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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,112 – 2019 පෙබරවාරි මස 22 වැනි සිකුරාදා – 2019.02.22

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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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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 15th March, 2019 should reach Government Press on or before 12.00 noon on 01st March, 2019.

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.”

GANGANI LIYANAGE,
Government Printer.

Department of Govt. Printing,
Colombo 08,
01st January, 2019.

This Gazette can be downloaded from www.documents.gov.lk



1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such

Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility :

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Post of Registrars Births, Deaths and (General) Marriages/Additional Registrar of (General), Marriages Tamil Medium

JAFFNA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Births, Deaths and Marriages/Additional Registrar of in the Divisions set out in the Schedule hereto.

1. Applicants should be permanent residents of the said Births, Deaths and Marriage Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

2. Both male and female can apply for these Posts.

3. Applicants should be not less than 40 years and not more than 62 years of age.

4. Applicant should be married and marriage should be aged more than 5 years and should not be a Divorced person or Widow/Widower.

5. Additional details of Village list/Grama Niladhari Divisions within the related Division of Birth, Death and Marriage and Education and other qualifications related to the subjected Division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Rural Development Societies and Co-operative Societies as given in the following Schedule.

6. Related applications and "Attachment I" including Village List and List of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agent's office) or Land and District Registry or Divisional Secretariats of the District.

7. Duly filled applications shall be posted to the address mention in the Schedule on or before 15th March, 2019 by Register Post.

N. C. VITHANAGE,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
On the day of 28th January, 2019.

SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Jaffna	Uduvil	Post of Registrar of Marriages (General) of Vali-South Division (Tamil)	The District Secretary/The Govt. Agent/The Addl. Registrar General, District Secretariat, Jaffna
Jaffna	Uduvil	Post of Registrar of Births and Deaths of Erlalai Division and Marriages (General) of Vali -South Division (Tamil)	The District Secretary/The Govt. Agent/The Addl. Registrar General, District Secretariat, Jaffna

PARLIAMENT OF SRI LANKA

Vacancies for Newly Established Communication Department

IN recent years, the work of the Parliament of Sri Lanka has become more accessible and transparent. Hundreds of thousands of people, including school children visit the Parliament each year. With the passage of new standing orders of Parliament Committee system has been expanded with a number of new Committees to be established shortly. These Committees will welcome public representation and participation, which may draw even greater focus on the work of Parliament.

Newly established Department of Communication comprised with qualified professionals is a key to assure that highest standards of information on Parliament can be effectively communicated to the people of Sri Lanka thereby strengthening the concept of public outreach as well.

Hence, suitable candidates are hereby invited from the citizens of Sri Lanka who are having required experience and necessary qualifications for the following vacancies at the Department of Communication on the Staff of the Secretary-General of Parliament.

1. Post of Director Communication (Contract Basis) No. of Vacancies – 01

Job Description

The ideal candidate will refine and deliver a communication strategy across the entire spectrum of communication disciplines including media, visitor services, public relations, brand marketing, advertising, digital/social media and production of materials.

He or she will:

- Pro-actively manage media profile and presence, identifying opportunities for engagement and designing communication plans,
- Build and maintain excellent relationships with internal parliamentary staff and with external stakeholders,
- Ensure staff and parliamentarians are supported in planning for public affairs and parliamentary work, being creative in suggesting innovative and impactful ways we can use political and parliamentary tools and structures to achieve Parliament's aims,

- Support the Communication team and wider organization in capturing and representing individuals' experiences of parliamentary oversight, developing good legislation and policy and making sure this is represented in public affairs and parliamentary work,
- Help resource communication work by managing internal and external suppliers of information and research.
- Oversee the Media Manager and Public Outreach Manager, along with 19 Public Outreach Officers and Media Officers, Public Outreach Coordinators /Media Coordinators liaising with communications implementation in other Departments.
- Sign-off on public comments, entailing some out-of-hours work, as well as summarized research and publications for public dissemination,
- Oversee major events, including logistics, marketing and press,
- Lead on advocacy for meaningful tours and outreach, audio-visual materials, including producing videos, photos, podcasts of events and other Parliament activities,
- Harmonize visitor and support services to Members of Parliament, the general public and other staff within the parliamentary precinct and into regional Sri Lanka, and
- Managing Parliament's visitor centre and gift shops.

Personal Specifications Essential

- Leads team members of the Communication Department to execute all communication, outreach, public education and production activities of the Parliament.
- Develops, reviews and implements strategic plans for the Communication Department to facilitate the achievement of the Parliament's vision.
- Analyzes stakeholder research findings as part of developing a compelling vision for the Parliament.
- Establishes a knowledge management system to facilitate continuity at each level of the Communication Department.

- Identifies and implements effective techniques for fostering public participation in the Parliamentary process.
- Manages relations, and builds relationships with key industry media.
- Builds and maintains strong relationships with internal and external key stakeholders to ensure proper dissemination of the Communication and Public Outreach services of the Parliament.
- Advances an interactive and technologically based media to build communication between the public and parliament and parliamentary representatives.

Competencies

- Strong communicator with excellent command of spoken and written Sinhala or Tamil and English, plus an understanding of Tamil or Sinhala.
- Communication management experience and competency.
- Experience of managing people.
- Experience of working in partnership with other organizations.
- Possess an understanding of the needs of parliamentarians and people engaging with Parliament.
- Creative and visionary leadership with the ability to drive a high volume of work to completion.
- Effective organizational skills displaying close attention to detail, strong inter-personal skills and strategic thinking.
- Ability to work independently and as part of a small team, while communicating effectively at senior management and director across all of Parliament.
- Experience of strategic and operational decision – making.
- Ability to be politically impartial.
- A commitment to work in accordance with the principles of equality and diversity.
- A flexible approach and willingness to learn and develop.

- IT and social media literate with practical Web, video and copy editing skills.

Age Limit. – Not applicable.

Educational Qualifications and Experiences :

1. A Master's Degree in Mass Communication or Marketing from recognized University or from a degree awarding institution recognized by the University Grant Commission with minimum of five years of professional experience in marketing, outreach, Visitor and communication leadership roles ;

or

2. Bachelor's degree in Business Management (Marketing), Bachelor's degree in Business Administration, Bachelor's degree in Marketing Management (Special), Bachelor's degree in Arts (Communication, Mass Communication, Public Relations and Media Management, Communication & Creative Arts and Sociology as a subject), Bachelor's degree in Hospitality and Leisure Management, Bachelor's degree in Journalism from recognized University or from a degree awarding institution recognized by the University Grant Commission with ten years of professional experience in marketing, outreach, Visitor and communication leadership roles ;

or

3. Twenty years of professional experience in marketing, outreach, Visitor and communication leadership roles.

(Preference will be given to those who possess recent experience in media, Communication, Journalism or Event Management)

Selection Process. – Through a structural interview conducted by a board of interviewers appointed by the Secretary General of Parliament to review educational qualifications, professional qualifications and subject related knowledge, experience in the field, communication skills and the personality of the candidate.

Salary scale. – Remuneration will be paid as based on the Management Services Salary circular 06/2016 together with Parliament approved other allowances which will be not less than Rs.135,000/= per month.

Other benefits :

Fully maintained vehicle with a limited private mileage.

Conditions of Service :

It is initially expected to recruit a suitable person on a contract basis for one year and extension of so-selected period will be considered on being achieved expected objectives and performance of the Department within such period. The selected candidate will have to sign the contract agreement with appointing authority.

**2. Post of Media Manager
No. of Vacancies – 01**

Job Description

The ideal candidate should manage the operations and strategic direction of Parliament Media centre making sure the Parliament is heard and branded with clear consistent voice.

He or she will:

- Design and carry out strategic media relationship.
- Be able to identify opportunities for engagement and designing media plan.
- Act as editor of annual reports, website and blogs, commissioning and editing articles from researches and experts on Parliament issues.
- Oversee Postal and electronic mailouts.
- Work with other departments on the development and management of the website and blog.
- Manage and expand social media presence, sourcing and sharing newsworthy information from across the parliament.
- Enhance the Parliament's profile across media, and with influencers and organizations
- Produce press releases, articles and statements
- Supervise and advise other team members in their drafting of communication plans and statements

- Work with inter-departments to provide an understanding of Parliament's work to the general public.
- Analyse all aspects of communications on a quarterly basis and prepare a report to be submitted to the Management.

**Personal Specification
Essential**

- Experience in Media management.
- Excellent communication skills, proven in both writing and verbally.
- Experience in managing communication campaign.
- Experience of working in partnership with other organizations
- Effective organizational skills
- Ability to work independently and as part of a small team
- An ability to deliver effective presentations
- A flexible approach and willingness to learn and develop
- Sound Knowledge on the social media and its operational techniques

Competencies

- Significant experience of supporting the communication objectives of a high-profile public figure and/or organization through providing communication advice and delivery.
- A successful track record of proactive and reactive media planning and delivery working with national, regional and local media.
- Experience of drafting media articles, audio visual productions, online content and other written materials for a high-profile organization.
- Ability to contribute to the delivery of the Parliament's communication strategy.
- Having good understanding of the Parliament, and the political environment in which it operates.
- Willingness to be part of the Press & Media Team's out-of-hours media service.

- Excellent communication skills both orally and in writing.
- Strong team worker, with the ability to work effectively with colleagues across the Administration, Parliament and external stakeholders.
- Ability to be politically impartial.
- Experienced in the use of the Microsoft Office suite of software.

Age Limit :

Should be not more than 40 years of age as at the closing date for applications.

Educational Qualifications and Experiences :

1. Bachelor's degree in Visual Arts (Special) in Multimedia Arts or Bachelor's degree in Visual Arts (Special) in Visual Communication Design from recognized University or from a degree awarding institution recognized by the University Grant Commission with ten years of professional experience in similar capacity ;

or

2. Bachelor's degree in Arts (Communication, Mass Communication, Mass Media, Public Relations & Media Management, Communication & Creative Arts, Sociology and Political Science as a subject) from recognized University or from a degree awarding institution recognized by the University Grant Commission with ten years of professional experience in similar capacity ;

or

3. Bachelor's degree in Journalism from recognized University or from a degree awarding institution recognized by the University Grant Commission with ten years of professional experience in similar capacity.

(Preference will be given to those who possess recent experience in Journalism or Mass Communication)

Selection Process :

Through a structural interview conducted by a board of interviewers appointed by the Secretary General of Parliament to review educational qualifications,

professional qualifications and subject related knowledge, experience in the field, communication skills and the personality of the candidate.

Salary Scale :

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016 monthly salary scale specified for this post is Rs. 58,295 – 3 x 1,335 / 8 x 1,630 / 2 x 2,170 – 79,680. The selected candidates will be placed initially at the monthly salary step of Rs.52,255/= according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 110,000.00)

**3. Post of Public Outreach Manager
No. of Vacancies – 01**

Job Description

The ideal candidate should lead the newly restructured Public Outreach team at the Parliament of Sri Lanka.

He or she will:

- Welcome visitors from around the world into the Parliament and the new Visitor Centre
- Develop and train our Visitor Officers of Parliament to deliver inspiring tours and public engagement activities
- Manage the day to day operations of the team including the delivery of the tours programme
- Offer meaningful and rich visit experiences to all audiences, including Sri Lanka citizens, overseas visitors and those who are disengaged from mainstream politics
- Support all public engagement activity from events to talks and tour content
- Establish mock parliament and meaningful activities at the Visitor Centre
- Establish an interim Parliament Museum at the Visitor Centre
- Ensure Souvenir Shops augment the communications strategy
- Ensure day-to-day cohesion with Protocol activities
- Ensure the Parliament Gift Shop can provide quality gifts for official gifts used by Protocol

- Manage and innovate public engagement such as introducing special events, wedding photography etc bookings in the grounds and exteriors
- Oversee the development of a mobile parliament outreach module
- Liaise with the Education Ministry's School Parliament programme, education bodies and schools to enhance student civic engagement at Parliament.

Personal Specifications:
Essential:

- Good Communication and Presentation skills
- A genuine interest in Democracy
- Passion for working with people and delivering the best possible customer service
- A desire for learning new things and explore new knowledge
- Having a desire to problem solving
- To create enthusiasm for team work and the ability to guide people not to give orders
- A good understanding of community engagement work

Competencies

- Experience in managing a team of Visitor Officers and overseeing their induction, training and ongoing development
- Ability to make operational decisions concerning visitor access and ensure that services are delivered effectively
- Experience in monitoring the content and quality of all tours and talks and to taking action to address any issues
- Having a vast knowledge in leading the content development of a rich portfolio of tours and talks including the incorporation of key messages
- Experience in guiding visitors, providing information and assisting them to their destinations, managing any specific access requirements

Age Limit :

Should be not more than 40 years of age as at the closing date for applications

Educational Qualifications and Experiences :

1. Bachelor's degree in Hospitality and Leisure Management from recognized University or from a degree awarding institution recognized by the University Grant Commission with ten years of professional experience in similar capacity

or

2. Bachelor's degree in Hospitality Management (special) from recognized University or from a degree awarding institution recognized by the University Grant Commission with ten years of professional experience in similar capacity

or

3. Bachelor's degree in Hospitality, tourism and Event Management from recognized University or from a degree awarding institution recognized by the University Grant Commission with ten years of professional experience in similar capacity

or

4. Bachelor's degree in Arts (Public Relations & Media Management and Communication & Creative Arts as a subject) from recognized University or from a degree awarding institution recognized by the University Grant Commission with ten years of professional experience in similar capacity.

or

5. Bachelor's degree in Journalism from recognized University or from a degree awarding institution recognized by the University Grant Commission with ten years of professional experience in similar capacity.

(Preference will be given to those who possess experience in Event Management)

Selection Process :

Through a structural interview conducted by a board of interviewers appointed by the Secretary General of Parliament to review educational qualifications, professional qualifications and subject related

knowledge, experience in the field, communication skills and the personality of the candidate.

Salary Scale :

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016 monthly salary scale specified for this post is Rs. 58,295 – 3 x 1,335 / 8 x 1,630 / 2 x 2,170 – 79,680. The selected candidates will be placed initially at the monthly salary step of Rs.52,255/= according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 110,000.00)

4. **Post of Media Officer**

No. of vacancies – 06

Media Officer(Sinhala) - 02

Media Officer (Tamil) - 02

Media Officer (English) - 02

Job Description

The ideal candidate should be responsible for planning, drafting, monitoring various parliament communications mediums and issues including managing a particular language service and ensuring there is consistency with the work of other language media officers and seeking opportunities to influence key decision-makers.

He or She will:

- Work on all our public affairs activity,
- Draft news, feature and blog materials
- Feed information to website of Parliament and social media accounts
- Assisting with events and keep relations with media and administrative work.

Personal Specification

Essential

- A strong interest in politics and desire for learning how strategic communications can help to effect change.
- Ability to build good relationships and co-operates with others
- Identify the barriers to effective working relationships.
- Excellent verbal communication skills

- Calmness and resilience under pressure.
- Willingness to work flexibly
- Excellent time management skills and ability to work tight deadlines.

Competencies :

- Good computer skills and experience using Word, Excel and Power Point.
- Good office management skills, including the ability to maintain electronic and paper records.
- Experience in adapting the style of communication to meet the needs of the audience, including Members and senior colleagues.
- Experience in planning, prioritizing and monitoring tasks in a systematic and organized manner.

Age Limit :

Should be not more than 35 years of age as at the closing date for applications.

Educational Qualifications and Experiences :

1. Bachelor's degree in Visual Arts (Special) in Multimedia Arts or Bachelor's degree in Visual Arts (Special) in Visual Communication Design from recognized University or from a degree awarding institution recognized by the University Grant Commission with three years of professional experience in similar capacity ;

or

2. Bachelor's degree in Arts (Communication, Mass Communication, Mass Media, Public Relations & Media Management, Communication & Creative Arts, Sociology and Political Science as a subject) recognized University or from a degree awarding institution recognized by the University Grant Commission with three years of professional experience in similar capacity ;

or

3. Bachelor's degree in Journalism recognized University or from a degree awarding institution recognized by the University Grant Commission with three years of professional experience in similar capacity.

(Preference will be given to those who possess recent experience in Journalism or Mass Communication)

Selection Process :

Through a structural interview conducted by a board of interviewers appointed by the Secretary General of Parliament to review educational qualifications, professional qualifications and subject related knowledge, experience in the field, communication skills and the personality of the candidate.

Salary Scale :

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016 monthly salary scale specified for this post is Rs. 34,605 – 9 x 660 /3 x 755 – 42,810. The selected candidates will be placed initially at the monthly salary step of Rs. 31,028 according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 63,000.00)

5. Post of Public Outreach Officer

No. of Vacancies – 06

Public Outreach Officer (Sinhala) - 02

Public Outreach Officer (Tamil) - 02

Public Outreach Officer (English) - 02

Job Description

The ideal candidate should take care of visitors to Parliament of Sri Lanka from around the world

He or She will:

- Welcome the visitors to Parliament and help them to find their way to where they need to be
- Deliver a programme of inspiring and engaging tours on both Parliament and the history and heritage of the building
- Offer meaningful and rich visit experiences to all audiences, including Sri Lanka citizens, school students, overseas visitors and those who are disengaged from mainstream politics
- Support all public engagement activity from events to talks and tour content
- Lead by example by working collaboratively and proactively, and delivering a range of tours and talks

Essential :

- Be proficient verbally and in written skills in at least one of Sri Lanka's national languages; expertise in the other two languages will be advantageous
- Excellent organizational skills and ability to juggle multiple projects simultaneously, while maintaining a high degree of accuracy and professionalism.
- Excellent time management and prioritizing skills; ability to work to tight deadlines.
- Good computer skills and experience using Word, Excel and Power Point.

Competencies :

- Ability to build good relationships and co-operates with others.
- Ability to adapt style of communication to meet the needs of the audience, including Members and senior colleagues. Provides clear direction and checks for understanding, to encourage positive outcomes.
- Plans, prioritizes and monitors tasks in a systematic and organized way.
- Good office management skills, including the ability to maintain electronic and paper records.

Age Limit :

Should be not more than 35 years of age as at the closing date for applications.

Educational Qualifications and Experiences :

1. Bachelor's degree in Hospitality and Leisure Management from recognized University or from a degree awarding institution recognized by the University Grant Commission with three years of professional experience in similar capacity
or
2. Bachelor's degree in Hospitality Management (special) from recognized University or from a degree awarding institution recognized by the University Grant Commission with three years of professional experience in similar capacity
or
3. Bachelor's degree in Hospitality, tourism and Event Management from recognized University

or from a degree awarding institution recognized by the University Grant Commission with three years of professional experience in similar capacity

or

4. Bachelor's degree in Arts (Public Relations & Media Management and Communication & Creative Arts as a subject) from recognized University or from a degree awarding institution recognized by the University Grant Commission with three years of professional experience in similar capacity.

or

5. Bachelor's degree in Journalism from recognized University or from a degree awarding institution recognized by the University Grant Commission with three years of professional experience in similar capacity.

Selection Process :

Through a structural interview conducted by a board of interviewers appointed by the Secretary General of Parliament to review educational qualifications, professional qualifications and subject related knowledge, experience in the field, communication skills and the personality of the candidate.

Salary Scale :

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016 monthly salary scale specified for this post is Rs. 34,605 – 9 x 660 / 3 x 755 – 42,810. The selected candidates will be placed initially at the monthly salary step of Rs. 31,028 according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 63,000.00)

General Terms and Conditions :

1. These posts are permanent except the post of Director(Communication)
2. Pension entitlement pertaining to permanent posts will be determined according to the policy decisions taken by the Government in future. Appointment will be made subject to three-year (3) probation

period. If a person who has been confirmed in permanent, pensionable post is selected, he / she will be appointed subject to an acting period of one year.

3. Selected candidates will be subject to Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.

4. Selected candidates should contribute to Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his / her salary with a percentage specified by the government. Selected candidates will be subjected to a medical examination.

5. A Security Clearance Report in respect of the selected candidate will be obtained prior to his / her appointment.

6. Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, only when called upon to do so.

(a) Birth Certificate.

(b) Certificates of Educational qualifications.

(c) Certificates confirming professional qualifications.

(d) Certificates confirming experience.

7. Applicants serving in the Public Service should send their applications through relevant Heads of Departments / Institutions.

8. Canvassing in any form will be a disqualification for this post.

9. 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.

10. Applications received after the closing date or sent without copies of the above mentioned 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 form will also be rejected.

11. Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the “**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**” on or before 15th March 2019. The term of the respective post should be indicated on the top left-hand corner of the envelope.
(This notice is accessible via www.parliament.lk)

W. B. D. DASANAYAKE,
Secretary-General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte,
22nd February, 2019.

PARLIAMENT OF SRI LANKA

POST OF DIRECTOR COMMUNICATION / MEDIA MANAGER/ PUBLIC OUTREACH MANAGER

POST OF DIRECTOR COMMUNICATION ☐ MEDIA MANAGER ☐ PUBLIC OUTREACH MANAGER ☐

(Please mark (✓) in appropriate cage. If you apply for more than one post use another application)

01. (a) Name with initials (in Sinhala/Tamil) :
.....
(b) Names denoted by initials (in Sinhala/Tamil):
.....
(c) Full Name (in block Capitals): Mr./Mrs./Miss :
.....
02. National Identity Card Number :
03. (a) Private Address :
.....
Telephone No. :
(b) Official Address :
.....
Telephone No. :
(c) Please indicate the address for the letter to be posted
Private ☐ Office ☐
04. (i) Date of birth : (A copy of the birth certificate should be attached)
(ii) Age as at 15 March 2019: Years : Months : Days :
05. Civil Status:
06. Sex :
07. State whether a citizen of Sri Lanka :

08. Higher Educational Qualifications (please tick (✓) in the correct box)
(Copy of the degree certificate along with the transcript should be attached)

Degree	University	Year
(a) Master in Mass Communication or Marketing	<input type="checkbox"/>
(b) Bachelor's degree in		
i. Business Management(Marketing)	<input type="checkbox"/>
ii. Business Administration(Marketing)	<input type="checkbox"/>
iii. Marketing Management(Special)	<input type="checkbox"/>
iv. Visual Arts(sp.) Multimedia Arts	<input type="checkbox"/>
v. Visual Arts(sp.) Visual Communication Design	<input type="checkbox"/>
vi. Hospitality & Leisure Management	<input type="checkbox"/>
vii. Hospitality Management(special)	<input type="checkbox"/>
viii. Hospitality, Tourism & Event Management	<input type="checkbox"/>
ix. Journalism	<input type="checkbox"/>
(c) Bachelor's degree in Arts with one of the following subject		
(a) Communication	<input type="checkbox"/>
(b) Mass Media	<input type="checkbox"/>
(c) Mass Communication		
(d) Public Relations & Media Management	<input type="checkbox"/>
(e) Communication & Creative Arts	<input type="checkbox"/>
(f) Sociology	<input type="checkbox"/>
(g) Political Science	<input type="checkbox"/>
(d) Other :		
.....		
.....		
.....		
(related to media, communication, journalism, outreach, event management or marketing)		

09. Professional Qualifications (copies of the certificates should be attached) :

.....
.....

10. Experience (copies of the certificates should be attached) :

.....
.....

No. of years:

Areas – (please tick(✓) in the correct box)

(i) Marketing ☐

(ii) Outreach ☐

(iii) Visitor Management ☐

(iv) Communication ☐

(v) Leadership ☐

11. Details of Current 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 :

12. Have you been convicted for a criminal offence by a Court of Law? :

If yes, give details:

.....
.....

13. Have you served under the Government before? :

If yes, give details:

.....
.....
.....

I do hereby certify that 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.

.....
Signature of the Applicant.

Date:

Certification of Head of Department/Institution

*(Only for applicants serving in the Public Service/Provincial Public Service/Government Corporations/
Statutory Boards)*

Secretary General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss holding
the post of in this Institution. I certify that 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.

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

Date:

PARLIAMENT OF SRI LANKA

POST OF MEDIA OFFICER/PUBLIC OUTREACH OFFICER

(Please mark (✓) in appropriate cage. If you apply for more than one post use another application)

POST OF MEDIA OFFICER ☐ PUBLIC OUTREACH MANAGER ☐ Sinhala ☐
Tamil ☐
English ☐

01. (a) Name with initials (in Sinhala/Tamil) :

(b) Names denoted by initials (in Sinhala/Tamil):

(c) Full Name (in block Capitals): Mr./Mrs./Miss :

02. National Identity Card Number :

03. (a) Private Address :

Telephone No. :

(b) Official Address :

Telephone No. :

(c) Please indicate the address for the letter to be posted

Private ☐ Office ☐

04. (i) Date of birth : (A copy of the birth certificate should be attached)

(ii) Age as at 15 March 2019: Years : Months : Days :

05. Civil Status:

06. Sex :

07. State whether a citizen of Sri Lanka :

08. Higher Educational Qualifications (please tick (✓) in the correct box)
(Copy of the degree certificate along with the transcript should be attached)

<i>Degree</i>	<i>University</i>	<i>Year</i>
<i>(a) Bachelor's degree in</i>		
i. Business Management (Marketing)	<input type="checkbox"/>
ii. Business Administration (Marketing)	<input type="checkbox"/>
iii. Marketing Management (Special)	<input type="checkbox"/>
iv. Visual Arts (sp.) Multimedia Arts	<input type="checkbox"/>
v. Visual Arts (sp.) Visual Communication Design	<input type="checkbox"/>
vi. Hospitality & Leisure Management	<input type="checkbox"/>
vii. Hospitality Management (special)	<input type="checkbox"/>
viii. Hospitality, Tourism & Event Management	<input type="checkbox"/>
ix. Journalism	<input type="checkbox"/>
<i>(b) Bachelor's degree in Arts with one of the following subject</i>		
(a) Communication	<input type="checkbox"/>
(b) Mass Media	<input type="checkbox"/>
(c) Mass Communication	<input type="checkbox"/>
(d) Public Relations & Media Management	<input type="checkbox"/>
(e) Communication & Creative Arts	<input type="checkbox"/>
(f) Sociology	<input type="checkbox"/>
(g) Political Science	<input type="checkbox"/>
<i>(c) Other :</i>		
.....		
.....		
(related to media, communication, journalism, outreach, event management or marketing)		

09. Professional Qualifications (copies of the certificates should be attached) :
-
-
10. Experience (copies of the certificates should be attached) :
-
-
-
- No. of years:

Areas – (please tick(✓) in the correct box)

- | | |
|--------------------------|--------------------------|
| (i) Marketing | <input type="checkbox"/> |
| (ii) Outreach | <input type="checkbox"/> |
| (iii) Visitor Management | <input type="checkbox"/> |
| (iv) Communications | <input type="checkbox"/> |
| (v) Leadership | <input type="checkbox"/> |

11. Details of Current 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 :

12. Have you been convicted for a criminal offence by a Court of Law? :

If yes, give details:

.....

.....

13. Have you served under the Government before? :

If yes, give details:

.....

.....

.....

I do hereby certify that 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.

.....,
Signature of the Applicant.

Date:

Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/Provincial Public Service/Government Corporations/
Statutory Boards)

Secretary General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss holding the post of in this Institution. I certify that 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.

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

Date:

Examinations, Results of Examinations & c.

PUBLIC SERVICE COMMISSION

**Ministry of National Policies, Economic Affairs,
Resettlement & Rehabilitation, Northern
Province Development, Vocational Training &
Skills Development and Youth Affairs
Department of Technical Education & Training**

APPOINTMENT ON PROMOTION TO CLASS I OF SRI LANKA TECHNICAL EDUCATION SERVICE

APPLICATIONS are invited from Class II officers of Sri Lanka Technical Education Service to fill 40 vacancies in Class I of the said service of the Department of Technical Education & Training which comes under the purview of the Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development, Vocational Training & Skills Development and Youth Affairs.

Applications prepared according to the specimen form given at the end of this notice in an A4 size paper using both sides with item Nos. 01 to 13.1 appearing in the first page, item Nos. 13.2 to 15 in the second page and the rest in the third page, should be sent under registered cover to reach the Director General, Department of Technical Education and Training, No 557, Olcott Mawatha, Colombo - 10, on or before 15.03.2019 "Promoting to Class I of Sri Lanka Technical Education Service" should be mentioned on the top left hand corner of the envelope, enclosing the application.

1. *Salary and allowances.* – Those selected will receive the monthly salary of Rs. 52,523 of the salary scale Rs.47,615-10x1,335-8x1,630-17x2,170 - Rs. 110,895 as per the Public Administration Circular 3/2016 - SL- 1 - 2006 and be placed on the salary applicable to the date of appointment as per the schedule II of the Public Administration Circular 3/2016. Salary increments will be paid subjected to passing of the relevant efficiency bar examinations as mentioned in the service minute of Sri Lanka Technical Education Service published in the *Gazette* Notification No.415 of 15.08.1986 and the subsequent amendments done and as mentioned in any amendments that would be done to this service minute in future.

2. *Qualifications :*

- 2.1 Should have completed at least one year period of satisfactory service in Class II of Sri Lanka Technical Education Service and confirmed in the said post with a Post graduate Degree or

Post graduate Diploma certificate or equivalent qualifications.

or

- 2.2 Should have completed at least 05 year period of satisfactory service in Class II of Sri Lanka Technical Education Service and confirmed in the said post.

("Satisfactory Service Period" shall mean, all salary increments have been earned in the 5 year period immediately proceeding to the closing date of applications and have not been subjected to any punishment (except warning) on a disciplinary process, within the said period).

3. Original copies of the following documents and other documents to prove any other qualifications should be submitted at the interview:

- (a) Certificate of Birth
- (b) Degree certificate, post graduate certificates or other educational certificates
- (c) Letter of promotion to Class II
- (d) Letter of permanent appointment to the scheduled post
- (e) Certificate relevant to the qualification submitted to pass the efficiency bar

4. All applicants should submit their applications only to the Secretary of the Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development, Vocational Training & Skills Development and Youth Affairs through the Head of the Department and applications received after the closing date of applications will NOT be considered.

5. All applicants should appear for a structured interview, according to the following marking scheme and existing vacancies will be filled according to the highest marks order.

6. In the event of any inconsistency in the Sinhala, Tamil and English texts of this notification, Sinhala text shall prevail.

Marking scheme of the interview to promote to Class I of Sri Lanka Technical Education Service.

Total Marks for the interview- 100

2. Experience in the service - 40 Marks

- 1.1 04 marks per year, for the number of years completed, after completing 01 year satisfactory service in Class II of Sri Lanka Technical

Education Service with a postgraduate Degree or postgraduate Diploma or equivalent qualification

- (i) 04 marks for each 01 year period of satisfactory service
- (ii) 02 marks for 06 month period of satisfactory service
- (iii) 01 mark for 03 month period of satisfactory service

Maximum 40 Marks

or

2.2 04 marks per year, for the number of years completed after completing 05 year satisfactory service in Class II of Sri Lanka Technical Education Service

- (i) 04 marks for each 01 year period of satisfactory service
- (ii) 02 marks for 06 month period of satisfactory service
- (iii) 01 mark for 03 month period of satisfactory service

Maximum 40 Marks

(Period of service will be considered up to the closing date of applications)

2. On merit - 60 Marks

2.1 For professional qualifications obtained,

Maximum 20 Marks

2.1.1. (Marks should be given only to the Degree completed in addition to the postgraduate degree or postgraduate diploma which are the basic qualifications, to be obtained by the officers, who are eligible to be promoted to Class I under 12.1 of service minute of Sri Lanka Technical Education Service. The above should be of postgraduate diplomas/postgraduate degrees approved in the University Grants Commission.

PhD	-20
Postgraduate Degree (MSc, MBA, MEng, MPhil, MA, MSsc)	- 15
Post Graduate Diploma (not less than 01 year)	- 10

(Marks will not be given to Postgraduate degree or Postgraduate Diploma, provided for the Efficiency Bar)

2.1.2 For applicants who are eligible to be promoted to Class I under 12.2 of Service Minute of Sri Lanka Technical Education Service

PhD	-20
Postgraduate Degree (MSc, MBA, MEng, MPhil, MA, MSsc)	- 15
Post Graduate Diploma (not less than 01 year)	- 10

(Marks will not be given to Postgraduate degree or Postgraduate Diploma, provided for the Efficiency Bar)

2.2 03 marks per year for administrative experience obtained in a scheduled post (permanent) in Class II

Maximum 15 marks

2.3 05 marks per each independent, group research, other publications published or innovations connected to the field (Researches, research papers, research thesis research, tutorials, would be considered)

Maximum 15 marks

(In order to prove the relevant qualification thesis research, tutorials research, papers and/or patent warrants must be produced to the interview board and must prove that those researches and innovations have been published. Thesis submitted for degree programs will not be considered.)

2.4 01 mark per each commendation obtained on General 230B format

Maximum 05 marks

2.5 Performance at the interview

Maximum 05 Marks

Communication Skills	- 02 Marks
Leadership	- 02 Marks
Personality	- 01 Marks

By order of the Public Service Commission,

V. SIVAGNANASOTHY,
Secretary,

Ministry of National Policies, Economic Affairs,
Resettlement & Rehabilitation, Northern
Provision Development, Vocational Training
Skills & Development and Youth Affairs.

No 354/2, "Nipunatha Piyasa",
1st floor, Elvitigala Mawatha,
Colombo - 5.

APPLICATION FOR THE PROMOTION TO CLASS I OF SRI LANKA TECHNICAL EDUCATION SERVICE

1. Name (with initials) :_____.
2. Name in full :_____.
3. Office Address :_____.
4. Private Address :_____.
5. Telephone No. :_____.
6. Date of Birth :_____.
7. Age, as at the closing date of Applications :_____.
8. Sex :_____.
9. Marital Status :_____.
10. Date appointed to Class II of Sri Lanka Technical Education Service :_____.
11. Date of first appointment to SLTES :_____.
12. 12.1 Total Service period as at the closing date of applications :_____.
- 12.2 Period of service in Class II as at the closing date of applications :_____.
13. Educational Qualifications :
- 13.1 GCE (O/L) : Year :_____.

	<i>Subjects</i>	<i>Grade</i>		<i>Subjects</i>	<i>Grade</i>
1.			5.		
2.			6.		
3.			7.		
4.			8.		

- 13.2 GCE (A/L) : Year :_____.

	<i>Subjects</i>	<i>Grade</i>
1.		
2.		
3.		
4.		

- 13.3 Particulars of degree, obtained :

	<i>Name of the Degree</i>	<i>Field</i>	<i>Effective date of the Degree</i>
1.	PhD		
2.	Postgraduate Degree		
3.	Postgraduate Diploma		
4.	BSc/BA		

- 13.4 Name and field of postgraduate Degree or postgraduate Diploma which was considered for the Efficiency Bar :
_____.

14. Professional Qualifications :

- 14.1 Professional qualifications obtained in the field relevant to the present post:

1.
2.
3.

14.2 Professional qualifications obtained in other fields :

1.
2.
3.

15. Qualifications obtained in Institutional Administration :.....

16. Particulars of certificates / commendations received with regard to well disciplinary :.....

17. Particulars, of researches published and innovations presented :.....

I certify that the above particulars are true and correct to the best of my knowledge and I have not been involved in or punished for any disciplinary offence during my service period.

_____,
Signature of the applicant.

Date :.....

Recommendation of Head of the Department :

I hereby certify that the above particulars, of Mr. / Mrs. / Miss. who is working in this Department / College of Technology / Technical College, are true and correct and he / she has not been involved in or punished for any disciplinary offence during the service period.

_____,
Director General,
Department of Technical Education and Training.

Seal :

Date :.....

02-847

**MINISTRY OF AGRICULTURE, RURAL ECONOMIC AFFAIRS, LIVESTOCK DEVELOPMENT,
IRRIGATION AND FISHERIES AND AQUATIC RESOURCES DEVELOPMENT**

Department of Agriculture

**OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO POSTS IN THE GRADE 111 OF
THE SRI LANKA TECHNOLOGICAL SERVICE IN THE DEPARTMENT OF
AGRICULTURE - 2017(2019)**

APPLICATIONS are called from Citizens of Sri Lanka who have fulfilled the following Qualifications for Open Competitive Examination for Recruitment to Grade 111 of the Posts of Soil Surveyor / Technical Officer of the Sri Lanka Technological Service in the Department of Agriculture. The closing date of applications is 22.03.2019, and the examination is scheduled to be held at the end June, 2019.

<i>Post</i>	<i>No. of Vacancies</i>
01. Soil Surveyor	02
02. Technical Officer	01

02.1. Recruitment on Open Basis :-

02.1.1. The age of applicants should not be less than 18 years and not more than 30 years as at 22.03.2019, the closing date of applications. (Accordingly , any applicant qualifies to sit the examination in terms of the age only if his /her date of birth falls on or before 22.03.2001 and on or after 22.03.1989).

02.1.2. The candidates are required to fulfill the following Basic Educational Qualifications and Professional Qualifications.

Code No. relevant to the post	Post	02.1.3 Educational Qualifications		02.1.4 Professional Qualifications
		G.C.E (O/L) Examination	G.C.E (A/L) Examination	
01	Soil Surveyor	A pass in G.C.E (O/L) Examination in 06 (six) subjects with credit passes in Sinhala / Tamil / English Language, Mathematics, Science and any other subject at one sitting	A pass in G.C.E (A/L) Examination in 03 (three) science subjects with two science subjects out of Agriculture, Biology, Chemistry, Botany, Physics, Zoology at one sitting (Except General English and General Test)	Two years Agriculture Diploma awarded by an institution approved by the Tertiary and Vocational Education Commission or Completion of National Vocational Qualifications (NVQ) Level 6 in relevance to the field of the job or Qualifications accepted by the Tertiary and Vocational Education Commission subsequent to consulting the Ministry of Higher Education and Institutions that award aforesaid technical certificates as equivalent to the above qualifications in every respect
02	Technical Officer	A pass in G.C.E (O/L) Examination in 06 (six) subjects with credit passes in Sinhala / Tamil / English Language, Mathematics, Science and any other subject at not more than two sittings	A pass in G.C.E (A/L) Examination in 03 (three) science subjects with two science subjects out of Applied Maths, Pure Maths, Chemistry, Physics, Combined Maths at one sitting (Except General English and General Test)	Professional qualifications relevant to the Field of the post out of the following qualifications should be gained. i. National Diploma in Technology awarded by the University of Moratuwa or Hardi Institute, Ampara. or ii. National Diploma in Engineering awarded by the National Apperentice and Technical Training. or iii. Higher National Diploma in Engineering awarded by the Ministry of Education and Higher Education. or iv. Diploma in Technology awarded by the Open University of Sri Lanka. or

Code No. relevant to the post	Post	02.1.3 Educational Qualifications		02.1.4 Professional Qualifications
		G.C.E (O/L) Examination	G.C.E (A/L) Examination	
				<p>v. Successful completion of Part -1 of the Engineering Examination conducted by the Sri Lanka Institute of Engineering.</p> <p>or</p> <p>vi. Completion of Completion of National Vocational Qualifications (NVQ) Level 6 in relevance to the field of the job</p> <p>or</p> <p>vii. Technological qualifications accepted by the Tertiary and Vocational Education Commission subsequent to consulting the Ministry of Higher Education and Institutions that award above Technical Certificates as equivalent to the above technological qualifications in every respect</p>

02.1.3 *Other Qualifications.*— All Applicants should certify that they have fulfilled the following qualifications

- Should be a citizen of Sri Lanka
- Should be an excellent moral character
- A clergy in any religious sect is not eligible to apply for this examination
- Should be physically and mentally fit to serve in any part of the island

3. Fulfillment of the qualifications required to appear in this writing examination for recruitment to the Service will be recognized only if the applicant has completed the all qualifications in every respect on or before the closing date of applications.

4. Since, the number of vacancies are less than 03 recruitment will be made only from open stream in terms of the Minute on Sri Lanka Technological Service. Further, the Appointing Authority has reserved the authority to fill some of or all vacancies or to unfill all vacancies.

Salary and Efficiency Bar Examinations

Salary Code - MN -03/2016 A

Salary Scale - Rs. 31,040 - 10x445 - 11 x660 - 10x730 - 10x750 - Rs. 57,550.

Salary, Salary increments and allowances will be paid up to 01.01.2020 in accordance with the provisions of Public Administration Circular 03/2016.

The first Efficiency Bar Examination should be completed within three (3) years from the date of appointment to the Grade III, the second Efficiency Bar Examination should be completed within three (3) years from the date of promotion to Grade II and three months training course on management should be completed within (05) five years from the date of promotion to Grade I. An officer who has joined the Public Service in a Language other than the Official Languages should acquire the proficiency in official Language as prescribed within the Period of Probation. For the fulfillment of the proficiency in other language prescribed for the post should be obtained as per the P.A. Circular No. 1/2014 and amendments made thereto. Failure to obtain the proficiency in Official languages and pass the Efficiency Bar Examinations within the periods as prescribed will be a cause for the deferment of future salary increments.

5. *Terms of Engagement :-*

- I. This appointment is permanent and pensionable. You shall be subject to a policy decision taken by the government in future on the pension scheme to which you are entitled. Further, you shall make contributions to the Widows and Orphans' / Widowers' and Orphans Pension Scheme. You shall make your contributions in the manner determined by the government from time to time.
- II. You are bound to serve in any part of the island in which you are called upon to serve.
- III. You will be subject to the conditions of the Minutes on the Sri Lanka Technological Service published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. : 1930/12 of 01.09.2015, effective at present and any other amendments hereinafter made thereto and to the recruitment procedures.

6. *Method of Application :*

- (a) The Specimen of the Application for this examination is appended at the end of this notification. The application should accordingly be prepared only on A4 size, (21 cm x 29cm) paper using both sides of the paper, so as heads 01 to 03 in the first page, 04 to 06 in the second page and 07 to 10 in the third page of the Application. The relevant particulars should be filled by applicant in his/her own hand writing. The name of the examination appears in the heading of the application prepared either in Sinhala or Tamil Language is required to be printed in English language as well. Applications which are not in accordance with the specimen and incomplete applications will be rejected without notice. It would be an advantage to keep a photocopy of the application with you. Further, applicant should check whether the application prepared by him/her is in order of the specimen appended to this notification. Unless the application may be rejected.
- (b) The Application should be completed only in the language in which the applicant intends to sit for the examination.
- (c) Duly completed applications should be sent by registered post to Director General of Agriculture, Pa/01 Branch, Department of Agriculture, Head Office, Peradeniya on or before 22.03.2019.
- (d) The words "Open Competitive Examination for recruitment to the Posts of Sri Lanka Technological Service in the Department of Agriculture - 2017(2019) Soil Surveyor/Technical Officer" should clearly be marked on the top left hand corner of the envelop enclosing the application.
- (e) An applicant can apply for only one post and the examination fee for one post is Rs.600. The receipt (original) obtained on the payment of the above examination fee to any People's Bank Branch in the Island with the instructions to credit the payment to the Account of the Director General of Agriculture No: 057-1001-7-902-7204 should be affixed in the space provided in the application. Keeping a copy of the receipt with you would be an advantage in the future. The Examination fee will not be refunded in any circumstance and money orders and stamps will not be accepted.
- (f) Applications which are not completed in every respect or delayed will be rejected without notice, and no complaint that an application has been lost or delayed in the post will be considered.
- (g) The signature of the applicant in the application for the Examination and admission card should have to be got attested. An Applicant who is already in the public Service should get attested his/her signature by his Head of Institution or an Officer who is authorized by him and other applicants should get attested their signatures by a principal of a Government School, Grama Niladhari in the Division, a Justice of Peace, a Commissioner for Oaths, a Notary Public, a Commissioned Officer in three Forces, a Permanent Staff Grade Officer in the Public or Provincial Public Service.
- (h) Those who are already in the Public Service are compulsory to forward their applications through Heads of their respective institutions.

07. *Scheme of Examination :*

- (a) On pre-determination that only the applicants who have fulfilled the qualifications prescribed in the *Gazette* Notification have applied for the examination, the Commissioner General of Examinations will

issue admission cards to applicants who are within the age limits specified in the notification, and who have forwarded duly completed applications with the language in which he/she intends to sit for the examination, city and the posts applied for signature of the applicant and attestation of the signature if applicable certificate of the Head of Institution and the receipt obtained on payment of the examination fee on or before the closing date of applications. A candidate must produce his /her attested admission card to the supervisor of the examination hall. A candidate who fails to produce his/her admission card will not be permitted to sit for the examination. Issuance of an admission card to an applicant does not necessarily mean that he/she has the requisite qualification to sit for the examination.

- (b) Department of Examinations of Sri Lanka will published a notice in News Papers immediately after issuing admission cards to the applicants. Any applicant who has not received his/her admission card 02 or 03 days after publishing the notice in News Papers, should notify to the Organization and Foreign Examinations Branch of the Department of Examinations as stated in this notification. It is informed to notify to the Organization and Foreign Examinations Branch of the Department of Examinations to that effect indicating the name of examination applied for, your name and address and NIC number and keeping the copy of application which is retained by you copy of the receipt obtained on payment of examination fee and copy of the receipt issued when application was registered by the post in hand and in case of an applicant living outside Colombo, to obtain a copy of the admission card by fax, it would be more productive to notify to the Organization and Foreign Examinations Branch of the Department of Examination by faxing a request including your above information and a fax number.
- (c) Travelling expenses or any other allowance will not be paid to candidates in respect of appearing this examination'
- (d) *Identification of the candidates.*—A Candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor of each subject he/she offers. In examinations conducted by the Sri Lanka Department of Examinations, one of the following documents will only be accepted to prove the identity of the applicant to the supervisor.

I. National Identity Card issued by the Department of Registration of Persons or,

II. A valid Passport or,

III. A valid Driving License.

(e) *Syllabus :*

(i) Intelligence Test-(Time-01 hour, Total marks - 100)

This paper consists of 50 multiple choices and short answers type questions so as to make an assessment of the candidate's, power of logical reasoning, analysis and ability to draw sound inference. All questions should be answered.

(ii) Subject Related Knowledge Paper (Time 02 hours. Total marks -100)

This paper consists of structured type questions to examine the candidate's subject knowledge.

	<i>Post</i>	<i>Syllabus of Subject Related Question Paper</i>
01	Soil Surveyor	Types of soils in Sri Lanka and their distribution/ Factors effect on soil formation, identification of soil profile/ Maps reading/ Present land use pattern in Sri Lanka/ Impact of deforestation and environmental issues/ Use of fertilizers/ Crop diversification/ Soil water conservation methods
02	Technical Officer	Welding/ Black smithy/ Carpentry/ Workshop machinery/ Tinkering/ Cutting blades/ Properties of matter and simple calculations/ Motor mechanics/ Electrical engineering/ Plants/ Safety methods/ Teaching methods

(f) *Medium:-*

This examination will be conducted in Sinhala, Tamil and English Languages. Candidates must answer all the papers of the examination only in one language. The language preferred in the application will not be allowed to change later.

- (g) All candidates are subject to the rules imposed by the commissioner General of Examinations in connection with this examination. A candidate who violates any of these rules is liable to a punishment at the discretion of the Commissioner General Examinations.

(h) *Place and Date of Examination:-*

This Examination will be conducted by the Commissioner General of Examinations at Colombo and Kandy in June 2019. In case of receiving insufficient number of applications, the examination will only be held in Colombo. (The examination centre given in the application will not be allowed to change later.)

<i>Examination Center</i>	<i>Code No.</i>
Colombo	01
Kandy	02

8. *Method of Recruitment :*

- I. Subsequent to submitting the result sheet prepared on merits of aggregate of marks secured in the examination of the Sri Lanka Department of Examinations will take steps to post results personally to all applicants who appeared in the examination or to publish the results in the web site of the Sri Lanka Department of Examination www.results.exams.gov.lk.
- II. Recruitments will be considered on the merit list prepared according to aggregate of marks of the applicants selected from those who have secured 40% or more marks in each question paper.
- III. The qualification of the applicants will be scrutinized by a board of Interview appointed by the Director General of Agriculture based on the merit of marks of the examination. Subsequently those who have fulfilled the requirements will be selected for posts. (Marks will not be awarded at the interview.)
- IV. The number of applicants to be called for the interview will be decided by the director General of Agriculture.
- V. If it is revealed at the interview that a candidate has not fulfilled the qualifications as at the closing of applications, his /her candidature will be cancelled.
- VI. If a candidate will pass the examination appearing in it without completing the qualifications prescribed in this *Gazette* Notification as at the closing date of applications he/she will not be considered for the interview and his/her application will be rejected without any notice.
- VII. If anyone obtains an appointment by furnishing false information and forged documents immediately after revealing such information or document action will be taken to revoke his/her appointment and to proceed legal action against him/her.
- VIII. *Issuance of results.* – A list of candidates who have secured 40% or more marks in each subject will be provided to the Board of Interview as notified by the Director General of Agriculture.

9. Any matter not provided for in this notification will be decided by the “Appointing Authority” All candidates are bound to act in conformity with the General Rules of Examinations stipulated in this *Gazette*.

10. In the event of any inconsistency among notification published in all three languages of this Examination Notification, the Sinhala notification shall prevail.

At the Department of Agriculture,
Peradeniya,
02nd February, 2019.

Dr. W.M.W. WEERAKOON,
Director General of Agriculture (*Actg.*),

For Office use only

SPECIMEN APPLICATION FORM

APPLICATION FOR OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO POSTS IN THE GRADE 111 OF THE SRI LANKA TECHNOLOGICAL SERVICE IN THE DEPARTMENT OF AGRICULTURE - 2017(2019)

Medium of Examination - Sinhala - 02
Tamil - 03
English - 04

(Indicate the relevant number in the cage)

Examination Center - Colombo - 01
Kandy - 02

(Indicate the relevant number in the cage)

Post Applied for

- Soil Surveyor - 01
- Technical Officer - 02

Post	Number of the Post
1	
2	

(Indicate the relevant number in the cage)

01. Name:

1.1 Full Name (In English capital letters) : _____.

Eg.- HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

1.2 Name indicating the last name first and initials of other names at the end (In English capital letters) : _____.

(Eg.- GUNAWARDHANA, H.M.S.K)

1.3 Full Name : _____.

(In Sinhala / Tamil)

1.4 National Identity Card Number :

1.5 Telephone No. :

02. Permanent Address:

2.1 In English Capital Letters :

2.2 In Sinhala / Tamil

2.3 Address to which the Admission should be sent:

(In English Capital Letters)

2.4 District of Permanent Residence :

2.5 Divisional Secretariat Division :

03. Gender: Female - 1

Male - 0

(Indicate the relevant number in the cage)

04. 4.1 Date of Birth : Year :

Month :

Date :

4.2 Age as at the closing date of applications : Years : Months : Days :

4.3 Marital Status : Unmarried - 1 ☐
Married - 2 ☐ (Indicate the relevant number in the cage)

05. Educational Qualifications (with the medium) :

(a) G.C.E. (O/L) Examination :

(i) Year and Month : _____.

(ii) Index Number : _____.

(iii) Medium : _____.

(iv) Results :

	<i>Subject</i>	<i>Pass</i>

(b) G.C.E. (A/L) Examination :

(i) Year and Month : _____.

(ii) Index Number : _____.

(iii) Medium : _____.

(iv) Results :

	<i>Subject</i>	<i>Pass</i>

06. Professional Qualifications :

<i>Name of the Diploma</i>	<i>Name of the Institution that awarded the Diploma</i>	<i>Year passed</i>	<i>Medium</i>	<i>Index No.</i>	<i>Date of Validity</i>

07. The People's Bank to which the examination fee was paid

7.1. Date of payment : _____.

7.2. No. of the receipt : _____.

7.3. Amount : _____.

Please affix the receipt obtained on payment of examination fee from one of its edges so as to be unglued (Keep a photo copy of the receipt with you)

08. Declaration of the Applicant:

I do hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to be disqualified before selection or to dismissal without any compensation of such detection is made after appointment. Further, I hereby declare that I am subject to the rules imposed in respect of this examination and decisions taken in respect of releasing the results by the Commissioner General of Examinations. I also certify that only one application is submitted for the post applied by me.

_____,
Signature of Applicant.

Date :_____.

09. Attestation of the signature of the applicant:

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

_____,
Signature of Attester.

Date :_____;

Full Name of Attester :_____;

Designation :_____;

Address :_____.

(please prove by the official seal)

10. For those who are already in the Public / Provincial Public Service (strike off the words inapplicable) :

I do hereby certify that the above applicant has /has not fulfilled the all requisite qualifications to appear in this examination as per this *Gazette* Notification and he/she has paid the prescribed examination fee and the receipt is affixed and he/she can /can't be released from his/her present post in this Department if he/she is selected.

_____,
Signature of Head of the Department.

Date :_____;

Full Name of Attester :_____;

Designation :_____;

Address :_____.

(please prove by the official seal)

02-751

MINISTRY OF EDUCATION

Efficiency Bar Examination for Officers in Grade III of the Sri Lanka Teacher Educators' Service – 2019 (I)

IT is hereby notified that the Efficiency Bar Examination for Officers in Grade III of the Sri Lanka Teacher Educators' Service will be conducted in May 2019 in Colombo in accordance with the Service Minute of the Sri Lanka Teacher Educators' Service bearing No.1925/37 and came to effect from 28.07.2015 and published in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka.

02. The relevant syllabus and the other Provisions applicable to this Examination have been published under the Schedule III of the aforementioned Service Minute. The syllabus and the other Provisions are mentioned below for the convenience of the Candidates.

An Officer is allowed to sit the prescribed subjects of this Efficiency Bar Examination in the same sitting or in separate sittings.

03. *Procedure of the Examination.* – Written Examination :

<i>Subject Number</i>	<i>Subject</i>	<i>Marks</i>	<i>Duration (Hours)</i>
01	General Management and Establishment	100	1 1/2
02	Financial Regulations	100	1 1/2
03	Educational Reforms and Educational Law	100	02
04	English Language	100	02

04. *The Syllabus :*

<i>Subject Number</i>	<i>Subject</i>	<i>Content of the Subject</i>
01	General Management and Establishment	With special reference to Chapters I, II, III, IV, V, VII, VIII, IX, XII, XIII, XIV, XXIV, XXVIII, XXX and XXXI of the Establishments Code With special reference to Chapter I, III, IV, V, VI, VIII, X and XII of the Procedural Rules of the Public Service Commission.
02	Financial Regulations	With special reference to Chapters I, II, V, VIII, XII and XIV of Part 1 of the Financial Regulations of the Government of Sri Lanka
03	Educational Reforms and Educational Law	Candidates are expected to be familiar with the following Ordinances and Acts of the Parliament. i. Educational Reforms 1972 (New Approach to Education) ii. White Paper on Education 1981 iii. First Report of the National Education Commission 1992 iv. New Educational Reforms 1997 v. New Educational Reforms implemented since 1999 (Primary, Secondary & G. C. E. (A/L)) vi. The Public Examinations Act, No. 25 of 1968 as amended by the Public Examinations (Amendment) Act, No. 15 of 1976 vii. The National Institute of Education Act, No. 28 of 1986 viii. The Colleges of Education Act, No. 30 of 1986 ix. The National Education Commission Act, No. 19 of 1991 x. The National Authority on Teacher Education Act, No. 32 of 1997 xi. The Constitution of Sri Lanka with special reference to the 13th Amendment and Chapter 3 on Fundamental Rights
04	English Language	- <i>English Grammar</i> :- Tense and Number, Sentences (Simple/Compound/Complex/Compound Complex), Relative Clauses, Adjectives and Adverbs, Prepositions. - <i>Communication Skills</i> : - General Greetings and Introduction, Giving and getting information, Advising, Suggesting and expressing opinions, telephone skills, Interviewing Skills, Meeting. - <i>Writing Skills</i> : - Internal modes of communication, Formal correspondence skills, writing descriptions Explanations, Summary Writing Skills, Report Writing Skills

N.B- Candidates are required to obtain at least 40 marks on each of the papers for a pass in the Efficiency Bar Examination. A candidate may pass the examination with one or more subjects at a single sitting.

Note: - Requirement to obtain a pass in the English Language under this Efficiency Bar Examination will be exempted when a candidate has followed the Degree or Post Graduate Diploma or Post Graduate Degree in the medium of English.

05. Language Mediums of the Examination :

5.1 This Examination will be conducted in Sinhala, Tamil and English mediums. The language medium applied for the Examination cannot be altered later.

5.2 A Candidate who has entered the Public Service through a Competitive examination should select the Medium of language through which he/she sat the Competitive Examination as the Medium of this Examination and in case the Candidate has entered the Public Service without passing a Competitive examination should select the medium of language that he/she sat the Examination through which he/she was qualified to enter the Public Service.

5.3 The Candidature of a candidate will be cancelled if it is revealed that a candidate is sitting the Examination in a medium of Language that is not entitled to him/her.

06. Application should be prepared as per the format mentioned here using the both sides of an A4 sized paper and the Heads No.01 to 05 should appear on the first page. In the preparation of application, the title of the Examination appears in the heading of the applications should be mentioned in English Language in addition to the Sinhala Language in Sinhala applications and in English Language in addition to the Tamil Language in Tamil applications. You should be cautious whether the application is in conformity with the specimen application mentioned in the Notification of the Examination and whether all the information have been accurately completed and whether the prescribed Examination fees have been paid and the said details are included in the relevant place of the application and the receipt is affixed to the application prior to directing the application as the applications that are not in conformity with

the specimen application and applications with incomplete information are rejected without prior notice. It is hereby notified that it would be beneficial to retain a photocopy of the application.

07. This Examination will be conducted by the Commissioner General of Examinations in Colombo and the candidates are bound to adhere the Rules and Regulations imposed by him.

08. Provision of False Information – Accurate information should be furnished carefully in filling the application. The candidature of a certain Candidate will be cancelled in any instance before the Examination or during the Examination or after the Examination if it is revealed that he/she is not qualified and furnished false information as per the Provisions related to this Examination.

09. Applications should be sent through registered post to reach “The Commissioner General of Examinations, Organizations (Institutional Foreign Examinations) Branch, Department of Examinations, Sri Lanka, Post Box 1503, Colombo on or before 22/03/2019. The applications that are sent after this date will be rejected. The term, “Efficiency Bar Examination for Officers in the Grade III of the Sri Lanka Teacher Educators’ Service – 2019 (I)” should be mentioned on the top left hand corner of the envelope enclosing the applications.

10. With the presumption that only the candidates fulfilling qualifications stipulated in the *Gazette* notification have applied for the Examination, admissions shall be issued by the Commissioner General of Examinations to the candidates, who have submitted duly perfected applications with the relevant receipt subsequent to paying the prescribed Examination fee along with the receipt issued after paying the Examination fee on or before the closing date of applications. A notification on the issuance of admissions shall be published by the Department of Examinations in newspapers and in the Official Website of the Department of Examinations of Sri Lanka immediately after issuing admissions to candidates. A candidate, who does not receive his/her admission two or three days after publishing the notification, should inform in that regard to the Department of Examinations of Sri Lanka, as mentioned in the advertisement. Full name of the candidate, the address of the candidate and the National Identity Card number and the title of the Examination applied for should be indicated in making such inquiries. If the candidate resides outside Colombo, it will be effective to fax a request letter along with such details of the candidate to the Fax No. mentioned

in the Notification including a fax Number of the candidate through which the candidate can obtain a copy of the admission via fax. In inquiring so, it will be useful to get prepared to produce the copy of the application kept with the candidate and copy of the relevant receipt if the payment of Examination fees is applicable and receipt issued for sending the application by registered post, if it is necessary to substantiate any information requested by the Department of Examinations. Issuance of an admission to a candidate should not be deemed as an acceptance that he/she has fulfilled qualifications for sitting the Examination.

11. The complaints lodged by the candidates who fail to fulfil the requirements mentioned in the Para 10 above will not be entertained.

12. The Signature of the Candidate should have been attested in the application as well as in the admission for the Examination. A Candidate applying for the Examination from a certain Institute should certify his/her signature from the Head of the Institution or from an officer authorized by the Head of the Institution. A candidate should hand over the admission, in which his/her signature has been attested to the Supervisor of the Examination on the first day of sitting the Examination. Any candidate who fails to submit his / her admission that has been systematically completed is not permitted to sit the Examination.

13. Submission of proof to substantiate their identity at the Examination hall is the responsibility of the Candidates. For that purpose;

- (i) National Identity Card
- (ii) Valid Passport
- or
- (iii) Valid Driving License will only be accepted.

14. Issuance of an admission to a candidate should not be deemed as an acceptance that he/she has fulfilled qualifications for sitting the Examination or has fulfilled qualifications for a Post.

15. *Examination Fees :*

- (a) The Candidates sitting this Examination should pay Examination Fees on the following basis.
 - (i) Fees will not be charged for the first sitting.
 - (ii) Examination Fees as mentioned below will be charged for each sitting subsequent to the first sitting.

Full Examination fee	Rs. 500
Fee per one Subject	Rs. 250

(b) The receipt obtained in favour of the Candidate by paying this Examination fee to any Post Office / Sub Post Office or District Secretariat / Divisional Secretariat of the Island to be credited to the revenue of the Government under the Revenue head 20-03-02-13 of the Commissioner General of Examinations should be firmly affixed through an edge of the receipt on the specified place of the application. It will be useful for the candidate to retain a photocopy of the receipt.

(c) Money orders or stamps will not be accepted for the Examination fee. The fees charged for this Examination will not be refunded or transferred to any other examination under any circumstances.

16. The result sheet of all the Candidates who sat the Examination will be forwarded to the Secretary of the Ministry of Education by the Commissioner General of Examinations. Result sheets will not be personally issued to the Candidates by the Commissioner General of Examinations.

17. The Candidates are subject to rules and regulations imposed by the Commissioner General of Examination in relation to the conduct of the Examination. It is informed that he/she will have to undergo any punishment imposed by the Commissioner General of Examinations in case such rules or regulations are violated.

18. In case of any inconsistency prevails among language texts of this notification published in Sinhala, Tamil and English Languages, the Sinhala text shall prevail in such an instance.

19. The Secretary of Education reserves the right of deciding any matter, which is not covered by this notification.

PADMASIRI JAYAMANNE,
Secretary,
Ministry of Education.

Ministry of Education,
Isurupaya,
Battaramulla,
On 08th February, 2019.

SPECIMEN APPLICATION

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III OF THE SRI LANKA TEACHER EDUCATORS' SERVICE – 2019 (I)

Applications should be sent by registered Post through the Head of the institution to reach Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations of Sri Lanka, P.O Box 1503, Colombo. (The title of the Examination should be mentioned on the top left hand corner of the envelope)

The Medium of Language through which the Officer sits the Examination: - Sinhala - 2 ☐
Tamil - 3 ☐
English - 4 ☐

(The relevant number should be mentioned inside the cage)

01. (i) Name in Full: (In English Block Capitals) :
(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
(ii) Name indicating the last name first and the initials at the end (In English Block Capitals) :
(Ex: Gunawardhana, H.M.S.K.)
(iii) Name in Full (In Sinhala/Tamil) :
02. (i) National College of Education/ Teachers' College/ Teachers' Centre served and the Address
(In English Block Capitals) The admissions are referred to this Address :
(iii) Personal Address (In English Block Capitals) :
(Applicable only for the officers employed in Teachers' Colleges/ Teachers' Centres)

03. Telephone Number :

(i) Mobile Telephone :

(ii) Fixed Telephone :

04. (i) National Identity Card Number:

(ii) Sex: Male - 0 ☐
Female - 1 ☐

(Write the relevant number in the cage)

05. The subjects for which candidate sits should be clearly indicated with the Subject Number and the Subject mentioned under (a) in para two of the notification.

Subject	Subject No.

06. (i) Date of birth: Year : Month : Date :

(ii) Designation :

07. Whether sat the full or part of the Examination before and if so, mention the subjects and the year of sitting the Examination and the mediums.

Subject	Year	Medium	Index Number

08. Particulars in relation to the payment of the Examination fee if applicable :

- (i) Receipt Number :
(ii) Post Office/ Sub post office to which the fee has been paid :
(iii) Date :
(iv) The Amount paid :

Paste the receipt here

09. I do hereby declare that the information mentioned above is accurate and I am entitled to sit this Examination in the medium of Language mentioned as per para 05 of this *Gazette* notification. Further, I do declare that I agree to be liable to the rules and regulations imposed by the Commissioner General of Examinations pertaining to the conduct of the Examination.

_____,
Signature of the Applicant.

Date : _____.

10. Commissioner General of Examinations :

I do hereby certify that the applicant whose information stated above is qualified to sit this Examination and he/she is eligible to sit this Examination in the medium of Language indicated by him/her as per the para 05 of the *Gazette* Notification. Further, I certify that the Candidate is exempted from paying the Examination fee/ has paid the specified Examination Fee and affixed the receipt issued for the payment of the Examination fees.

_____,
Signature and the designation of the President /
Principal of the Teachers' College / Manager of the Teachers' Centre.
(Substantiate with the Official Frank)

(Delete the words not applicable)

02-886