Stenography : _____.

(b) English Typing : _____.

13. Proficiency in:

(a) English Language : _____.

(b) Sinhala/Tamil Language : _____.

(c) Computer Literacy : _____.

(d) Other Foreign Languages : _____.

14. Sri Lanka Missions (if any) in which the applicant had served earlier and the period : _____.

15. Any other qualifications : _____.

16. Remarks : _____.

Applicants are required to paste the receipt for examination fees obtained from the Post Office for the correct amount as per terms of the *Gazette* Notification : _____.

1. No. of the Receipt : _____.

2. Post Office : _____.

3. Date : _____.

4. Amount : _____.

17. Certificate by Applicant :

I hereby certify that the information given in this application is true and correct. I am aware that, should any of the information given by me above are found to be false or incorrect, I am liable for disqualification before selection and to dismissal without compensation, if the inaccuracy is detected after the appointment.

_____,
Signature of Applicant.

Date :_____.

PART B

CERTIFICATE OF THE HEAD OF INSTITUTION)

(To be filled by the Head of the Institution)

I, certify that the applicant Mr./Mrs./Miss.....is serving in this Institution fromhis/her work and conduct are satisfactory, the details furnished above are correct according to the records available in this Office and placed his/her signature before me on2006.

This officer if selected, could be released from his/her present post immediately.

_____,
Signature of Head of Institution.

Full Name of the Attestor :_____.

Designation :_____.

Address :_____.

Date :_____.

06-453

**FIRST EFFICIENCY BAR EXAMINATION FOR
DEVELOPMENT OFFICERS AND PROJECT OFFICERS
RECRUITED UNDER THE MINISTRY OF PLAN
IMPLEMENTATION - 2006**

IT is hereby notified that the Efficiency Bar Examination for Development Officers and Project Officers recruited under the Ministry of Plan Implementation which should be passed before the reach the Third Salary step, will be held in Colombo in October 2006 by the Commissioner General of Examinations and that the closing date for applications will be on 14th July, 2006.

02. Scheme of Examination :-

This Efficiency bar examination will consist of the following subjects:-

(i) Financial Regulation Office System (2hours) Marks - 100

(ii) English Language (1 1/2 hours) Marks - 100

Note:-

(a) An Officer may sit all subjects in one attempt or several attempts.

(b) A candidate should obtain 40% or above, of the marks in each paper for a pass

03. Subjects :-

(I) Financial Regulations/Office System (2 hours)

(i) State Management Structure of Sri Lanka

(ii) Financial Management and Annual Estimates

(iii) Orders of the Establishment Code and Financial Regulations

The following Chapters of the Establishment Code will be covered I, II, IV, V, VII, IX, XII, XV, XXIII, XXVI, XXVII, XXX, XXXI, XXXII, XXXIII

State Financial Regulations - 1st Section (except the chapter X)

(iv) Office Management

(II) English Language (1 1/2 h)

This question paper is designed to test the English knowledge required for the Development Officers to carry out their duties. This paper will be equal to G.C.E. (O/L) paper and will consist of language knowledge, essay writing, precise writing, grammar and comprehension.

04. Qualifications :-

All Development Officers and Project Officers recruited under the Ministry of Plan Implementation are eligible to sit for the examination.

05. Method of Application :-

(a) An application form should be prepared on a A4 size paper using both sides according to the specimen form appended at the end of this notification. Column 01 to 07 should be in the first page and 8 upwards should be in the second page. The form should be filled in by the candidate's own handwriting.

(b) Examination fees will be levied from the candidates who sit for this examination on the following basis :

(i) For the first sitting Free

(ii) For the whole examination
after the first sitting Rs. 115

(iii) For a single subject Rs. 75

A cash receipt obtained from any Divisional Secretariat in the Island Drawn in favour to the Revenue Head 4000-20-03-20-13 of Commissioner General of Examinations should be affixed to the application. Keeping a photocopy of the receipt for the payment may be useful.

- (c) Applications should be sent through the Heads of the Departments by registered post to reach the Commissioner General of Examinations, National Evaluation and testing Services, Organization and foreign examination Division, Department of Examination of Sri Lanka, Pelawaththa, Battaramulla on or before 14th July, 2005. The name of the examination should be mentioned on the top left-hand corner of the envelope. (Keeping a photocopy of the application form may be useful).
- (d) Applications should be prepared in the language in which the candidate sits for the examination.
- (e) Applications which are not in the above relevant format and do not contain all information and delay to reach will be rejected with out any notification. No allegation that an application has been lost or delayed in the post will be considered.

06. The Commissioner General of Examinations will issue admission cards together with a copy of the Time Table to all candidates whose applications have been accepted. If a candidates doesn't receive his Admission Card at least seven days before the day of the examination he should communicate without delay to the Commissioner General of Examinations, Organizations and Foreign Examinations Division, Sri Lanka Examinations Department, Pelawaththa, Battaramulla informing him that he has not received the Admission Card and giving the following information.

- (i) Name of the Examination
- (ii) Full Name of Applicant
- (iii) Full postal Address
- (iv) A photocopy of the application
- (v) A photocopy of the cash receipt

07. Identity Cards :-

Candidature will be required to prove their identity (in respect of each subject) in the examination hall to the satisfaction of the Supervisor. For this purpose any of the following document will be accepted.

- (a) A valid Identity Card issued by the Commissioner for Registration of Persons.
- (b) A valid passport.

The Commissioner General of Examinations has the power to cancel or reject the candidate of any applicant who is unable to provide anyone of the above mentioned documents.

08. Heads of the Departments/Offices are requested to grant duty leave to officers of their Departments/Offices who have been issued Admission Cards by the Commissioner General of Examinations to present themselves at the examinations.

09. Any matter not provided for in these Regulations will be dealt with discretion of this Ministry.

Ajith Nivard Cabraal,
Secretary,
Ministry of Plan Implementation.

Ministry of Plan Implementation,
Central Bank Building,
Janadhipathi Mawatha,
Colombo 01.

SPECIMEN APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION FOR DEVELOPMENT OFFICER AND PROJECT OFFICERS RECRUITED UNDER THE MINISTRY OF PLAN IMPLEMENTATION - 2006

(Note : This form should be filled correctly and legibly in candidate's own handwriting)

(for office use only)

Language Medium in which you
sit for the Examination
Sinhala-2/Tamil-3/English-4
(Put the appropriate number in relevant cage)

01. (i) Surname with initials (In Sinhala/Tamil) :-
(ii) Surname with initials (In English capital letters) :-
Ex: Mr./Mrs./Miss SILVA, B.A.
- (iii) Names denoted by initials (In Sinhala/Tamil) :-
(iv) Names denoted by initials (In English capital letters) :-

02. (i) Official Address (In Sinhala/Tamil) :-
(ii) Address the Admission should be post (In English capital letters) :-

03. Date of Birth :-

Year: Month: Date:

04. Date of assuming duties as a Development Officers/Project Officers :-

(The correct date on which duties were assumed should be stated)

Year; Month; Date:

05. Subjects applied for under para 2 of the *Gazette* Notification :-

- (i)
(ii)

06. Are you sitting for the examination for the first time ?

07. If not the first sitting, examination fees paid :-

Fee for the whole examination is Rs. 115/- for one subject Rs. 75/ A cash receipt obtained from any Divisional Secretariat in the island drawn in favour to the Revenue Head 4000-20-03-20-13 of Commissioner General of Examinations should be affixed to the application .

(Keeping a photocopy of the receipt for the payment may be useful.)

To paste the receipt

08. I hereby certify that the particulars furnished in this application are correct and also that I am entitled to sit for the examination in the language medium indicated above.

.....
Candidates' Signature.

Date:-

Note: The candidate should sign in the presence of Head of his/her Department or an officer authorized to sign on behalf of such Head of Department of his local Head.

09. Attestation :-

I certify that Mr./Mrs./Miss.....who is an officer in my office and who is known to me personally his/her signature in my presence this.....day of2006.

.....
Signature of Attester
(Official Seal should be placed).

Name:
Designation :
Address:

10. Certificate of Head of the Department ;

I certify,

- (i) that the particulars furnished above have been checked and found to be correct
(ii) that the candidate is eligible to sit for this examination.

.....
Signature of the Head of the Department.
(Official Seal should be placed).

Name:.....
Designation :.....
Address:.....

06-474