

*N.B.*— Part III of the *Gazette* No. 1,796 of 01.02.2013 was not published.

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

අංක 1,797 - 2013 පෙබරවාරි 08 වැනි සිකුරාදා - 2013.02.08  
No. 1,797 – FRIDAY, FEBRUARY 08, 2013

(Published by Authority)

### PART I : SECTION (IIA) — ADVERTISING

*(Separate paging is given to each language of every Part in order that it may be filed separately)*

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

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

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* Notices for publication in the weekly *Gazette* of 01st March, 2013 should reach Government Press on or before 12.00 noon on 15th February, 2013.

**P. H. L. V. DE SILVA,**  
Acting Government Printer.

Department of Govt. Printing,  
Colombo 08,  
01st January, 2013.

### 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.

## **Posts – Vacant**

### **REGISTRAR GENERAL'S DEPARTMENT**

#### **Posts of Registrars of Marriages, Births and Deaths**

##### **KURUNEGALA DISTRICT**

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

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

02. Both male and female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 11th March, 2013.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
17th January, 2013

##### **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>
Kurunegala	Polgahawela	Post of Registrar of Marriages (General/ Kandyan) of Dambadeni Hathpattuwa Division and Births and Deaths of Udapola Othota East Division.	District Secretary/Additional Registrar General, District Secretariat, Kurunegala

02-233

### **REGISTRAR GENERAL'S DEPARTMENT**

#### **Posts of Registrars of Marriages, Births and Deaths**

##### **GALLE DISTRICT**

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

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

02. Both male and female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other qualifications *etc.* could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 11th March, 2013.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
17th January, 2013

#### 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>
Galle	Niyagama	Post of Registrar of Marriages (General) of Benthara Walallawita Korallaya Division and Births and Deaths of Naranowita Division.	District Secretary/Additional Registrar General, District Secretariat, Galle

02-234

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Muslim Marriages

#### KANDY DISTRICT

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

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

02. Muslim males only can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 08th March, 2013.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
15th January, 2013

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kandy	Akurana	Post of Muslim Marriages Registrar of Harispattuwa Rambuke Ela Division	District Secretary/Additional Registrar General, District Secretariat, Kandy
Kandy	Udunuwara	Post of Muslim Marriages Registrar of Udunuwara and Yatinuwara Division Pethiyagoda area	District Secretary/Additional Registrar General, District Secretariat, Kandy
Kandy	Udunuwara	Post of Muslim Marriages Registrar of Udunuwara and Yatinuwara Division Muruthagahamula area	District Secretary/Additional Registrar General, District Secretariat, Kandy

02-295

### PUBLIC SERVICE COMMISSION

#### Promotion of Officers in Class I of Sri Lanka Administrative Service to Special Grade

APPLICATIONS are hereby called for the posts which have fallen vacant in the approved cader in Special Grade indicated in Section 2, para. 3 of Sri Lanka Administrative Service Minute.

02. As per provisions of the Sri Lanka Administrative Service minute No. 1,419/3 dated 14.11.2005, revised by the *Gazette Extraordinary* No. 1,422/23, 1,458/2 and 1,697/10 dated 09.12.2005, 14.08.2006 and 16.03.2011 promotions to special grade in relation to the period from 01.07.2011 up to 01.07.2012.

#### 03. *Qualifications to be satisfied for promotion to Special Grade :*

- (a) Shall have completed five years satisfactory service in Class I of Sri Lanka Administrative Service.
- (b) Shall have acquired the level "satisfactory" or above in annual performance report during the period preceding the date of qualifying for promotion to special grade.
- (c) Shall have satisfied the requirements prescribed as per the Sri Lanka Administrative Service minute No. 1,419/3 dated 14.11.2005 in para 14(i)d above.

04. *Method of promotions :*

- 4.1 Recommendations for appointments to special grade shall be made after the observation received from a board of selection consists of three members appointed by the Public Service Commission. A number of candidates' equivalent to twice the number of existing vacancies shall be interviewed.
- 4.2 Promotion to special grade shall be made based on the total evaluation on the seniority of the officers. The seniority list relevant to each date of promotion shall be prepared on the order of the seniority existed before the promotion of officers who become qualified to be promoted on each date.

Officers who have satisfied qualifications as at 01.07.2011, 01.01.2012 and 01.07.2012 shall send their applications filled in accordance with the specimen attached herewith, to reach the Secretary, Ministry of Public Administration through Secretary's of respective Ministries and Heads of Departments before 22.02.2013. Under no circumstance, application sent after above date shall be accepted and applications, which are incomplete and with false information, shall be rejected.

Those officers, who have been in the service up to the date on which they become qualified for promotions in relation to above dates or after that date and possessed qualifications prescribed for promotions in para 4 above, but did not receive promotion even though appeared for interview or who could not apply for promotion, shall apply for these promotion even though they are now retired.

Application form can be downloaded through [www.pubad.gov.lk](http://www.pubad.gov.lk)

On the order of the Public Service Commission,

P. B. ABEYKOON,  
Secretary,  
Ministry of Public Administration and Home Affairs.

24th January, 2013.

FORM OF APPLICATION FOR PROMOTION OF OFFICERS IN CLASS I OF SRI LANKA  
ADMINISTRATIVE SERVICE TO SPECIAL GRADE

For office use only

Number of the Application

S
F

PART - (A) TO BE FILLED BY THE OFFICER.

01. Name :  
 1.1 Name in full : Miss/Mrs./Mr. : \_\_\_\_\_.  
 1.2 Name indicated in the letter of appointment : \_\_\_\_\_.
02. Number of the N. I. C. : \_\_\_\_\_.
03. Date of birth : \_\_\_\_\_.
04. Private address : \_\_\_\_\_.
05. Telephone No. :  
 5.1 Residence : \_\_\_\_\_.  
 5.2 Mobile : \_\_\_\_\_.
06. 6.1 Post : \_\_\_\_\_.  
 (Post held at present/if retired post held the time of retirement)
- 6.2 If retired, state the date of retirement : \_\_\_\_\_.
07. Ministry/Department : \_\_\_\_\_.
08. Official Address : \_\_\_\_\_.
09. 9.1 Official Telephone Number : \_\_\_\_\_.  
 9.2 Official Fax Number : \_\_\_\_\_.

10. Date of appointments and promotions :

10.1 Date of appointment to SLAS Grade II/II (Class III)

10.2 Date of promotion to SLAS Grade II/I (Class II)

10.3 Date of promotion to SLAS Grade/Class I

(Certified copy of the formal letter of promotion to Grade/Class I should be attached as No. 10.3)

11. Periods of absence from service and deductions from service period as disciplinary punishments after promotion to Class I :

11.1 Service deduction due to obtaining of leave (Complete only if relevant) :

Serial No.	Conditions applied in granting approvals for leave	Duration		Number of days by which the service is deducted		
		To	From	Y	M	D
(i)	V:2:5:4 of Establishment Code					
(ii)	XII:16 of Establishment Code					
(iii)	Management Services Circular No. 10					
(iv)	Management Services Circular No. 33					
(v)	XII:36 of Establishment Code					
(vi)	Other (No pay leave)					
Total No. of leave by which the service period is deducted						

(Certified copies of letters by which the leave has been approved should be attached by numbering them as 11.1.i, 11.1.ii, 11.1.iii etc., as applicable)

11.2 Deduction of the service on disciplinary grounds. (Complete only if relevant) :

Disciplinary Decision	Duration in which the offence has been committed as per charge sheet	Number of days by which the service period is deducted		
		Y	M	D
(i) Deferring ..... salary increments				
(ii) Others				
Total No. of days by which the service period is deducted				

(Certified copies of disciplinary decisions shall be attached by numbering them as 11.2.i, 11.2.ii etc. as applicable)

11.3 Total of 11.1 and 11.2 : Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.

11.4 The date after removing the period in 11.3 above out of the period from the date of appointment to Class I : \_\_\_\_\_.

12. The requirement of having earned salary increments within period immediately preceding 5 years :

12.1 Has/Has not\* earned all salary increments\*\* falling within 5 years immediately preceding the date on which the officer becomes eligible for promotion. (Salary increments obtained under the Section XII:16:9, XII:16:10 and XII:36:1:4(i) and (ii) Establishment Code are not accepted for the promotion).

\* (Delete words inapplicable)

12.2 If the officer has not earned salary increments within the 5 years immediately preceding the date on which the officer becomes eligible for promotion, the date of qualifications for promotion shall be re-calculated until such date on which the officer receives fifth salary increment. Accordingly, the date on which the officer becomes eligible for promotion shall be\*\* : .....

\*\* (Attach the certified copies of 05 salary increment slips numbering them from 12.1 to 12.5).

13. The requirement of not having subjected to a disciplinary punishment within the immediately preceding five years :

13.1 As per the personal file the officer has not been subjected to any disciplinary punishment within the 5 years immediately preceding the date of qualifying for promotion. (This should be confirmed by the Head of Department by a written statement - under Part "b" of the application).

13.2 If the officer has been subjected to a disciplinary punishment during the period mentioned in 13.1 and comments have been made under 11.2 and further the date of promotion is also revised, such date is :.....

13.3 The revised date, if the date is revised as per 12.2 and 13.2 :.....

14. The requirement of indicating in the annual performance report that the officers' work and conduct are satisfactory within the immediately preceding 5 years.

Five years immediately preceding the year in relation to the date on which the officer becomes eligible as per 12, 13 above shall be indicated in the 1st Column of following table. Further certified copies of relevant 5 performance reports shall be attached. Performance reports which have not been duly signed and selected by the relevant officer and the reports where more than one alternative recommendation have been indicated in final evaluations shall not be accepted.

<i>Year</i>	<i>Final evaluation excellent/above average/ satisfactorily/poor</i>	<i>Whether relevant authority has signed/ not signed</i>

Each row and Column shall be filled in accordance with the performance evaluation report of each other.

15. The requirement of having fulfilled the qualification prescribed in 14(d) of the service minute :

<i>15.1 Serial No.</i>	<i>15.2 Name of the Post Graduate Degree</i>	<i>15.3 Field of study</i>	<i>15.4 The University</i>	<i>15.5 Whether that university has been recognized by the University Grants Commissions as a University</i>	<i>15.6 Duration of the degree (starting date and ending date)</i>	<i>15.7 Effective date of the degree</i>
1.						
2.						
3.						
4.						
5.						

(Certified copies of **Degree certificate** and the detailed **results (Transcript)** sheet shall be attached as 15.1)

Application containing correct and all information from 01 to 15 above and certified copies of all documents required to be attached, are hereby subjected **as a file by numbering them consecutively** and indicating the number relevant to the facts at the top right corner of the each document.

\_\_\_\_\_  
Signature of the Applicant Designation and  
Official Stamp.

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



PART (b) - TO BE FILLED BY THE HEAD OF THE DEPARTMENTS

Secretary,  
Ministry of Public Administration and Home Affairs/relevant Ministry :

1. Particulars mentioned above by the officer are correct.
2. Matters relevant to No. 11, 12, 13 have been compared with particulars in the file. Accordingly, it is hereby certified that all the particulars mentioned are correct, they have been submitted in perfect manner and further **certified copies** of all relevant documents are hereby attached.
3. Whether action is being taken to commence disciplinary action against the officer or **disciplinary action is being/is not being taken.**
  - 3.1 If the answer is - "is being taken", the date on which the offence has been committed.
  - 3.2 Date of issuance of the charge sheet by disciplinary authority.
4. Work/attendance/conduct of Mr./Mrs./Miss ..... are satisfactory. Further the officer's performance, leadership, capability and the capacity to hold posts and responsibilities in relations to next promotion have been taken in to consideration. Accordingly, it is hereby recommended to promote to officer to Special Grade of SLAS.
5. Application perfected correctly in each and every way and the **file containing certified copies of relevant documents which have been numbered consecutively** in accordance with each matter are sent herewith.

\_\_\_\_\_,  
Signature of the Head of the Department/Institution,  
Designation and Official Stamp.

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

Note :- cross words in applicable.

PART (c) - TO BE FILLED BY THE SECRETARY OF THE RESPECTIVE MINISTRY

Secretary,  
Ministry of Public Administration and Home Affairs

1. **I agree/do not agree** with the recommendations made by the Head of Department/Institutions on the work and conduct of Mr./Mrs./Miss ....., officer in Class I of Sri Lanka Administrative Service.
2. The works/conduct/special skill and performance of the officer have been duly evaluated.  
It is hereby recommended\* to promote Mr./Mrs./Miss ..... to Special Grade of Sri Lanka Administrative Service.  
  
\*(Indicate reasons if the promotion is not recommended).
3. Application perfected correctly in each and every way and file containing certified copies of relevant documents which have been numbered consecutively in accordance with each matter are sent herewith.

\_\_\_\_\_,  
Secretary,  
Ministry of \_\_\_\_\_.  
Official Stamp.

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

Amendment

**PUBLIC SERVICE COMMISSION**

**Vacancies in Grade 2-I of the Sri Lanka Teacher Educators' Service**

THE phrase "in paragraph 5.1.2 above" mentioned in the NB of the notice with regard to vacancies in Grade 2-I of the Sri Lanka Teacher Educators' Service published in *Gazette* Notification No. 1,788 dated 07.12.2012 of the Democratic Socialist Republic of Sri Lanka, is amended to read as "in paragraph 5.2 above".

S. M. GOTABHAYA JAYARATNE,  
Secretary,  
Ministry of Education.

02-317