

N.B.— Parts I-III and IV(A) of the *Gazette* No. 1,750 of 16.03.2012 were not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,751 - 2012 මාර්තු 23 වැනි සිකුරාදා - 2012.03.23
No. 1,751 - FRIDAY, MARCH 23, 2012

(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 30th March, 2012 should reach Government Press on or before 12.00 noon on 16th March, 2012.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2012.

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 other 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

Posts of Registrars Births and Deaths

COLOMBO DISTRICT

APPLICATIONS are invited for the Posts of Registrars of 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 23rd day of April, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
02nd day of March, 2012.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Colombo	Colombo	Post of Medical Registrar of Births and Deaths of New Bazaar Division	District Secretary/Additional Registrar General, District Secretariat, Dam Street, Colombo 12
Colombo	Colombo	Post of Medical Registrar of Births and Deaths of Houltsdrof Division	District Secretary/Additional Registrar General, District Secretariat, Dam Street, Colombo 12
Colombo	Colombo	Post of Medical Registrar of Births and Deaths of Maradana Division	District Secretary/Additional Registrar General, District Secretariat, Dam Street, Colombo 12

Examinations, Results of Examinations &c.

MINISTRY OF SOCIAL SERVICES

NATIONAL INSTITUTE OF SOCIAL DEVELOPMENT

National Institute of Social Development

APPLICATION FOR THE BACHELOR OF SOCIAL WORK DEGREE PROGRAMME - 2012

BACHELOR OF SOCIAL WORK DEGREE
PROGRAMME - 2012
(Sri Lanka School of Social Work)
(Academic Year - 2012)

THE National Institute of Social Development (NISD) a statutory body functioning under the purview of the Ministry of Social Services conducts the Bachelor of Social Work Degree Programme. The medium of instruction is English.

The NISD is recognized by the University Grants Commission as a Degree Awarding Institute under section 25A, of the University Act, No. 16 of 1978.

(a) Applications are invited for the Bachelors Degree Programme in Social Work. The minimum requirements for University Admissions based on the Z-score obtained at the GCE A/L Examination of 2011 shall be the main eligibility criterion ; or

(b) Diploma in Social Work certificate holders are called for the second year of Bachelor of Social Work degree program 2011/ 2015.

In addition the performance at a Proficiency Test and a *Viva Voice* both conducted in English shall be used to short list the candidates.

Why should you select this course ?.- There is a great demand for professional social workers locally and internationally and plenty of job opportunities are available in the Government, NGO and Private Sector.

Why should you select the National Institute of Social Development ?.- National Institute of Social Development, established under the Parliament Act, No. 41 of 1992 is the only higher educational institution providing professional social work education and training in Sri Lanka.

How to apply ?.- Applications, duly completed according to the following format should reach our office (address given) on or before 23.04.2012 along with a money order of Rs. 500 drawn in favour of The Director General, National Institute of Social Development with a self addressed stamped (Rs. 5) envelope.

The Registrar,
National Institute of Social Development,
No. 488 A, Nawala Road, Rajagiriya.
Contact : 011-2882506 - 11
011-3119597 for details.
www.nisd.lk

Write "BSW 2012" on the top left-hand corner of the envelop.
(The application to be used by both categories A & B).

1. Full Name :_____.
2. Name with Initials :_____ (In capital letters)
3. National Identity Card Number :_____.
4. Permanent Address :_____.
5. Contact Tel. No. :_____.
6. Sex :_____.
7. Date of Birth :_____.
8. Nationality :_____.
9. Educational Qualifications :

(i) G. C. E. (O/L) :

Index No. :_____. Year :_____.
Results :_____.

(ii) (a) G. C. E. (A/L 2011) :

Index No. :_____. Z Score :_____.
Results :_____.
District :_____.

(b) (to be filled by the Diploma holders/ Applicants for the second year only)

Academic year :_____.
Effective date of Diploma in Social Work :_____.

(iii) Highest Qualifications / Examination in English (If any) :
_____.

(iv) Other Qualifications :_____.

Copies of the result sheets of the GCE (O/L) and GCE (A/L) examinations should be forwarded along with the application.

I certify that the information furnished by me is true and accurate. I am aware that my student-ship can be cancelled, even after the selections, if the particulars are found to be incorrect.

_____,
Signature.

Date :_____.

The Registrar,
National Institute of Social Development,
11th March, 2012.

03-899

**OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO
CLASS III OF THE SRI LANKA ADMINISTRATIVE SERVICE - 2011(2012)**

APPLICATIONS are hereby called from the qualified citizens of Sri Lanka for the Open Competitive Examination for recruitment to the posts in Class III of Sri Lanka Administrative Service.

1. In this notice "Secretary" means the "Secretary to the Ministry of Public Administration and Home Affairs", "Service" means the "Sri Lanka Administrative Service".

2. *Written Examination.* - The Examination will consist of the following question papers.

- (i) General Intelligence
- (ii) Essay and Precis
- (iii) General Knowledge
- (iv) Aptitude for Management

Date of Examination. - This examination will be held in the towns of Colombo in June, 2012. The Secretary reserves the right to postpone or cancel this examination subject to instructions given by the Public Service Commission.

Oral Test. - The Secretary will decide the date for interview for the candidates who sat for all the papers in the written examination and obtained a higher aggregate of marks as determined by the Public Service Commission.

3. Number of persons to be appointed and effective date of appointment will be determined as per the orders of the Public Service Commission.

4. *Conditions of Service.* - A selected candidate will be appointed to Class III of the service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the Minute of the Service dated 28th October, 2005, (published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1419/3 of 14th November, 2005) and subject to any amendments made or to be made hereafter to the Minute.

4.1 Appointments of candidates who fail to report for duty on the due date and/or refuse or evade to take up duties in a post or in an area they are appointed to, are liable to be cancelled.

5. *Structure and salary scale per month :*

Special Grade	-	Rs. 42,390 - 12 x 1,310 - Rs. 58,110.
Class I	-	Rs. 36,755 - 17 x 1,050 - Rs. 53,555.
Class II	-	Rs. 30,175 - 8 x 790 - Rs. 35,705.
Class III	-	Rs. 22,935 - 10 x 645 - Rs. 29,385.

(Whilst the 1st Efficiency Bar Examination should be passed within 03 years from the date of appointment and 2nd Efficiency Bar Examination within 06 years from the date of appointment, proficiency of the second official language should be achieved within 05 years from the date of appointment in terms of the provisions of Public Administration Circular 07/2007 dated 28.05.2007.)

The appointments through this examination will be made to the Class III of the Sri Lanka Administrative Service.

6. *Health and Character.* - A candidate must satisfy the Secretary that he is duly qualified in respect of health and that he has an excellent moral character. He must possess good eye sight and be physically fit for service in any part of the island. Selected candidates will be called upon to undergo a medical examination.

7. *Eligibility.* - A candidate appearing for this must :-

- (i) Be a citizen of Sri Lanka ;
- (ii) Have obtained a degree from a university recognized by the University Grants Commission ;
(a) The effective date of the certificate of degree should be 31.12.2011 or a date prior to that.
- (iii) Not have reached 28 years of age as at 31.12.2011 ;
- (iv) Have a sound moral character and be physically fit ;
- (v) No person ordained in any religious sect shall be permitted to sit this examination.

Note :-

- (i) No person is allowed to sit the competitive examination for recruitment to Sri Lanka Administrative Service for more than two sittings.
- (ii) Requisite qualifications for this examination should have been completed in every aspect by 31.12.2011.

8. *Examination fee.*— The fee is Rs. 1,000. It should be paid before the closing date of applications at any District Secretariat/ Divisional Secretariat to be credited to Revenue Head 2003-02-13. The receipt obtained from the District Secretariat/Divisional Secretariat should be pasted in the relevant cage of the application form. This fee is nonrefundable. It is advisable to keep a photocopy of the receipt with the candidate.

9. *Method of Application :*

- (a) The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size 8 1/2" x 12" (A4) using both sides. It should be specially noted that the application forms should be so prepared that cages 1.0 to 2.12 appear on the first side, of the paper and cages 3.0 to 7.0 appear in the other side of the paper. Applications that do not comply with the specimen and that are not completed in every aspect, shall be rejected without notice. (It is advisable to keep a photocopy of the application with candidate.) It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice as otherwise the application may be rejected.
- (b) The application should be in the language medium in which the candidate intends to sit the examination.
- (c) The completed application form for the examination should be sent by registered post to reach the Commissioner-General of Examinations. (Organization and Foreign Examination Branch) Pelawatta, Battaramulla on or before 23.04.2012. The words "Open Competitive Examination for Recruitment to the Sri Lanka Administrative Service – 2011(2012)" should be clearly indicated on the top left-hand corner of the envelope enclosing the application. Any application received after the closing date will not be accepted. It is essential to mention the name of examination in English Language as well, in applications prepared in both Sinhala and Tamil media.
- (d) Candidate's signature in the application form should have been attested by a Principal of a Government School, a justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a *gazetted* post in the Police Service or an Officer holding a permanent post in Public Service whose annual initial salary is more than Rs. 240,360.
- (e) Any application, which is not complete in every aspect, is liable to be rejected. No complaint that an application has been lost or delayed in post will be considered.
- (f) Receipt of applications will not be acknowledged. A notice will be published in the newspapers by the Department of Examinations 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 Examinations : 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.

10. *Admission to the Examination :*

- (a) The Commissioner-General of Examinations will issue admission cards to all persons whose applications have been received. A candidate presenting himself for the examination must produce his admission card on which his signature has been attested to the supervisor of the examination center. A candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) A candidate must sit the examination at the examination hall assigned to him. Every candidate must get his signature attested in advance and hand over the admission card to the supervisor on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning of *gazette*. Candidates are subjected to rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to be subjected to a punishment imposed by him/her for breach of these rules.

Note.— The issue of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

11. *Identity of Candidates.*— A candidate will be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents will be accepted :-

- (a) National Identity card issued by the Department of Registration of Persons ;
- (b) A valid passport.

12. *Penalty for furnishing false information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false, or if he has willfully suppressed any material fact, he will be liable for dismissal from the Public Service.

13. Any matter not provided for in these regulations will be dealt with as determined by the Secretary subject to the instructions given by the Public Service Commission.

14. *Scheme of Examination* – Medium of Examination :

- (a) The examination will be held in Sinhala, Tamil and English. The language medium of examination indicated initially shall not be allowed to change subsequently ;
- (b) A candidate should sit the examination in the language in which he passed the qualifying degree examination or in an official language ;
- (c) A candidate who has passed subjects at the qualifying degree examination in more than one language, should sit the examination in the language in which he passed the majority of subjects at such examination or in an official language ;
- (d) Candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language should sit the examination in the language in which he passed the principal subject or in an official language.

Note :

- (i) The term “qualifying degree” in (b) and (c) above refers to the degree qualifications referred to in Paragraph 7 (ii).
- (ii) A candidate must sit all the papers of the examination in one and the same language.
- (iii) A candidate will not be permitted to change the language medium of the examination, indicated in the application.

15. *Method of Selection.*— A written examination in the following subjects :

(i) General Intelligence	- Duration : 1 hour	- 100 marks
(ii) Essay and Précis	- Duration : 2 hours	- 100 marks
(iii) General Knowledge	- Duration : 2 hours	- 100 marks
(iv) Aptitude for Management	- Duration : 2 hours	- 100 marks

Candidates should sit all the question papers.

Oral Test (25 marks).

Candidates who have sat all the question papers of the written exam and qualified themselves shall be called for the oral test. Only the candidates who have scored 40% of marks or above for each of the papers and scored an aggregate of marks above the level determined as sufficient by the Public Service Commission according to the number of vacancies existing, shall be called for the interview. If there are a sufficient number of candidates who possess above qualifications, a number equivalent to twice the number of vacancies shall be called for the oral test. (The scheme of allocating marks shall be approved by the Appointing Authority/Public Service Commission at the early stage of recruitment).

16. The selection for appointment will be made in order of merit from among those who have sat the written examination, presented themselves for the interview and scored the highest aggregate of marks. (Facing the interview should not necessarily mean that he or she has fulfilled requisite qualifications to receive an appointment.)

17. *Syllabus* :

(i) General Intelligence (Duration 1 hour - 100 marks) :

To assess the candidate's capacity for comprehension, qualification and perception of time space relations by measuring the candidate's inferences and responses to problems presented in verbal, numerical and spatial contexts. (The question paper will consist of multiple choice questions and questions for short answers. All questions should be answered).

(ii) Essay and Précis (Duration 2 hours - 100 marks) :

To test the candidate's capacity for conceptualization, critical reasoning and his judgmental abilities in the development, organization and presentation of ideas and information on a topic/theme chosen by the candidate from a given set of topics/themes, and the ability to comprehend a fairly complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words. (All questions should be answered.)

(iii) General Knowledge (Duration 2 hours - 100 marks) :

To test the candidate's awareness and understanding of the social, cultural, educational, scientific, political, economic and any other relevant factors operating at the National, Regional and Global environment or organizations, as well as of our society. (The question paper will consist of multiple choice questions and questions for short answers. All questions should be answered.)

(iv) Aptitude for Management (Duration 2 hours - 100 marks) :

This paper is designed to assess the candidate's aptitude for sound management, as reflected in the candidate's responses to problems and situations requiring diagnosis and decision making, dealing with interpersonal relations, communicating and developing policy and strategy and managing self. (The question paper will consist of multiple choice questions and questions for short answers. All questions should be answered.)

On the order of Public Service Commission,

P. B. ABEYKOON,
Secretary,

Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
09th of March, 2012.

Specimen Form of Application

(For office use only)

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF
THE SRI LANKA ADMINISTRATIVE SERVICE - 2011(2012)

APPLICATION

1.0 Medium :

Language medium of examination

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

2.0 Personal Information :

2.1 Name with initials : _____.

(In English Block Capitals)

2.2 Name in full : _____.

(In English Block Capitals)

2.3 Name in full : _____.

(In Sinhala/Tamil)

Eg :- SILVA, A. B.

2.4 Permanent Address (admission card will be posted to this address) :_____.

(In English Block Capitals)

2.5 Permanent Address :_____.

(In Sinhala/Tamil)

2.6 Sex :

(Male - 0, Female - 1)

(Indicate the relevant number in the cage)

2.7 Civil Status :

(Unmarried - 1, Married - 2)

(Indicate the relevant number in the cage)

2.8 Ethnic group :

(Sinhala - 1, Tamil - 2,

Indian Tamil - 3, Muslim - 4, Other - 5)

(Indicate the relevant number in the cage)

2.9 National Identity Card No. :

2.10 Date of Birth :

Year : Month : Date :

2.11 Age as at the closing date of applications :

Years : Months : Days :

2.12 Telephone No. :

3.0 State the years in which you sat any previous examinations for recruitment to the Sri Lanka Administrative Service :

Indicate the years in which the candidate has sat the examination after 01-01-2005 as per Sri Lanka Administrative Service minute published in the Gazette Extra Ordinary No. 1,419/3 dated 14th November, 2005 (Which is effective at present).		Indicate whether the candidate has/has not sat the examination
	2007 open
	2007 limited
	2009 open
	2009 limited
	2010 open

4.0 (i) Effective date of the Degree :_____.

(Please read Para 7(ii) of the notification carefully to see whether you are qualified in this respect)

(ii) University/Institute :_____.

(iii) Registration Number :_____.

(iv) Internal/External :_____.

(v) Degree :_____.

(vi) Subjects :_____.

(vii) Class :_____.

(viii) Upper/Lower :_____.

(ix) Index Number :_____.

(x) Language medium of Examination :_____.

5.0 Paste the cash receipt properly here.

(Paste the receipt here securely)
(It would be advisable to keep a photocopy with the candidate)

6.0 Declaration of the candidate :

I declare that information given in this form is true to the best of my knowledge and belief and that I have affixed the receipt No. dated being the payment of the examination fee. I also agree to be bound by the rules governing the examination and any

decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination. Further, I agree to be bound by the rules and regulations imposed by Commissioner-General of Examinations as conducting of the exam.

Date :_____.

_____,
Signature of Applicant.

7.0 Attestation of the applicant's signature : (Para 9(d) of the *Gazette* Notification) :

I hereby certify that (Full name) who submits this application is known to me personally, that he/she has paid the prescribed examination fee and affixed the relevant receipt herein. He/She placed his/her signature in my presence on

_____,
Signature of the Officer attesting the Signature.

Date :_____.

Name in full of the Officer Attesting the Signature :_____.

Designation :_____.

Address :_____.

(Official Stamp)

03-912

**OPEN/LIMITED-COMPETITIVE EXAMINATION
FOR RECRUITMENT TO CLASS III OF THE
SRI LANKA ACCOUNTANTS' SERVICE - 2012**

IN this notice "Service" means the Sri Lanka Accountants' Service (S.L. Ac. S.)

1. *Date of Examination.*— Examination will be held in July, 2012 in Colombo and in Jaffna by the Commissioner General of Examinations. The Public Service Commission reserves the right to postpone/cancel the Examination.

2. *Number of persons to be appointed and effective date of the appointment.*— To be determined by the orders of the Public Service Commission.

3. *Conditions of Service.*— A selected candidate will be appointed to the Grade III of Sri Lanka Accountants' Service subject to general conditions of governing appointment of the Public Service, conditions prescribed in the minute of the Sri Lanka Accountants Service published in the *extraordinary Gazette* of Democratic Socialist Republic of Sri Lanka No. 1670/33 dated 10th of September 2010 and the amendments made thereto or to be made hereafter.

4. *Structure and Monthly Salary Scales.*— Monthly Salary Scale as per Salary Code SL 1-2006 of the Public Administration Circular No. 6/2006 dated 25.04.2006.

Monthly Salary Scale.— SL 1-2006-Rs; 22935 -10X645- 8X790 – 17X1050 – Rs. 53,555.

5. *Qualifications* :—

5.1 Open Competitive Examination :

(a) Educational Qualifications

(i) Should possess a Degree in Commerce, Management, Accountancy or Economics from a University recognized by the University Grants Commission ;

or

(ii) Should be a holder of a Higher Diploma in Accountancy or Commerce from the Sri Lanka Technical College or Sri Lanka Institute of Higher Technical Education;

or

(iii) Should have passed the Intermediate or Licentiate or Higher Examination of the Institute of Chartered Accountants of Sri Lanka or an Institute of Chartered Accountants in any other commonwealth country;

or

(iv) Should have passed the Parts I and II of costs and management Examination or Higher Examination conducted by the Chartered Institute of Management Accountants of the United Kingdom or in any other Commonwealth Country;

or

(v) Should have passed the First Professional Level or Higher Level Examination of the Institute of Certified Accountants of the United Kingdom or any other Commonwealth Country;

or

(vi) Should have passed parts I and II Examination or higher Level Examination of Association of Chartered Certified Accountants of United Kingdom or in any other Commonwealth Country;

or

(vii) Final Examination of the Institute of Chartered Secretaries and Managers of the United Kingdom.

(b) *Physical Fitness* :-

All candidates should be physical fit in all aspects to serve in any part of Sri Lanka.

- (i) Should be a citizen of Sri Lanka ;
- (ii) Should be of excellent moral character ;
- (iii) No candidate will be permitted to sit for the Open Competitive Examination more than two occasions ;
- (iv) A person holding priesthood in any of the religious sects will be ineligible to sit this examination ;
- (v) A person will be deemed as qualified to sit the Competitive Examination for appointment to the service, if the candidate has fulfilled necessary qualification in para 5.1 (a) in all respect as at 23.03.2012 (on the date of publication of *Gazette notification*) and copies of certificates in support of qualifications should be attached to the application ;

(D) *Age*.- Candidate should not less 22 years and not more than 28 years as at 23.03.2012 (on the date of publication of the *Gazette* notification).

5.2 Limited Competitive Examination :-

(a) *Experience and qualifications* :-

- (i) Possession of any of the qualifications set out in para 5.1 (a) above with not less than 5 years of satisfactory, uninterrupted permanent service in the public service or in the provincial public service on 23.03.2012. (the date of publication of the *Gazette* notification calling for applications) having earned a minimum of 5 increments on the due date ;

or

- (ii) Possession of not less than 10 years satisfactory period of service in the public service or in the provincial public service in a permanent and pensionable post which carries the salary scale of MN 1- 2006 (A) or above having earned a minimum of 10 increment on the due date :

(b) *Physical Fitness*.- All candidates must be physically fit all aspects to serve in any part of Sri Lanka.

(c) *Other qualifications* :-

- (i) Candidates must be of excellent moral character ;
- (ii) Should have earned all the increments on due dates during the immediately preceding five years of the date of gaining eligibility ;
- (iii) Possession of five years satisfactory service during the immediately preceding five years on 23.03.2012 (on the date of publication of the *Gazette notification*) ;
- (iv) No person is entitled to sit the limited competitive examination more than twice ;

(v) Any person holding priesthood in any of the religious sects will be ineligible to sit this examination ;

(vi) A person will be deemed as qualified to sit the competitive examination for appointment to service, if the candidate has fulfilled necessary qualifications in para 5.2 (A) in all respects as at 23.03.2012 (on the date of Publication of the *Gazette* notification) and copies of certificates in support of qualifications should be attached to the application.

6. *Examination Fee*.- The fee for the Open Competitive Examination is Rs. 300. The Fee for the Limited Competitive Examination is Rs. 300. If a candidate applies for both Examinations the total fee is Rs. 500. This fee should be paid before closing date of applications at a Divisional Secretariat in order to credit to the Revenue Head 2003-02-13. The receipt issued from the Divisional Secretariat should be pasted to the relevant cage in the application form. It is advisable to keep a photocopy of the receipt with the applicants. The fee is not refundable.

7. *Method of Application* :-

- (a) The applications should be prepared strictly in accordance with the specimen form annexed to this notification, using both sides of a paper size A4 and should be filled by the candidate himself ;
- (b) Item No. 01 to 04 of the application should be on the first page. The application should be in the Language in which the candidate is eligible to sit the examination. However, the Heading should be written in English (Block Capitals) when preparing the application. (See Para. 12) ;

(c) The applications for the Open Competitive Examination must be sent by Registered Post to reach the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla on or before 23.04.2012. The envelope containing the application should clearly written "Open Competitive Examination/Accountants" on the top left hand corner. No application received after that date will be accepted.

Note.- Applicants who are already in Public Service/ Provincial Public Service/State Corporations should forward their applications through their Head of Departments/Institutions.

(d) The applications for the Limited Competitive Examination must be forwarded through the Head of Department to reach the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla on or before 23.04.2012. The envelope containing the application should be clearly written "Limited Competitive Examinations/Accountants" on the top left hand corner. No application received after that date will be accepted. If a candidate is sitting for

both examinations the envelope should be written "Open/Limited Competitive Examinations."

- (e) An applications will not be acknowledged. A notice will be published in the newspapers as soon as after the Admission Cards are issued to the applicant. A candidate who does not receive his/her Admission Card at least seven days before the date of the examination should immediately communicate with the Commissioner-General of Examinations, Department of Examinations Pelawatta, Battaramulla. (Telegraphic Address "Exams" Pelawatta) with following particulars.

1. Name of the Examination ;
2. Full Name of the candidate ;
3. Address ;
4. Posting date of the Application, Registered Number and Post Office.

8. *Admission to the Examination :-*

- (a) The Commissioner-General of Examinations will issue Admission Cards to every person who has sent a perfected application after paying the examination fees before the due date. A candidate presenting himself for the examination must produce his Admission Card with signature certified, to the Supervisor of the Examination Centre. A candidate, who fails to produce his Admission Card, will not be permitted to sit the Examination ;
- (b) The candidate must sit the Examination at the Examination Hall assigned to him. Every candidate should hand over their Admission Card of the relevant examination hall to the Supervisor of the Examination Centre on the first day presenting himself for the examination at the hall. A set of rules to be observed by all candidates are published in the *Gazette* ;
- (c) The issue of an Admission Card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit the examination ;
- (d) All candidates are bound to abide by the rules laid down by the Commissioner-General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner-General of Examinations.

09. *Identification of a Candidate.*—A Candidate will be required to prove his identity at the Examination Hall to the satisfaction of the Supervisor of the Examination Centre for each subject he offers. For this purpose one of the following documents will be accepted.

- (a) A National Identity Card issued by the Department of Registration of Persons;
- (b) A valid passport issued by the Department of Immigration and Emigration. No office Identity Card will be accepted.

10. *Furnishing False Information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by candidate is found incorrect and has been done so within the knowledge of him or if he has willfully suppressed a material fact, he will be liable to dismissal from the Public Service.

11. Any matter not provided in these regulations will be dealt with as determined by the Public Service Commission.

12. *Scheme of Examination :-*

(i) Language of Examination :-

- (a) The Examination will be held in Sinhala, Tamil and English ;
- (b) A candidate can sit for the examination in any one of the Languages of his choice.

Note :- (i) A candidate must sit all the papers of examination in one and the same language.

- (ii) A candidate will not be permitted to change the medium of the examination given in his application.

13. *Method of Testing :-*

- (a) An written examination consisting of the following subjects.— All the question papers consist compulsory questions and the Candidates should answer all the questions ;
- (i) Financial Accounting Paper I - 3 hours – 100 marks
 - (ii) Financial Accounting Paper II - 3 hours – 100 marks
 - (iii) Cost and Management Accounting - 3 hours – 100 marks
 - (iv) Public Financial Management - 3 hours – 100 marks
 - (v) Auditing and Investigations - 3 hours – 100 marks
 - (vi) General Intelligence and Comprehension - 3 hours – 100 marks

Syllabus is given in at the end of this notice.

- (b) *Interview.*— Only candidates who secured a minimum of 40% marks in each subject at the written examination will be summoned for the interview. The number of candidates to be called for the interview will be determined by the Public Service Commission in order of merit of the marks obtained by the candidates at the written examination and according to the number of existing vacancies as the case may be.

14. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

15. *Method of Selection for Appointment.* - The selection for appointment will be on the results of the Open or Limited Competitive Examination from those who have scored highest marks in the written examination and duly filled the basic qualifications. In the event of candidate having tied for a place, the selection for such a place will be made by the Public Service Commission.

By order of the Public Service Commission,

P. A. ABEYSEKERA,
Deputy Secretary to the Treasury.

Ministry of Finance and Planning,
Colombo 01,
On this 23rd day of March, 2012.

Open/Limited Competitive Examination for Recruitment to Grade III of the Sri Lanka Accountants' Service - 2012

Index No : (for official use only)	
Town in which the applicant sits for the examination	Town No.
Indicate the Town Number in which the applicant sit for the examination and the number of the same. (Colombo 1, Jaffna 2)	
Medium of the Examination: Sinhala 2, Tamil 3, English 4 (Please write relevant number in the cage) Changing of given medium is not permitted	

1.0 Name :

1.1. Last Name with Initials: Mr./Mrs./Miss. : _____.

(In capital letters)

Eg : Mr./Mrs./Miss. SILVA, A.B.

1.2 Full Name : _____.

(In capital letters)

1.3 Full Name : _____.

(In Sinhala/Tamil)

1.4 National Identity Card No. :

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2.0 Permanent address : _____.

(In capital letters)

2.1 Permanent address : _____.

(In Sinhala/Tamil)

2.2 Official address : _____.

(In English capital letters)

2.3 Official address : _____.

(In Sinhala/Tamil)

2.4 Address to which the Admission Card should be sent: (In English Capital Letters) : _____.

(Officer in Public Service/Provincial Public Service/Corporations should mention his official address and any subsequent change should be notified immediately.)

3.0 3.1 Sex :

Female - 1, Male - 2
(Please write relevant number)

3.2 Marital Status :

Married - 1 Single - 2
(Please write relevant number)

3.3 Date of Birth :

Year : Month : Date :

3.4 Age as at 23.03.2012 :

Years : Months : Days :

4.0 4.1 Please state whether you apply for Open Competitive Examination/Limited Competitive Examination or Both:

Limited - 1, Open - 2, Both - 3
(Please write relevant number)

* Subsequent change for examination applied will not be allowed

4.2 Examination fees paid : Rs. : _____.

5.0 (To be filled by candidates for the Open Competitive Examination) Please State.

5.1 The qualification obtained to be eligible to sit this Examination under Para 5.1 : _____.

5.2 The Institutions from which such qualification has been obtained : _____.

6.0 (To be filled by candidates for the Limited Competitive Examination) Please State.

6.1 The qualification obtained to be eligible to sit this Examination under Para 5.2 : _____.

6.2 The Institutions from which such qualification has been obtained

(a)

Department	Post	From	To	Period

(b) (i) Service/Post : _____.

(ii) Class : From _____ to _____

(iii) Class : From _____ to _____

(iv) Total Service period the Government as at 23.03.2012. (On the date of publication of Gazette Notification) :

Years : _____ Months : _____.

(a) Service in ii above :

Years : _____ Months : _____.

(b) Service in iii above :

Years : _____ Months : _____.

(v) Annual Salary as at 23.03.2012 (on the date of publication of *Gazette* Notification)

Competitive Examination) the Head of Institution in which the applicant personal file is been maintained, should sign as the Head of the Institution.

7.0 7.1 The years in which you have sat the Limited Competitive Examination for recruitment to the Sri Lanka Accountants' Service.

Years:

1. 4.
2. 5.
3. 6.

7.2 The years in which you have sat the Open Competitive Examination for recruitment to the Sri Lanka Accountants' Service.

Years:

1.
2.
3.

8.0 The cash receipt should be pasted to the application firmly :

(To affix the receipt)

- (i) Number :
(ii) Date :
(iii) Place of amount paid :
(iv) Amount paid : Rs :

9.0 Certificate by Candidate :

9.1 I declare that to the best of my knowledge and belief the information given in this form is true and that I have affixed receipt No. dated being payment of the Examination Fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to during or after the examination if it is found that I am ineligible according to the regulations of the examination.

9.2 I declare that during the five years preceding 23.03.2012 (on the date of publication of *Gazette* Notification) I have earned all the increment (excluding those conditional to passing service or departmental examination) and that I have not been subject to any form of disciplinary punishment (excluding warning) for any offence committed during the immediate proceeding five years.

Signature of Candidate.

Date :

10. 10.1 Certificate of the Head of Department: (To be filled by candidates for the Open Competitive Examination only where relevant and by all Candidates for the Limited

I hereby certify that the candidate named ... has been serving in this office since and his/her work and conduct has been satisfactory and I have checked all the particulars maintained in Para 6 above with the records available in the office and found that they are correct and that she/he has signed in my presence on 2012.

Signature of the Head of the Department.

Date :

Attester's Full Name :

Post :

Address : (Should be supported by a Rubber Stamp)

10.2 Attestation (To be filled by candidates for the Open Competitive Examination only where relevant.)

I do hereby certify that Mr./Mrs./Miss who forwards this application is known to me personally and placed his/her signature in my presence on this day of 2012.

Signature of the Attester and Seal.

Attester's Full Name :

Post :

Address :

Date :

Note : Attester should be a Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public or Government Servant drawing an annual consolidated salary not less than Rs. 230,700.

APPENDIX I

Particulars regarding Open/Limited Competitive Examinations conducted for appointment to the Sri Lanka Accountants Service.

The examination will consist of the following examination papers.

No.	Subjects	Maximum Marks	Pass Marks	Time
1	Financial Accountancy -I	100	40	03 hours
2	Financial Accountancy -II	100	40	03 hours
3	Cost and Management Accountancy	100	40	03 hours
4	Public Financial Management	100	40	03 hours
5	Auditing and Investigation	100	40	03 hours
6	General Intelligence and Comprehension	100	40	03 hours

Syllabus:**Subject No. 01 and 02 - Financial Accountancy I and II**

Purpose of Financial Accountancy and users of accounts and information required by them.

Accounting Principles:

Accounting Equation, Double Entry Book keeping and Accounting Systems, Prime Entry Books and Ledgers. Trial balance, Accumulated pre-payments and Adjustments, Capital Expenditure and income, Depreciations, Suspense Accounts, Correction of Errors, Control Accounts, Reconciliation Statements, Incomplete records.

Final Accounts :

Manufacturing Accounts, Trading Profit and Loss Accounts, Balance Sheet, Fund Flow Statement and Appropriation Account.

Accounting for Partnerships:

Partnership Agreements, Book keeping for partnerships, Fixed Capital Accounts, Current Accounts, Accounting for debts, Drawing Accounts, Preparation of Final Accounts for Partnerships, Changes in the composition of a Partnership, Treatment of goodwill and action on other assets and liabilities in admission of partners and dissolution of partnerships, Joint ventures.

Accounting for Limited liability Companies:

Nature of Limited liability Companies, Public listed Companies and Share market/share and loan capital, Distributable profits, Final Accounts for internal and external use, Defining Statements of Accounts, Interpretation of financial statements, Accounting ratios.

Accounting for Specialized Transactions:

Societies and associations, consignments, Branches, hire purchase and credit sale, Leasing, investments, bill of exchange, long-term contracts, royalties, container accounts, foreign currency transactions.

Application of Computers for accounting:

Types of Computer/Hardware and software, Computer Operating Software, Electronic Spreadsheets, Computer based Accounting.

Subject No. 03 – Cost and Management Accounting

Cost Accounting, Financial Accounting and Management Accounting, Purpose of Cost accounting. Accounting as a management aid.

Material Cost:

Purchasing procedures, Store Routines, Methods of valuing material issues, Incentive allowances, and bonuses.

Labour Cost:

Time keeping, time allocations, methods of remuneration, payment of incentive allowances and bonuses, Accounting for salaries and wages.

Overhead Costs:

Allocation and apportionment of costs, Absorption methods, Overhead administration & distribution, Selling and Distributions.

Integrated and non-integrated Accounts.

Cost control account, reconciliation of costs and financial accounts, integral accounts.

Methods of Costing:

Contract Costing, Job Costing, Departmental Costing, Batch Costing, Process Costing, Unit Costing, Services Costing, unrealized profits under different methods of costing.

Marginal Costing:

Contributions/Sales, break-even charts, application of marginal costing, accounting entries in marginal costing.

Standard Costing:

Standard Costs, actual Costs, basic variances, accounting procedures.

Budgetary Control:

Functional budgets, master budgets, flexible budgetary control, continuous budgeting, Operation of budgetary control.

Subject No. 4 - Public Financial Management

Legal framework of Public Finance

The Consolidated Fund, Special Law Expenditure, Contingencies Fund, Public Debt. Foreign aid, Fiscal Measures.

The Role of the Parliament, The Minister of Finance, The Treasury, The Auditor General, Public Accounts Committee, Committee on Public Enterprises, The Chief Accounting Officer, Department of national Planning Monetary Board.

The Annual Appropriation Bill.

Budgetary System and Procedures, Annual estimates of Revenue and Expenditure.

Budget Implementation

Organizational Structure for the implementation of the budget, Revenue collection procedures, Imprest for making payments, Supervision of financial operations, Delegation of functions,

Virement procedure, supplementary estimates, Budgetary control, Procurement Procedure.

Government Accounting Systems and Procedures

Custody, security and control of Government properties, Accounting for revenue and other receipts, Accounting for foreign aid, Accounting for losses, waivers and write-offs.

Review :

Flash reports summary of monthly accounts, Review of financial and physical performance, the annual appropriation account, The Auditor General's report on the island's accounts, the report of the Public Accounts Committee, The report of the Committee on Public Enterprises.

Note:-

- (i) Term a qualifying examination in (b) and (c) above refers to any of the examination referred to in para. 5.
- (ii) A candidate must sit all the papers of examination on one and the same language.
- (iii) A candidate will not be permitted to change the medium of the examination given in his application :
 - (a) A candidate should sit the examination in the language in which he passed the qualifying examination or in the official language ;
 - (b) A candidate who has passed subjects at the qualifying examination on more than on language should sit the examination in the language on which he passed the majority of subjects at such examination or in the official language ;
 - (c) A candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language should sit the examination in which he passed the principal subject or in the official language.

Subject No. 5 - Auditing and Investigation :

The nature and objectives of auditing - The role of the Auditor :

Internal audit, external audit, statutory – in relation to the Government Departments, Ministries and Corporations under the Constitution of Sri Lanka and Finance Act, No. 38 of 1971 relating to Non-statutory-under companies Act, No. 17 of 1982 – Auditing Standards, Auditing Opinions, Auditing concepts, Independence and other personal qualities of Auditor, Evidence, Truthfulness and Fairness, Materialism, Audit Risk, Auditors Responsibilities, Responsibilities of person subjected to Auditing.

Scope and Limitations :

Determining the Scope, Assumptions and limitations, Role of Auditing standards and Guidelines.

The role of engagement letters, Management letters and representation letters, Basic auditing methods and Evaluation of internal control procedures.

Quantity Charts, Questionnaires.

Audit Planning and Control.

Audit Planning, timing, interim and final audits, assignment of responsibilities for functions, Audit Control, Recording the work done including the use of internal control, prepared questionnaires and forms for evaluation of internal control.

Values, Concepts and Characteristics for financial auditing.

Its relevance to the Public Sector, Analytical auditing.

Auditing of Computerized Accounting Systems – Auditing Limited Companies.

Statutory books, powers and duties of Directors, Divisional profits, Appointment of auditors, wages and removals. Action to be taken before accepting new Auditors, Powers and duties of Auditors.

Nature and extent of inspections.

Compliance inspections, independent inspections, Sample techniques, Balance Sheet verifications, Verification of income and expenditure accounts.

Professional responsibilities of Auditors and Accountants

Professional conduct and ethics legal rights and responsibilities, Legal responsibility of Accountant and Auditor and Law relating to the subject of knowledge on incidents.

Investigations:

Planning the scope of investigations, Techniques and procedures to be used, Examples of intention for conducting investigations, Feasibility studies Evaluation of business institutions for the purchase, Sale, Credit rating etc., Accountant's and Auditor's reports for prospectus, Reporting activities, fraud investigations, Project evaluations.

Reporting Functions

Reporting to the management about the weaknesses in the internal control systems, special reporting functions relating to Government and corporation audits, Reports for the prospectus, Reports on investigations.

Subject No. 6 – General Intelligence and Comprehension

PART 'A'

Questions will be asked from candidates based on a passage given in the comprehension question paper. Another passage is given and the candidates have to summarize it to one third of the original number of words giving its prime meaning.

PART 'B'

Intelligence

Note:-

- (i) Term a qualifying examination in (b) and (c) above refers to any of the examination referred to in para. 5.
- (ii) A candidate must sit all the papers of examination on one and the same language.

(iii) A candidate will not be permitted to change the medium of the examination given in his application.

(a) A candidate should sit the examination in the language in which he passed the qualifying examination or in the official language.

(b) A candidate who has passed subjects at the qualifying examination on more than one language should sit the examination in the language on which he passed the majority of subjects at such examination or in the official language.

(c) A candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language should sit the examination in which he passed the principal subject or in the official language.

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