

N.B.— Part I-III of the *Gazette* No. 1,702 of 15.04.2011 was not published.

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

අංක 1,703 - 2011 අප්‍රේල් මස 21 වැනි බ්‍රහස්පතින්දා - 2011.04.21  
No. 1,703 – THURSDAY, APRIL 21, 2011

(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 29th April, 2011 should reach Government Press on or before 12.00 noon on 15th April, 2011.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2011.

### 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,

Depart. of Examinations,  
Pelawatta, Battaramulla.

## Posts – Vacant

### SRI LANKA AIR FORCE

#### Officer Vacancies

VACANCIES exists for Male/Female Commissioned Officers in the Regular/Volunteer Force of the Sri Lanka Air Force in the following branches :-

- (a) Technical Engineering Branch,  
(b) Dental Branch.

2. Applications are invited from those candidates possessing the professional qualifications given below :

(a) *Technical Engineering Branch :*

Technical Engineering Officers - Male (Regular)

- \* Full time four (4) year B. Sc. in Aeronautical/Mechanical/Automobile Engineering from a recognized University or three (03) year full time National Diploma in Technology (NDT) in Mechanical Engineering from the University of Moratuwa or three and half (3 1/2) year full time Higher National Diploma in Mechanical Engineering (HNDE) from Sri Lanka Institute of Advanced Technological Education or Diploma in Technology in Mechanical Engineering from Open University of Sri Lanka.

(b) *Dental Branch :*

Dental Surgeons - Male/Female (Regular/Volunteer) :

Flight Lieutenant : BDS or equivalent with full registration with the Sri Lanka Medical Council.

Dental Students – Male/Female (Regular) :

Pilot Officer : Completed final BDS Part I and studying in the final year (Selected students will be released from the Air Force until completion of final year. They will also be commissioned in the rank of Flight Lieutenant on completion of BDS degree and full registration with the SLMC).

3. *Other Entry requirements :*

- (a) Nationality : Must be a citizen of Sri Lanka.
- (b) Civil Status : Married/unmarried.
- (c) Gender : Male/Female (As applicable)
- (d) Height : Male - 5'5" and above  
Female - 5'4" and above
- (e) Age : As at 31st May, 2011
  - (1) Technical Engineering and Dental Branches (Dental Students) : Not more than 30 years
  - (2) Dental Branch (Dental Surgeons) : Not more than 35 years

- (f) Chest : Minimum 32" (Male)
- (g) Vision colour standard : CP2
- (h) Visual Acuity : Left eye 6/6 and right eye 6/6 (with or without spectacles).

4. Any candidate who may have a special qualifications may at the discretion of the Commander of the Air Force be considered, even though he/she may not have the requisite height, provided he/she possesses the requisite professional qualifications.

5. Be medically fit so as to pass such medical examinations as may be prescribed by the Commander of the Air Force.

6. Due considerations will be given to current outstanding achievements in the field of sports.

7. *Official Language Requirements.*— Selected candidates will be required to comply with any rules already made or may be made hereafter for giving effect to the Language Policy of the Republic of Sri Lanka and in particular for implementing the provisions in the Official Language Act, No. 33 of 1956.

8. Selected candidates will be commissioned in the Regular/Volunteer Force of the Sri Lanka Air Force in the rank of Pilot Officer, Flying Officer or Flight Lieutenant as applicable in keeping with their qualifications and experience.

9. Selected candidates will be required to undergo training at such places as decided by the Commander of the Air Force. If at any time during training, the Officer is reported on by the authorities as being unsuitable for reasons of misconduct or due to causes within his/her control, he/she will be liable to have his/her commission withdrawn and/or be subject to other disciplinary action in accordance with the Sri Lanka Air Force Disciplinary Regulations.

10. All officers are governed by the Air Force Act and orders issued from time to time.

11. The conditions of service for an officer of the Sri Lanka Air Force are in terms of Sri Lanka Air Force Regulations published in *Gazette* No. 10,240 of 27th April, 1951 and as amended from time to time. In terms of Section 10 of the Air Force Act, "Every Officer shall hold his/her appointment during the President's pleasure". However an officer has no right to resign his/her commission unilaterally, but under provision of Section 11 of the Air Force Act, may be allowed by the President to do so. The provisions of any Bond/Agreement envisaging a period of obligatory service in respect of training and subsequent courses will not supersede the provisions of Section 11 of the Air Force Act, stated above. Retirement from the Air Force will be applicable under conditions specified in the Air Force Pensions and Gratuities Code.

12. All Officers are liable to be posted for duty or training in any part of the world at any time.

13. A single Officer is required to live in the Officers Mess. He/She is provided with furnished accommodation and food. Batman

service will also be provided. A single Officer's ration allowance and batman allowance are paid to the Mess.

14. A married Officer may be provided with a married quarter if available. Recovery of rental will be as per the Establishment Code. Married Officers not in occupation of married quarters will be entitled to a rental allowance as stated in para 15(b)(16).

15. (a) Pay applicable for Commissioned Officers shall be as follows :

Pilot officer - Rs. 229,200 p. a.  
Flying officer - Rs. 275,220 - 34 x 7,740 - Rs. 538,380 p. a.  
Flight Lieutenant - Rs. 321,660 - 28 x 7,740 - Rs. 538,380 p. a.  
Squadron Leader - Rs. 352,620 - 24 x 7,740 - Rs. 538,380 p. a.  
Wing Commander - Rs. 362,100 - 20 x 9,480 - Rs. 551,700 p. a.  
Group Captain - Rs. 441,060 - 18 x 12,600 - Rs. 667,860 p. a.

(b) *Pay applicable Dental Officers :*

Grade II - Rs. 306,180 - 4 x 7,740 - 8 x 7,800 - Rs. 399,540  
Grade I - Rs. 412,140 - 16 x 12,600 - Rs. 601,140.

(c) *Other allowances applicable to Dental Officers :*

- (1) Personable allowances :  
Grade II - Rs. 1,700 per month  
Grade I - Rs. 3,400 per month
- (2) Non personable allowances :  
Grade II - Rs. 1,700 per month  
Grade I - Rs. 400 per month
- (3) Extra duty allowances :  
Preliminary Grade - Rs. 10,000 per month
- (4) Extra duty payments :  
Grade II - Rs. 280 per hour  
Grade I - Rs. 300 per hour
- (5) Service allowances indicated in paragraph 15(d) are to be calculated separately as applicable.

(d) *Service Allowances :*

- (1) Cost of living allowance Rs. 5,250 per month.
- (2) Incentive allowance of Rs. 250 per month after five years of service.
- (3) Hardlying allowance Rs. 600 per month.
- (4) Enhanced allowance Rs. 5,000 per month for those serving in operational areas.
- (5) Special hard allowance Rs. 3,000 per month (Rs. 100 will be paid for each working day).
- (6) Interim Allowance for Rs. 1,000 per month.
- (7) Uniform upkeep allowance Rs. 255 per month.

- (8) Batman allowance Rs. 637.50 per month (if permitted to live out).
- (9) Ration allowance Rs. 11,464 per month (if permitted to live out).
- (10) Qualification pay where applicable (upto a maximum of Rs. 637.50 per month).
- (11) Three sets of holiday railway warrants per year (for officer, spouse and children).
- (12) An additional set of railway warrants or the reimbursement of bus fare for officers living in Messes to travel from the Mess to the hometown once a month.
- (13) Free issue of uniforms and ancillary items.
- (14) Free medical facilities (including for families if applicable).
- (15) Married officers permitted to live out are entitled to a free bus pass to travel from residence to place of work within 30 miles radius.
- (16) Rent allowance for married officers not in occupation of a government married quarter Pilot Officer to Group Captain and above Rs. 1,850 to Rs. 4,250 per month.
- (17) Service allowance Rs. 300, Rs. 400, Rs. 500 as applicable (Payable to service Dental Officers in consideration to the number of complete years of service).
- (18) Additional service allowance Rs. 1,500 per month (applicable to service Dental Officers only).

16. *Pensions/Gratuities.*— Payable in terms of the Air Force Pensions and Gratuities Code 1981 and as amended from time to time. All officers are contributors to the Widows and Orphans Pension (Armed Forces) Scheme. Rates of contributions are as per Widows and Orphans Pension (Armed Forces) Scheme Regulations 1970.

17. *Instructions to applicants :—*

- (a) Applications should be submitted in terms of the form specified below. All cages of the application should be completed neatly with as much details as possible. Applications should be addressed to “Chief Recruiting Officer, Sri Lanka Air Force, Ekala, Kotugoda” so as to reach him not later than 1200 noon on 29th April, 2011 under registered cover. The envelope enclosing the application should be marked “Application for Commission in the ..... branch” Applications received after the closing date and not in accordance with the requirements of this notification and not in registered post mail will not be entertained.
- (b) Candidates who are in Government Service/Corporations/Boards/Civil Establishments should forward their applications through their Heads of Department/Corporations/Boards/Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.

(c) Applicants should attach to their applications copies of :

- (1) Certificate of Registration of Birth ;
- (2) Certificates of the highest academic and professional qualifications obtained ;
- (3) Certificates of character from at least two responsible persons who are personally acquainted with the applicant ;
- (4) Certificates in support of sports activities, cadetting etc. ;
- (5) Certificate in support of any claims made in the application.

\* *Note.*— Originals of these certificates should be produced only if and when the applicant is called for the interviews.

18. 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.

19. *Selection Interview :*

- (a) Preliminary selections will be made amongst those candidates who fulfil the above conditions only. Candidates so selected from the Preliminary Interview will be required to undergo a medical test as may be prescribed by the Commander of the Air Force. The

final selection will then be made after an interview appointed by the Ministry of Defence.

- (b) Candidates selected for interviews will be informed in writing of the place, time and date of such interviews. No travelling or other expenses will be paid in this respect.
- (c) On every occasion an applicant is summoned for an interview he/she is to produce his/her National Identity Card issued by the Department of Registration of Persons.
- (d) Candidates likely to be suitable following their final interviews will be required to present themselves before an Air Force Medical Board.
- (e) Any one who desires to recommend a candidate should do so by giving his/her testimonial. Any form of canvassing or attempt to influence in the selection of a candidate will result in disqualification of such candidate.
- (f) Candidates who are found unsuitable for enlistment will not be notified.

H. D. ABEYWICKRAMA,  
Air Marshal,  
Commander of the Air Force.

Headquarters,  
Sri Lanka Air Force,  
P. O. Box 594,  
Colombo.

APPLICATION FOR COMMISSION IN THE SRI LANKA  
REGULAR/VOLUNTEER AIR FORCE IN THE ..... BRANCH

1. Nationality : \_\_\_\_\_.  
(State whether citizen of Sri Lanka by descent or by registration and if latter, quote number and date of certificate)
2. Full Name (as per the National Identity Card) : \_\_\_\_\_.
3. National Identity Card Number : \_\_\_\_\_.
4. Branch applied : \_\_\_\_\_.
5. Post applied : \_\_\_\_\_.
6. Permanent Address : \_\_\_\_\_.
7. Nearest Police Station to permanent Address : \_\_\_\_\_.
8. Postal Address : \_\_\_\_\_.
9. Date of Birth : \_\_\_\_\_.
10. Height : \_\_\_\_\_' \_\_\_\_\_"
11. District : \_\_\_\_\_.
12. Electorate : \_\_\_\_\_.
13. G. S. Division : \_\_\_\_\_.
14. Telephone Number : \_\_\_\_\_.
15. Civil Status : \_\_\_\_\_.
16. Particulars of School and/or University and qualifications obtained :

Name of School/University	Type of examination	Year of examination	Subjects passed (including grading)
	Ordinary Level Advanced Level Professional Qualifications Other		

17. Particulars of employment since leaving School/University : (if applicable) :

Name and Address of Employer	Nature of employment	Period of service	
		From	To

18. Particulars of parents :

Full Name	Place of Birth	Occupation	Present Address
Father :			
Mother :			

19. Any special qualification for the post :\_\_\_\_\_.

20. Details of current achievements in sports. (Give details of teams and competitions participated with dates/years etc., and standards/levels achieved) :\_\_\_\_\_.

21. Other achievements of note at School/University or with outside organizations. (Give details with dates/years etc.) :\_\_\_\_\_.

22. Any previous service in the Armed Force or Volunteer Force, Cadet Corps or Boy Scout Organization :\_\_\_\_\_.

23. Have you applied earlier to join the Sri Lanka Air Force or any of the Armed Services or Police, if so give details and the outcome of such applications :\_\_\_\_\_.

24. Have you being convicted or bound over by a civil or military court, if so give details :\_\_\_\_\_.

25. If earlier employed in a Government Department or in the Public Sector/Board/Corporation (including the Central Bank, National Bank, Universities, Joint Stock Companies controlled by the Government etc.) reasons for termination of employment :\_\_\_\_\_.

26. Particulars of testimonials :

Name	Designation	Postal Address

27. Declaration to be signed by the applicant :

I declare on my honour that answers given to the above questions are true and correct to the best of my knowledge and belief. I have read and understood the procedure which will be adopted and the rules which will apply in respect of those candidates who are selected for commission in the Sri Lanka Air Force published in the *Gazette of the Republic of Sri Lanka*.

\_\_\_\_\_  
Signature of Applicant.

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

04-654

## BUILDINGS DEPARTMENT

### Vacancies

- Technical Officer in the Sri Lanka Technological Service (Civil) - Class II Segment "B"
- Technical Officer in the Sri Lanka Technical Officer (Electrical) - Class II Segment "B"
- Draughts Person in the Sri Lanka Technological Service - Training Grade

Applications are invited by the Director General of Buildings from the citizens of Sri Lanka possessing minimum qualifications

stated in this notification for the above vacant posts in the Ministry of Construction, Engineering Services, Housing and Common Amenities and in the Buildings Department.

2.0 Applications prepared using both sides of A4 paper and in accordance with the specimen form appended to this notification should be reached by "Director General of Buildings, Buildings Department, "Sethsiripaya" Battaramulla" on or before 23.05.2011 by Registered Post. Post applied should be indicated in the top left hand corner of the envelope. Applications from officers in the Public Service must be forwarded through the Heads of Departments. Late and incomplete applications shall be rejected.

### 3.0 *Conditions of Recruitment :*

- 3.1 The post is permanent and pensionable. Selected applicants are liable to contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme.
- 3.2 The applicant will be subject to the provisions of section 10-12, chapter 11 of the Establishment Code.
- 3.3 Selected applicants should abide by the provisions of the Establishment Code, the Financial Regulations, Departmental Orders and any other Regulations or Orders issued from time to time by the Government.

### 4.0 *General Qualifications:*

- 4.1 Should be a citizen of Sri Lanka.
- 4.2 Should have an excellent moral character and should be physically sound.
- 4.3 Applicants should serve in any part of the Island in which you are called upon to serve.
- 4.4 Should not be less than 18 years and not be more than 45 years of age at the closing date of application. (The maximum age limit will not apply for those who are already in the Public Service.)

### 5.0 *Educational Qualifications required for all posts:*

- 5.1 Should have passed the G.C.E. (Ordinary Level) Examination in six (06) subjects with four (04) Credit passes including Language or Literature, Mathematics, Science and any other subject in not more than two sittings ; and
- 5.2 Should have passed the G.C.E. (Advanced Level) Examination with three (03) Science subjects including Applied Mathematics/Pure Mathematics/Combined Mathematics and Physics in one sitting.

### 6.0 *Other Qualifications Required:*

- 6.1 Draughts Person – Training Grade:  
In addition to the educational qualifications stated in 5.0 above, one of the following related technological qualification should be completed and possess the relevant certificate at the closing date of application.
- (i) Full time training course of one year on draughtsman ship from a recognized Government Technical College.
- (ii) Any other technological qualification recognized by the Sri Lanka Technological Service Board as being equivalent to the Technological qualification mentioned above.

### 6.2 Technical Officer (Civil) - Class II Segment "B": Technical Officer (Electrical) - Class II Segment "B":

In addition to the above qualifications in 5.0, one of the following professional qualifications in relevant field should be completed and possess the relevant certificate at the closing date of applications.

- (i) National Diploma in Technology awarded by the University of Moratuwa or Hardy Technical Institute, Ampara,
- (ii) National Diploma in Engineering awarded by the National Apprenticeship and Industrial Training Authority,
- (iii) Higher National Diploma in Engineering awarded by the Ministry of Education and Higher Education,
- (iv) Diploma in Technology awarded by the Open University of Sri Lanka,
- (v) Successfully completed the 1st part of the engineering Examinations conducted by the Institute of Engineering Sri Lanka,
- (vi) Any other technological qualifications recognized by the Sri Lanka Technological Service Board as being equivalent to the technological qualification mentioned above.

### 7.0 *Selection Criteria :*

#### 7.1 Conditions of competitive written Examination:

Eligible applicants have to sit for the written competitive examination and obtain minimum of 40% marks for each question paper to qualify.

Applicants will be called for an interview in accordance with the order of marks obtained at the examination and selection will be in order of the marks. No marks will be given at the interview other than examination educational and other certificates.

#### 7.2 Syllabus for the competitive written examination:

##### (i) *Technical knowledge (01 hour)*

##### *For the post of Technical Officer (Civil)*

- Dimensions, knowledge of plans, foundations, types of soil, building materials, building structures and finishes, taking of quantities through building plans, preparation of estimates, water supply and sewerage systems.

##### *For the post of Technical Officer (Electrical)*

- Knowledge on electric circuits, electrical regulations, knowledge of plans, preparation of estimates and testing of circuits



For the post of Draughts Person

- Ability to draw plans for buildings in a suitable scale and preparation of notes.

(ii) General Knowledge and Intelligence Test ( 01 hour)

- Geography of Sri Lanka, History, Politics, Sports and important events occurred recently (including international achievements),
- Important events in the World, Capital cities, International Organizations and their functions,
- Ability to comprehend, logical common sense, Decision making, solving statistical and mathematical problems, phrases, knowledge on using tables, graphs, pictures and diagrams.

7.3 Examination will be held in Sinhala and Tamil Medium.

8.0 Recruitment :

8.1 Selected applicants with educational and technical qualifications under above 5.1, 5.2 and 6.1 will be recruited to the Draughts Person – Training Grade. Promotion to Class II Segment “B” of the Sri Lanka Technological Service will be made once passing the relevant examination after completing one year Theoretical and Practical training as per syllabus.

8.2 Selected applicants with educational and professional qualifications under above 5.1, 5.2 and 6.2 will be recruited to Class II Segment “B” in Sri Lanka Technological Service.

9.0 Salary Scale.– Rs. 15,005- 4 x 180- 6x240- 11x320-20 x360 - Rs. 27,885 under MN-3-2006A of Public Administration Circular No. 06/2006(IV)

10.0 Scheme of Promotion.– All promotions will be made in accordance with the Service Minute of the Sri Lanka Technological Service.

11.0 Implementation of Official Language Policy.– As per Public Administration Circular No.07/2007 dated 28.04.2007 issued by the Ministry of Public Administration and Home Affairs, all officers recruited to the Public Service after 01.07.2007 should acquire proficiency in the other official language within a period of five (05) Years in addition to the official language through which they enter the service.

D. G. S. JAYAKODY,  
Director General of Buildings.

Buildings Department,  
Sethsiripaya,  
Battaramulla.

## SPECIMEN APPLICATION FORM

BUILDINGS DEPARTMENT

- (i) Technical Officer in the Sri Lanka Technological Service (Civil) - Class II “B”,
- (ii) Technical Officer in the Sri Lanka Technological Service (Electrical) - Class II “B”,
- (iii) Draughts Person in Sri Lanka Technological Service - Training Grade.

For office use.

Medium for competitive written examination

Sinhala - S  
Tamil - T

(write the relevant English letter in the cage.)

Post applied :

Technical Officer (Civil) - 1  
Technical Officer (Electrical) - 2  
Draughts Person - 3

(write the relevant number in the cage.)

- 01. (i) Last name with initials : \_\_\_\_\_.
- (ii) Names denoted by initials (in Sinhala/in Tamil) : \_\_\_\_\_.
- (iii) Name with initials (state in capital letters.) : \_\_\_\_\_.

02. Address and Telephone Numbers :

- (i) Official Address : \_\_\_\_\_.
- Telephone Number : \_\_\_\_\_.
- (ii) Personal Address : \_\_\_\_\_.
- (iii) Telephone Number : \_\_\_\_\_.
- (iv) Mobile Telephone Number : \_\_\_\_\_.

03. Gender :

Male - 0  
Female - 1

(write the relevant number in the cage.)

04. National Identity Card Number :

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05. (i) Date of Birth :

Year :     Month :   Date :

(ii) Age as at the closing date of application :

Years :   Months :   Days :

06. Marital Status :

Unmarried - 1  
Married - 2

(write the relevant Number in the cage.)

07. Particulars of G.C.E. (O/L) Examination (First sitting) (Please attach copies)

(i) Year and month of the examination : \_\_\_\_\_.

(ii) Index Number : \_\_\_\_\_.

Subject	Pass	Subject	Pass
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

08. Particulars of the G.C.E. (O/L) Examination(second sitting) if required only (Please attach copies) :

(i) Year and month of the examination : \_\_\_\_\_.

(ii) Index Number : \_\_\_\_\_.

Subject	Pass	Subject	Pass
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

09. Particulars on the G.C.E (A/L) Examination (Please attach copies):

Year the Examination passed : \_\_\_\_\_.

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

Index Number : \_\_\_\_\_.

Subject	Pass	Subject	Pass
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

10. Other qualifications : Technical/Professional (Please attach copies) : \_\_\_\_\_.

11. Experience in relation to the relevant field : \_\_\_\_\_.

12. Certification of the applicant :

I hereby certify that the information given above is true and correct. I am also aware that if any particulars contained here is found to be false or incorrect, I am liable to disqualification, if detect before selection and to dismissal without compensation, if detect after appointment.

\_\_\_\_\_,  
Signature of applicant.

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

*ONLY FOR THE APPLICANTS WHO ARE IN THE PUBLIC SECTOR*

This applicant Mr./Mrs./Miss ..... is presently attached to this Ministry/Department as a permanent/temporary/casual officer. He/She can be released/cannot be released if selected to the above post.

\_\_\_\_\_,  
Signature of Head of the Institute.  
(Official Seal)

Designation : \_\_\_\_\_.

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

04-636

## Examinations, Results of Examinations &c.

### SRI LANKA RAILWAY DEPARTMENT

#### The Examination for Recruitment for the Post of Costing Officer (Transportation) in the Department of Railways

APPLICATIONS are invited to fill three (03) vacancies in the posts of Costing Officer (Transportation) in the Department of Railway. The closing date is 26.05.2011. All the applications should be sent under registered cover addressed to the General Manager in Railways, Post Box 355, Colombo 10 to reach him on or before 06.05.2011. Delivered by hand will not be entertained.

It is specially attended about the following fact.

This examination will be held by the Department of Examination and it is held only in the examination centres in Colombo.

- (a) Applications of the officers who are already in Government/Corporations/Local Government services should be forwarded through the respective Heads of Departments/

Institutions. The Head of Department should certify that the particulars, furnished in the application are true and he can be released from the service.

- (b) The cover should be marked "The application for recruitment for the post of Cost Officer in Transport" on the top left hand corner. The application should be accured in every respect.
- (c) Applications which do not conform to the *gazette* notification and delayed in the post will be rejected without prior notice. Allegations that any application has been lost or delayed in the post will not be considered.
- (d) Applicants must fulfill qualifications on the closing date.

01. *Mode of application.* - The application form should be prepared to the specimen form of application shown below in the *gazette* notification on paper A-4 using both sides by the candidate himself.

- (i) It should be prepared that cages 01-10 appear on the First side, the cages 11-15 appear in the Second side and the others in the Third side using his own handwriting clearly. Applications that do not comply with the specimen and that are incomplete in every aspect shall be rejected without prior notice. (It is advisable to keep a photocopy of the application with candidates.).
- (ii) It is essential to mention the name of the examination in English language as well, in applications, prepared in both Sinhala and Tamil Media.
- (iii) The original of any certificate shouldn't be attached to the application. It is not liable about the responsibility of such documents.
- (iv) Admission cards to the examination will be issued to candidates who are considered as fully qualified according to the furnished particulars in the application as mentioned in the examination notification for the recruitment (including the applicants who are not revealed as unqualified in the preliminary test).
- (v) The issue of an admission card to a candidate does not mean that he has fulfilled the required qualifications for promotion.
- (vi) It will be accepted only the National Identity Card, issued by the Department of Registration of Persons or a valid Passport to prove the identity at the examination hall.
- (vii) He/she is subjected to a punishment, imposed by the Commissioner of Examinations for breach of rules and regulations imposed by the Commissioner of Examinations.
- (viii) Though a candidate is qualified at the examination, his candidature is liable to be cancelled during or before the interview if it is found that he/she has not fulfilled the required basic qualifications for promotion.

02. *Salary Scale*.— Rs. 17,680 - 10 x 320 - 11 x 365 - 15 x 450 - Rs. 31,645 (per month) (Rs. 21,245 - 12th Step of MN-6 as per the P. A. C. 6/2006(IV).

(The Efficiency Bar Examination should be passed within 03 years from the date of appointment (before achieving to the 4th Step of salary). Reach to 45 years of age is not a cause to be released from the Efficiency Bar Examination).

#### 03. *Age Limit* :

- (a) Age should not be less than 21 years and not more than 45 years on the closing date of applications.
- (b) The upper age limit is not applicable to those who are already in Government Service but it should not be more than 50 years of age.

#### 04. *Qualifications* :

##### (i) *For external candidates* :

- (a) Should have obtained a special degree (first or second class) with Commerce, Management, Economics, Statistics. (It should be included the subject Costing) in a recognized university ; or
- (b) Should have passed the final test in Chartered Management Accountancy Institute (United Kingdom) or Chartered Accountancy Institute in Sri Lanka ; or
- (c) Should have passed I and II parts of the examination in Chartered Management Accountancy Institute (United Kingdom) or Inter Medium Test in Chartered Accountancy Institute, Sri Lanka or should have the Certificate of Accountancy in Sri Lanka Technical College ; or
- (d) Should have a degree in a recognized University with one of the subjects from Commerce, Management, Economics, Statistics with experience of 2 years about Costing Accountancy.

##### (ii) *For candidates who are already in Department of Railways* :-

- (a) (i) Should bear a post of Depot Master, Inquiry Officer, Inspector (Transportation) ; or
- (ii) Should be an officer with a service period of 10 years in a class I post of Station Master, Railway Guard, Railway Clerk in the Department of Railways and be an officer with a satisfactory service period of nearly 05 years ; or
- (b) Should be a person with a degree in a recognized University including one of the subjects from Commerce, Management, Economics, Statistics and satisfactory service period of 05 years in the Department of Railways.

#### 05. *Method of Recruitment* :

- (a) Candidates who have scored 60% or above for each subject at the competitive examination are called for the interview by the Board of Interview appointed by the Secretary of Transport and 3 candidates will be selected in order of merit from these who scored the highest aggregate of marks according to the number of vacancies existing.

It will not be offered marks at the interview.

(b) *Scheme of examination and syllabus :*

- (i) General Intelligence Duration 1 hour 100 marks  
(ii) General Paper Duration 2 hours 100 marks  
(iii) Costing and Statistics Duration 3 hours 100 marks

It should be scored 60% or above for each paper to be qualified.

*Note.*— It will not be permitted to change the language medium of the examination, indicated in the application.

06. *Syllabus :*

1. *General Intelligence :*

To test the candidate's language abilities, judgmental abilities, numerical abilities, logical situations and capacity of decision making.

2. *General Paper :*

To test the candidate's knowledge about Economy in Sri Lanka Economic Development, contribution of transport for economic development and its importance, the knowledge about the local and international transportation.

3. *Costing and Statistics :*

To test the candidate's knowledge about using methods of cost in taking management decisions, identification of materials, labour and overhead cost, analysis, using cost of variance, fixed cost, direct and indirect cost, long-term and short term cost, economic cost and theories of cost, providing statistical details for management decisions, providing numerical details for financial analysis, data collection, analysis and the knowledge of the candidate about the statistical forecast.

07. *Conditions of Service.*— The post is permanent and pensionable and contribution should be made to the Widow's and Orphan's Pension Fund. It is relevant the provisions from 10-12 in the Chapter II in the Establishment Code. The selected candidates are liable to subject the Establishment Code, Financial Regulations, Departmental Orders and regulations.

08. *Examination Fee.*— The fee of Rs. 500 is non-refundable. It can be paid to a convenient post office and should be sent the application attaching the money order written in favour of General Manager in Railways, Paying Office, Maradana. It will not be accepted the photocopies except the original copy. (It is advisable to keep a photocopy of the receipt of the money order.).

09. *Attestation of the Candidate's signature.*— The candidate's signature in the application form should have been attested by a principal of a Government school or a Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in Armed Forces or an officer holding a *gazetted* post in the police service or an officer holding a permanent post in government or Local Government Service whose monthly initial consolidated salary is not less than Rs. 19,755 as per P. A. C. 6/2006.

10. *Admission Card.*— A notice will be published in the Newspaper by the department of examination as soon as Admission Cards are issued to applicants. If the Admission Card is not received even after 2 or 3 days of such an advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examination *i. e.* a certified photocopy of the application form and the receipt kept at your possession, receipt of registration and in case of applicants outside Colombo, letter of request furnishing a Fax Number to which the Admission Cards should be sent.

11. *Final decision.*— If it is not a particular mentioned in the notification of examination, the final decision about it will be taken by the Secretary of the Ministry of Transport.

DAMMIKA PERERA,  
Secretary,  
Ministry of Transport.

Ministry of Transport,  
D. R. Wijewardana Mawatha,  
Colombo 10,  
25th February, 2011.

SPECIMEN APPLICATION FORM

For office use only

EXAMINATION FOR THE RECRUITMENT FOR THE POST OF  
COSTING OFFICER (TRANSPORTATION) IN THE DEPARTMENT OF  
RAILWAY - SRI LANKA - 2010(2011)

01. Language medium of examination :

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

02. Name with initials :

- (i) In Sinhala/Tamil : \_\_\_\_\_.  
(ii) In English (In block letters) : \_\_\_\_\_.  
(Eg. : PERERA R. M.)

03. Names denoted by initials :

- (i) In Sinhala/Tamil : \_\_\_\_\_.  
(ii) In English (In block letters) : \_\_\_\_\_.

04. Permanent residential address :

- (i) In Sinhala/Tamil : \_\_\_\_\_.  
(ii) In English (In block letters) : \_\_\_\_\_.  
(Admission cards will be posted to this address)

05. Sex :

Female ☐ Male ☐

(Please mark the indicator (x) in the box)

06. National Identity Card No. :

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07. Residence :

- (i) Grama Niladhari Division and No. : \_\_\_\_\_  
(ii) Divisional Secretariat and No. : \_\_\_\_\_  
(iii) District : \_\_\_\_\_

08. Ethnicity : (Please indicate the relevant number in the box)

Sinhala	1	Muslim	4	
Sri Lankan Tamil	2	Burgher	5	
Indian Tamil	3	Maley	6	

09. Citizenship : (Please indicate the relevant number in the box)

- By descent - 1 ☐  
By registration - 2 ☐

10. (i) Date of Birth :

Year :     Month :   Date :

(ii) Age on 26.05.2011 :

Years :   Months :   Days :

11. Educational qualifications and Professional qualifications :

Mention all the details *i. e.* date, class, language medium, names of the institutions of the degrees and professional qualifications that you obtained. (Photocopies of educational certificates and the photocopies of certificates of experiences should be attached to the application and must not send the original copies in any case.) : \_\_\_\_\_

12. Other qualifications : \_\_\_\_\_

13. For candidates who are already in Government Service :

- (i) Date of first appointment and post : \_\_\_\_\_  
(ii) Present post and date of appointment : \_\_\_\_\_  
(iii) Department, work at present and place : \_\_\_\_\_  
(iv) Are/Aren't there any disciplinary charges : \_\_\_\_\_  
(v) Have you received increments continuously within last 05 years : \_\_\_\_\_

14. Were you charged in a Court of Law for a criminal offence ? If so, quote full details :

Yes ☐ No ☐

15. Declaration of the applicant :

- (a) I hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars contained here are found to be false/or incorrect, my application is liable to be rejected and the candidature will be cancelled without any compensation.

(b) I am also aware that if any particulars contained in the above (a) are found to be false or incorrect, I am liable to dismissal without any compensation if the inaccuracy is detected after the appointment.

(c) The receipt bearing the No. .... which was received by payment of Rs. 500 to the post office ..... has been attached herewith.

Paste the money order here in a detachable manner.  
Keep a photocopy of the money order.

(d) I agree to follow the conditions of this examination.

(e) I am liable to follow the rules and regulations of the Commissioner of Examinations in conducting the examination too.

\_\_\_\_\_,  
Applicant's signature.

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

16. Attestation of Signature :

I personally know Mr. .... who produces this application with the attachment of the money order of Rs. 500. I attest that he put his signature on ..... before me.

\_\_\_\_\_,  
Signature of the Attestor.

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

Full name of the Attestor : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_

(Please put the official frank)

17. Certificate of the Head of the Department/Institution :

(Only for the applicants who are already in Government/Local Government services) :

I certify that Mr. .... working in this department as a ..... from ..... to ..... and his work, attendance and conduct are satisfactory/not satisfactory. He has paid the examination fee and pasted the money order correctly. He can be/cannot be released from the service if he has been selected for the post of Costing Officer.

\_\_\_\_\_,  
Signature of the Head of Department/  
Institution.

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

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_

(Please put the official frank)

04-690