

N. B.— Part III of the Gazette No. 2,214 of 05.02.2021 was not published.



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

අංක 2,215 – 2021 පෙබරවාරි මස 12 වැනි සිකුරාදා – 2021.02.12

No. 2,215 – FRIDAY, FEBRUARY 12, 2021

(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 05th March, 2021 should reach Government Press on or before 12.00 noon on 19th February, 2021.

#### Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette.”

Department of Govt. Printing,  
Colombo 08,  
01st January, 2021.

This Gazette can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)

GANGANI LIYANAGE,  
Government Printer.



### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

### 5. Serving Officers in the Public Service :

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

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

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

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

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

### 6. Definition of Salary for the purpose of Eligibility :

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

### 7. New National Policy on Recruitment and Promotions :

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

### Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Post of Registrar of Births, Deaths and Marriages/ Additional Marriages (Kandyan /General) Sinhala Medium

#### MATALE DISTRICT

APPLICATIONS are called for the Post of Registrar Post of Additional Registrar of Birth, Death and Marriage for the divisions set out in the schedule hereof;

1. Applicant should be a permanent resident of relevant Births, Deaths and Marriages/Additional Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.

2. Both Male and Female candidates can apply for this post.

3. Applicant should be not less than 30 years and not more than 50 years of age as at the closing date of the applications.(Maximum age of retirement is 65 years)

4. Applicants for the Post of Registrar of Marriages should be married and should not be a widow/widower or divorced.

5. Applicant should have passed minimum of 06 subjects including Sinhala language with 03. Credit passes in not more than Two (02) sittings in GCE (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the division or else should have passed in any other similar examination.

**N.B.**– In case a subject contains 02 parts at GCE (O/L) or any other similar examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.

6. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.

7. Additional details such as village name list/Grama Niladhari Divisions of the relevant division of Births, Deaths and Marriages/ Additional Marriages, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District secretariat, divisional Secretariat or relevant land and District Registries, Grama Niladhari offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.

8. Relevant application and the said "Annex -01" inclusive of village name list/Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.

9. Duly filled applications should be forwarded on or before 12.03.2021 by registered post to the address given in the schedule.

K. G. DHARMATHILAKA,  
Registrar General,

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
On this 17th day of December, 2020.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post &amp; Division for which Application are called</i>	<i>Address to which Application should be sent</i>
Matale	Naula	Post of Births & Deaths Registrar of Abanganga North Division & Post of Marriages Registrar of Matale East Division (Kandyan/ General)	District Secretary / Additional Registrar General, District Secretariat, Matale.

02-292

**SRI LANKA POLICE**

**Post of Police Constable**

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Recruit Police Constable in the Sri Lanka Police.

2. Applications duly prepared according to the specimen application form given below should be forwarded to the address, Director/Recruitment, Police Recruitment Division, No. 375, First Floor, Sri Sambuddhathva Jayanthi Mawatha, Colombo 06. The post you are applying for should be mentioned on the top-left corner of the envelope in which your application is enclosed and it should be forwarded by registered post to reach the above address on or before 31.03.2021. Late applications will not be considered and applications will not be issued by Sri Lanka Police.

3. *Salary Scale.*— Rs. 29,540 -7x300 - 27x270 - Rs. 41,630.

This salary scale is calculated according to Public Administration Circular No. 03/2016.

Further, these officers are entitled to the allowances granted under the Inspector General's Circular dated 07.01.2013 bearing No. 2416/2013. They will receive the following allowances on a monthly basis in addition to the salary scale mentioned above.

	<i>Rs. cts.</i>
(a) Cost of living allowance	7,800.00
(b) 40% Allowance entitled to the post as per Pub. Admin. Circular 03/2016	11,816.00
(c) Arduous duty allowance	2,000.00
(d) Interim Allowance	2,500.00
(e) Uniform allowance	250.00

- (f) Combined allowance 10,500.00  
(Maximum amount paid for areas in which special allowances are paid)
- (g) Combined allowance 9,800.00  
(Maximum amount paid for areas in which special allowances are not paid)

In addition to these allowances :

- (a) Free transport facilities.
- (b) Free Medical facilities for officers (Financial support can be obtained even for getting medical treatment abroad).
- (c) All the uniforms will be provided free of charge.
- (d) Facilities to enhance one's sports skills and inborn talents
- (e) Travelling expenses for duties and financial rewards for exceptional performance are arduous service.

**4. Basic Qualifications Required :**

- 4.1 *Age Limit :*  
The applicant must be aged between 18 - 25 years at the time of the closing date of the application as per the *Gazette* notification.

**4.2 Educational Qualifications :**

- Having passed 06 subjects with 04 credit passes including a credit pass for the medium language at G. C. E. (O/L) examination at one and the same sitting. And the applicant should have passed the subject, Mathematics in not more than two sittings.

**Note:** 01. According to the subject classification of the Department of Examinations, two Aesthetic Subjects bearing No. 41 and 44 are considered as a single subject and two Aesthetic Subjects bearing No. 42 and 45 are also considered as a single subject when determining the number of subjects passed at the examination.

02. Despite having passed the practical test of the Technological Studies at G. C. E. (O/L) examination, failing in the written test of the same subject is considered as having failed the said subject

03. Since the subjects, Optional Tamil, English and Sinhala are not included in G. C. E. (O/L) subject stream, having passed those subjects is not considered as one of the subjects passed at G. C. E. (O/L) examination.

**4:3 Physical Requirements :**

- Height should be 05 feet and 04 inches (minimum)
- Chest should be 30 inches (minimum / during expiration)

4:3:1 All the applicants should be physically and mentally fit to discharge the duties of the post and to work anywhere within Sri Lanka.

**4:3:2 Vision Requirements :**

Minimum vision of one eye, without wearing spectacles or contact lens, should not be less than 6/12. If the vision of one eye is 6/6, the vision of the other eye should be 6/18.

4:3:3 Should not have undergone artificial body modifications which might be deemed unsuitable for the honour of police service or may cause obstruction in the execution of duty.

**4:4 Other Qualifications :**

4:4:1 Should be a citizen of Sri Lanka

4:4:2 The applicant should not possess a tarnished character

4:4:3 The applicant should be a spinster (divorcees, widows, pregnant women and single mothers are not qualified to apply)

4:4:4 Should be prepared to work anywhere in the country.

4:4:5 Qualifications mentioned in the application from 4:1 to 4:2 which are required for the post are expected to have been fully acquired by the date mentioned in the notice inviting applications and the qualifications in 4:4 are expected to remain the same even on the date of recruitment.

**5. Preliminary Interview.**— Only the applicants who meet the qualifications and age requirement out of those who have furnished the applications will be called for the preliminary interview. During the interview, qualifications mentioned in paragraph 4:3 (except 4:3:2 and 4:3:3) and 4:4 (except 4:4:2 and 4:4:4) mentioned above will be checked.

The applicants who face the preliminary interview should face the endurance test conducted by a board of officers appointed by the Inspector General of Police.

The form forwarded with the call letter to get it verified that the applicant is not unfit to face this endurance test should be furnished then with the recommendation of a doctor registered with Sri Lanka Medical Council.

Activity	Time	Marks
Long Distance Running 1000 meters	Below 03 minutes	30
	Between 03 to 04 minutes	20
	Between 04 to 05 minutes	10
Chin-ups (05 reps)	01 minute	A maximum of 15 marks with 03 marks for each rep
Push-ups (15 reps)	01 minute	A maximum of 15 marks with 01 marks for each rep

Activity	Time	Marks
Sit-ups (15 reps)	01 minute	A maximum of 15 marks with 01 marks for each rep
Squat Thrusts (15 reps)	01 minute	A maximum of 15 marks with 01 marks for each rep
Kim's Game (Memory Test)	30 seconds to observe items, 30 seconds to memorize, 120 seconds to write	A maximum of 10 marks with 01 marks for each item

**Note: Applicants who fail to run a distance of 1000 meters in 05 minutes are considered having failed the fitness test.**

06. *Written Examination* : The applicants who get through the preliminary interview will be called for the written examination. The written examination will be held under the following subjects.

Subjects	Maximum marks	Qualified marks
01. Comprehension and language proficiency	50	40%
02. General knowledge and I.Q. test	50	

07. *Structured Interview*.– Only the applicants who get through the preliminary interview and Written examination will be directed to the structured interview. The Structured Interview Board will be appointed by the Inspector General of Police.

Main headings under which marks are given	Maximum Mark	Cut-Off Mark for Selection
01. Additional Educational Qualifications	15	Not applicable
02. Professional Qualifications	15	
03. Language proficiency	10	
04. Sports skills	20	
05. Leadership/community services	20	
06. Evaluation of the interview board	20	
	100	

08. *Method of Recruitment*.– The aggregate of the marks obtained by each applicant for the Written Examination and Structured Interview is listed in descending order. Based on the order of marks obtained, a number of applicants, which is 125% of the number of vacancies, will be called for the Background Check and Medical Test and the qualified applicants out of those will be recruited for the post based on the number of available vacancies.

**Note:- Deviating from the above procedural measures, the applicants who possess exceptional sports skills on national or international level or have displayed special talents or proficiency in a different field may be recruited at the discretion of the appointing authority, disregarding the height and chest requirement, if such applicant meets other qualifications.**

09. *Background Check* :

9.1 A background check will be conducted to check any adverse reports on the applicants based on the number of available vacancies and the arrangement of the aggregate of the marks obtained by each applicant for the Written Examination and Structured Interview listed in descending order.

9.2 With the intention of getting the applicant's character exposed, background checks will also be carried out on the applicant, on his next of kin and on his close companions and applicants with negative background check reports will not be recruited.

9.3 Providing false information during recruitment by applicants will result in disqualification. If it is revealed, after the recruitment, that false information had been provided, service will be terminated at any time.

10. *Medical Test* : Only the applicants, who do NOT have negative background report, will be called for Medical Test. The selected applicants should pass the medical test conducted by the Medical Board headed by the Chief Medical Officer of Police Hospital. In addition, a test will be performed on the applicants to check whether they are physically and mentally fit to perform police duties. An applicant can take the medical test only once. The medical test will be conducted under health 169 form. Appeals will not be considered from the applicants who disqualify from the medical test.

#### 11. *Training* :

11.1 Based on the vacancies available, only the applicants who have passed the above tests will be called for training on a date specified by the Inspector General of Police. Selected applicants will receive the preliminary training at Sri Lanka Police College. Afterwards, they will receive extensive training in the respective field during the probation period.

11.2 Appointing authority will decide whether to extend the training period or nullify the appointment of the officers who do not complete their preliminary training.

12. *Nature of Post* : Permanent and pensionable (Subject to the policy decisions made by the governing on the pension scheme)

#### 13. *Service Conditions* :

13.1 Selected applicants should serve a probation period/apprenticeship of three years under the section 13.3

13.2 The selected applicants shall act in conformity with any orders or circulars already made or may hereafter be made to implement the Official Language Policy.

13.3 Should abide by the Circulars of National Police Commission, provisions of Establishment Code, Financial Regulations, Public Administration Circulars, Treasury circulars, Sri Lanka Police Ordinance, Police *Gazette* Notification, I.G.P. Circulars, Instruction Codes and provisions thereof and conditions of the appointment letter.

13.4 The probation period shall prevail for first three years from the date of appointment and the officers are not permitted to consummate the marriage during the period. One should enter into marriage only as per the instructions given in I.G.P. Circulars. If getting married during probation period, a special permission should be obtained from Inspector General of Police. If this regulation is violated, the appointment shall be nullified.

13.5 Those who are recruited should serve compulsory service period of 5 years after completion of training. They should sign a bond giving their consent to pay all the stipulated expenses, should there be any that had been spent for his/her training and other expenses including uniforms at the time he is handing over the resignation letter in the event of an officer intends to resign from the service before completion of his compulsory service period. Measures will be taken as per the provisions of Establishment Code and Procedural Rules of Public Service Commission in relation to the resignation.

13.6 When each and every officer of direct recruitment is initially appointed to the police service, who should provide particulars of all their assets, which the officer either has absolute ownership to or retains title to or has been transferred to and all the liabilities in General Form No. 261 (revised) to Inspector General of Police, to be included in his personal file.

Officer immediately after the marriage should include the above particulars about his spouse and submit.



If a new asset or possession as described in the above is acquired, a complete description of the said asset or possession should be given in writing to the Inspector General of Police to be included in the personal file.

13.7 Probationary Police Constables should subscribe an affirmation/oath to the effect that they comply with the constitution of Democratic Socialist Republic of Sri Lanka, as soon as they start the training at Sri Lanka Police College.

14. *Confirmation in service* : After the completion of probation period of 03 years, directly recruited officers will be confirmed in service by the appointing authority. If an officer fails to meet the requirements of the First Efficiency Bar within probation period, the officer will be confirmed in service after deciding the seniority as per Procedural Rules considering the additional time spent after the prescribed period.

However, appointments of officers who could not meet the requirement of the first efficiency bar within a period of additional 03 years will be nullified unless decided by the appointing authority to confirm the service or to extend the probation period.

15 *Efficiency Bars*: Efficiency bar examinations should be passed as follows.

<i>The type of Efficiency Bar</i>	<i>Prescribed period for passing the Efficiency Bar</i>	<i>Nature of the Efficiency Bar Written Examination/ Professional Examination/ Certificate Course/ Other</i>
First Efficiency Bar Examination (Examination for Confirmation of Service]	Before completion of 03 years after getting appointed to the post of Police Constable	Written, Practical, and Oral
Second Efficiency Bar Examination	Before completion of 03 years after getting appointed to the post of Police Sergeant	Successful completion of the orientation training
Third Efficiency Bar Examination	Before completion of 03 years after getting appointed to the post of Police Sergeant Major	Successful completion of the orientation training

16. *Language Proficiency* :

<i>Language</i>	<i>Expected Level of Proficiency</i>
Official Language	Officers recruited through a medium that is not an official language should obtain the proficiency for the relevant official language within the probationary period.
Other Official Language	Should obtain the relevant level of proficiency as per the Public Administration Circular No. 01/2014 and consequent circulars

17. (a) General conditions relevant to the appointment to posts have been published in the beginning of paragraph (II a) of Part I of this *Gazette* notification will be applicable.

18. Applicants should send the copies of the following documents attached to their applications. (Original documents should not be submitted)

- (a) Birth Certificate
- (b) A photocopy of the National Identity Card
- (c) Certificates to verify educational qualifications

19. (a) Applicants who are already in the public service should forward their applications through the relevant Heads of Department. Those applications should accompany a certificate indicating that the applicant can be released if selected.

(b) Applications should be completed in applicant's own handwriting on 11" x 8" papers and should be sent along with the relevant copies of the certificates to the address mentioned in the above paragraph 02, and the application should not be handed over personally to any officer under any circumstances.

20. Applications that do not conform to the requirements of this notification will be rejected. Replies will not be sent to such applicants in that regard.

**Note:- Travelling or any other expense will not be paid by the Sri Lanka Police to the applicants who are called for interviews and examinations.**

C. D. WICKRAMARATNE,  
Inspector General of Police.

(For office use)

size 2"x2 1/2"

SRI LANKA POLICE

POST OF PROBATIONARY POLICE CONSTABLE

SPECIMEN APPLICATION FORM

01. (a) Name in full :\_\_\_\_\_.  
(In clear and legible handwriting) Should be exactly as mentioned in the NIC)  
(b) Name (with initials) :\_\_\_\_\_.  
(c) Post applied :\_\_\_\_\_.
02. National Identity Card No. :\_\_\_\_\_.  
(A copy of the NIC should be attached)
03. Father's name in full :\_\_\_\_\_.
04. Place of birth of the applicant :\_\_\_\_\_.  
Divisional Secretariat of the relevant birth place :\_\_\_\_\_.  
Province :\_\_\_\_\_.

05. (a) Present address :\_\_\_\_\_.  
(b) Relevant Police Station of present address :\_\_\_\_\_.  
(c) Permanent Address :\_\_\_\_\_.  
(d) Relevant Police Station of permanent address :\_\_\_\_\_.  
(e) Mailing Address :\_\_\_\_\_.  
(f) Grama Niladari's Division of permanent address :\_\_\_\_\_.  
Divisional Secretariat :\_\_\_\_\_.  
(g) Telephone No. :  
Home :\_\_\_\_\_.  
Mobile :\_\_\_\_\_.  
(h) E-mail Address :\_\_\_\_\_.
06. (a) Nationality :\_\_\_\_\_.  
(b) Whether you are a Sri Lankan citizen by descent or by registration :\_\_\_\_\_.  
(If by registration, kindly produce that certificate)  
(c) If you became a citizen by descent, mention the birth places of :-  
(i) Applicant :\_\_\_\_\_.  
(ii) Applicant's father :\_\_\_\_\_.  
(iii) Applicant's paternal grand father :\_\_\_\_\_.  
(iv) Applicant's paternal great grand father :\_\_\_\_\_.
07. Date of Birth :\_\_\_\_\_.  
(A copy of the birth certificate should be attached)  
Age :\_\_\_\_\_.  
(As at the closing date of this *Gazette* Notification) :  
Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.
08. Height : Feet :\_\_\_\_\_. Inches :\_\_\_\_\_.  
Chest (inches) :\_\_\_\_\_.
09. Educational qualifications (Should mention the examinations passed and the copies of the relevant certificates should be attached) :\_\_\_\_\_.
10. Marital Status :\_\_\_\_\_.
11. (i) Present employment :\_\_\_\_\_.  
(ii) Are you a member of any armed forces ? :\_\_\_\_\_.
12. Have you ever served in Sri Lanka Police ? :\_\_\_\_\_.  
Post and Rank No. :\_\_\_\_\_.  
If yes, indicate the reasons for you to resign from the post :\_\_\_\_\_.
13. (a) Are you currently serving in an Armed Force ? If yes, the application should be forwarded through the Commanding Officer of the respective force :\_\_\_\_\_.

(b) Have you ever served in Armed Forces ? If yes, please attach a copy of the certificate of legal discharge :\_\_\_\_\_.

14. (a) Are you attached to Volunteer Armed Forces ? If yes, application should be forwarded through the Commanding Officer of the respective force :\_\_\_\_\_.

(b) Have you attached to Volunteer Armed Forces ? If yes, application should be forwarded through the Commanding Officer of the respective force :\_\_\_\_\_.

15. Have you ever been arrested on suspicion or in connection with any offence ? Have you every been accused of an offence or summoned or punished by a court ? (If yes, please provide the details) :\_\_\_\_\_.

16. Has any relative of yours ever been arrested on suspicion or in connection with any offence ? Has anyone ever been accused of an offence or summoned or punished by a court ? (If yes, please provide the details) :\_\_\_\_\_.

I certify that the above particulars furnished by me in this application are true and accurate to the best of my knowledge. I am also aware that if any particulars contained herein are found to be false or incorrect, my service in the Police Service, in the event of appointed, is liable to be terminated without any compensation.

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

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

17. Certificate of the Head of the Department :  
(Only if relevant) :

I, hereby declare that Mr. .... forwarding this application is serving in the Department/Corporation/Board of ..... and that he can be released for the new post if he/she is selected for this post.

\_\_\_\_\_,  
Signature and stamp of the  
Head of the Department

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

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

02-381/1

## SRI LANKA POLICE

### Post of Woman Police Constable

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of probationary Woman Police Constable in the Sri Lanka Police.

2. Applications duly prepared according tot he speciment application form given below should be forwarded to the address, Director/Recruitment, Police Recruitment Division, No. 375, First Floor, Sri Sambuddhathva Jayanthi Mawatha, Colombo 06. The post you are applying for should be mentioned on the top-left corner of the envelope in which your application is enclosed and it should be forwarded by registered post to reach the above address on or before 31.03.2021. Late applications will not be considered and applications will not be issued by Sri Lanka Police.

3. *Salary Scale.*– Rs. 29,540 -7x300 - 27x270 - Rs. 41,630.

This salary scale is calculated according to Public Administration Circular No. 03/2016.

Further, these officers are entitled to the allowances granted under the Inspector General's Circular dated 07.01.2013 bearing No. 2416/2013. They will receive the following allowances on a monthly basis in addition to the salary scale mentioned above.

*Rs. cts.*

(a) Cost of living allowance	7,800.00
(b) 40% Allowance entitled to the post as per Pub. Admin. Circular 03/2016	11,816.00
(c) Arduous duty allowance	2,000.00
(d) Interim Allowance	2,500.00
(e) Uniform allowance	250.00
(f) Combined allowance	10,500.00

(Maximum amount paid for areas in which special allowances are paid)

(g) Combined allowance	9,800.00
(Maximum amount paid for areas in which special allowance are not paid)	

In addition to these allowances :

- (a) Free transport facilities.
- (b) Free Medical facilities to officers (Financial support can be obtained even for getting medical treatment abroad).

(c) All uniforms will be provided free of charge.

the post and to work anywhere within Sri Lanka.

(d) Facilities to enhance one's sports skills and inborn talents

#### 4:3:2 *Vision Requirements :*

Minimum vision of one eye, without wearing spectacles or contact lens, should not be less than 6/12. If the vision of one eye is 6/6, the vision of the other eye should be 6/18.

(e) Travelling expenses for duties and financial rewards for exceptional performance are arduous service.

#### 4. *Basic Qualifications Required :*

##### 4.1 *Age Limit :*

The applicant must be aged between 18 - 25 years at the time of the closing date of the application as per the *Gazette* notification.

4:3:3 Should not have undergone artificial body modifications which might be deemed unsuitable for the honour of police service or may cause obstruction in the execution of duty.

##### 4.2 *Educational Qualifications :*

- Having passed 06 subjects with 04 credit passes including a credit pass for the medium language at G. C. E. (O/L) examination at one and the same sitting. And the applicant should have passed the subject, Mathematics in not more than two sittings.

#### 4:4 *Other Qualifications :*

4:4:1 Should be a citizen of Sri Lanka

4:4:2 The applicant should not possess a tarnished character

4:4:3 The applicant should be a spinster (divorcees, widows, pregnant woman and single mothers are not qualified to apply)

4:4:4 Should be prepared to work anywhere in the country.

4:4:5 Qualifications mentioned in the application from 4:1 to 4:2 which are required for the post are expected to have been fully acquired by the date mentioned in the notice inviting applications and the qualifications in 4:4 are expected to remain the same even on the date of recruitment.

**Note: 01. According to the subject classification of the Department of Examinations, two Aesthetic Subjects bearing No. 41 and 44 are considered as a single subject and two Aesthetic Subjects bearing No. 42 and 45 are also considered as a single subject when determining the number of subjects passed at the examination.**

**02. Despite having passed the practical test of the Technological Studies at G. C. E. (O/L) examination, failing in the written test of the same subject is considered as having failed the said subject**

**03. Since the subjects, Optional Tamil, English and Sinhala are not included in G. C. E. (O/L) subject stream, having passed those subjects is not considered as one of the subjects passed at G. C. E. (O/L) examination.**

#### 4:3 *Physical Requirements :*

- Height should be 05 feet and 01 inch (minimum)

4:3:1 All the applicants should be physically and mentally fit to discharge the duties of

**05. Preliminary Interview.** – Only the applicants who meet the qualifications and age requirement out of those who have furnished the applications will be called for the preliminary interview. During the interview, qualifications mentioned in paragraph 4:3 (except 4:3:2 and 4:3:3) and 4:4 (except 4:4:2 and 4:4:4) mentioned above will be checked.

The applicants who face the preliminary interview should face the endurance test conducted by a board of officers appointed by the Inspector General of Police.

The form forwarded with the call letter to get it verified that the applicant is not unfit to face this endurance test should be furnished then with the recommendation of a doctor registered with Sri Lanka Medical Council.

Activity	Time	Marks
Long Distance Running 1000 meters	Below 03 minutes	30
	Between 03 to 04 minutes	20
	Between 04 to 05 minutes	10
Chin-ups (05 reps)	01 minute	A maximum of 15 marks with 03 marks for each rep
Push-ups (15 reps)	01 minute	A maximum of 15 marks with 01 marks for each rep
Sit-ups (15 reps)	01 minute	A maximum of 15 marks with 01 marks for each rep
Squat Thrusts (15 reps)	01 minute	A maximum of 15 marks with 01 marks for each rep
Kim's Game (Memory Test)	30 seconds to observe items, 30 seconds to memorize, 120 seconds to write	A maximum of 10 marks with 01 marks for each item

**Note:** Applicants who fail to run a distance of 1000 meters in 05 minutes are considered having failed the fitness test.

06. *Written Examination* : The applicants who get through the preliminary interview will be called for the written examination. The written examination will be held under the following subjects.

Subjects	Maximum marks	Qualified marks
01. Comprehension and language proficiency	50	40%
02. General knowledge and I.Q. test	50	

07. *Structured Interview*.– Only the applicants who get through the preliminary interview and Written examination will be directed to the structured interview. The Structured Interview Board will be appointed by the Inspector General of Police.

Main headings under which marks are given	Maximum Mark	Cut-Off Mark for Selection
01. Additional Educational Qualifications	15	Not applicable
02. Professional Qualifications	15	
03. Language proficiency	10	
04. Sports skills	20	
05. Leadership/community services	20	
06. Evaluation of the interview board	20	
	100	

08. *Method of Recruitment*.– The aggregate of the marks obtained by each applicant for the Written Examination and Structured Interview is listed in descending order. Based on the order of marks obtained, a number of applicants, which is 125% of the number of vacancies, will be called for the Background Check and Medical Test and the qualified applicants out of those will be recruited for the post based on the number of available vacancies.

**Note:- Deviating from the above procedural measures, the applicants who possess exceptional sports skills on national or international level or have displayed special talents or proficiency in a different field may be recruited at the discretion of the appointing authority, disregarding the height and chest requirement, if such applicant meets other qualifications.**

tests will be called for training on a date specified by the Inspector General of Police. Selected applicants will receive the preliminary training at Sri Lanka Police College. Afterwards, they will receive extensive training in the respective field during the probation period.

Appointing authority will decide whether to extend the training period or nullify the appointment of the officers who do not complete their preliminary training.

#### 09. Background Check :

- 9.1 A background check will be conducted to check any adverse reports on the applicants based on the number of available vacancies and the arrangement of the aggregate of the marks obtained by each applicant for the Written Examination and Structured Interview listed in descending order.
- 9.2 With the intention of getting the applicant's character exposed, background checks will also be carried out on the applicant, on his next of kin and on his close companions and applicants with negative background check reports will not be recruited.
- 9.3 Providing false information during recruitment by applicants will result in disqualification. If it is revealed, after the recruitment, that false information had been provided, service will be terminated at any time.

10. *Medical Test* : Only the applicants, who do NOT have negative background report, will be called for Medical Test. The selected applicants should pass the medical test conducted by the Medical Board headed by the Chief Medical Officer of Police Hospital. In addition, a test will be performed on the applicants to check whether they are physically and mentally fit to perform police duties. An applicant can take the medical test only once. The medical test will be conducted under health 169 form. Appeals will not be considered from the applicants who disqualify from the medical test.

#### 11. Training :

Based on the vacancies available, only the applicants who have passed the above

12. *Nature of Post* : Permanent and pensionable (Subject to the policy decisions made by the governing on the pension scheme)

#### 13. Service Conditions :

- 13.1 Selected applicants should serve a probation period/apprenticeship of three years under the section 13.3
- 13.2 The selected applicants shall act in conformity with any orders or circulars already made or may hereafter be made to implement the Official Language Policy.
- 13.3 Should abide by the Circulars of National Police Commission, provisions of Establishment Code, Financial Regulations, Public Administration Circulars, Treasury circulars, Sri Lanka Police Ordinance, Police Gazette Notification, I.G.P. Circulars, Instruction Codes and provisions thereof and conditions of the appointment letter.
- 13.4 The probation period shall prevail for first three years from the date of appointment and the officers are not permitted to consummate the marriage during the period. One should enter into marriage only as per the instructions given in I.G.P. Circulars. If getting married during probation period, a special permission should be obtained from Inspector General of Police. If this regulation is violated, the appointment shall be nullified.
- 13.5 Those who are recruited should serve compulsory service period of 5 years after completion of training. They should sign a bond giving their consent to pay all the

stipulated expenses, should there be any that had been spent for her training and other expenses including uniforms at the times she is handing over the resignation letter in the event of an officer intends to resign from the service before completion of her compulsory service period. Measures will be taken as per the provisions of Establishment Code and Procedural Rules of Public Service Commission in relation to the resignation.

- 13.6 When each and every officer of direct recruitment is initially appointed to the police service, she should provide particulars of all their assets, which the officer either has absolute ownership to or retains title to or has been transferred to and all the liabilities in General Form No. 261 (revised) to Inspector General of Police, to be included in her personal file.

Officer immediately after the marriage should include the above particulars about her spouse and submit.

If a new asset or possession as described in the above is acquired, a complete description of the said asset or possession should be given in writing to the Inspector General of Police to be included in the personal file.

- 13.7 Probationary Women Police Constables should subscribe an affirmation/oath to the effect that they comply with the constitution of Democratic Socialist Republic of Sri Lanka, as soon as they start the training at Sri Lanka Police College.

14. *Confirmation in service* : After the completion of probation period of 03 years, directly recruited officers will be confirmed in service by the appointing authority. If an officer fails to meet the requirements of the First Efficiency Bar within probation period, the officer will be confirmed in service after deciding the seniority as per Procedural Rules considering the additional time spent after the prescribed period.

However, appointments of officers who could not meet the requirement of the first efficiency bar within a period of additional 03 years will be nullified unless decided by the appointing authority to confirm the service or to extend the probation period.

15 *Efficiency Bars*: Efficiency bar examinations should be passed as follows.

<i>The type of Efficiency Bar</i>	<i>Prescribed period for passing the Efficiency Bar</i>	<i>Nature of the Efficiency Bar Written Examination/ Professional Examination/ Certificate Course/ Other</i>
First Efficiency Bar Examination (Examination for Confirmation of Service)	Before completion of 03 years after getting appointed to the post of Police Constable	Written, Practical, and Oral
Second Efficiency Bar Examination	Before completion of 03 years after getting appointed to the post of Police Sergeant	Successful completion of the orientation training
Third Efficiency Bar Examination	Before completion of 03 years after getting appointed to the post of Police Sergeant Major	Successful completion of the orientation training

16. *Language Proficiency* :

<i>Language</i>	<i>Expected Level of Proficiency</i>
Official Language	Officers recruited through a medium that is not an official language should obtain the proficiency for the relevant official language within the probationary period.
Other Official Language	Should obtain the relevant level of proficiency as per the Public Administration Circular No. 01/2014 and consequent circulars

17. (a) General conditions relevant to the appointment to posts of the Public Service that have been published in the beginning of paragraph (IIa) of part I of this *Gazette Notification* will be applicable.

18. Applicants should send the copies of the following documents attached to their applications. (Original documents should not be submitted)

- (a) Birth Certificate
- (b) A photocopy of the National Identity Card
- (c) Certificates to verify educational qualifications

19. (a) Applicants who are already in the public service should forward their applications through the relevant Heads of Department. Those applications should accompany a certificate indicating that the applicant can be released if selected.

(b) Applications should be completed in applicant's own handwriting on 11" x 8" papers and should be sent along with the relevant copies of the certificates to the address mentioned in the above paragraph 02, and the application should not be handed over personally to any officer under any circumstances.

20. Applications that do not conform to the requirements of this notification will be rejected. Replies will not be sent to such applicants in that regard.

**Note:- Travelling or any other expense will not be paid by the Sri Lanka Police to the applicants who are called for interviews and examinations.**

C. D. WICKRAMARATNE,  
Inspector General of Police.

(For office use)

size 2"x2<sup>1/2</sup>"

SRI LANKA POLICE

POST OF PROBATIONARY WOMAN POLICE CONSTABLE

SPECIMEN APPLICATION FORM

01. (a) Name in full :\_\_\_\_\_.  
(In clear and legible handwriting) Should be exactly as mentioned in the NIC)

- (b) Name (with initials) :\_\_\_\_\_.  
(c) Post applied :\_\_\_\_\_.

02. National Identity Card No. :\_\_\_\_\_.  
(A copy of the NIC should be attached)

03. Father's name in full :\_\_\_\_\_.

04. Place of birth of the applicant :\_\_\_\_\_.  
Divisional Secretariat of the relevant birth place :\_\_\_\_\_.  
Province :\_\_\_\_\_.

05. (a) Present address :\_\_\_\_\_.  
(b) Relevant Police Station of present address :\_\_\_\_\_.  
(c) Permanent Address :\_\_\_\_\_.  
(d) Relevant Police Station of permanent address :\_\_\_\_\_.  
(e) Mailing Address :\_\_\_\_\_.  
(f) Grama Niladari's Division of permanent address :\_\_\_\_\_.  
Divisional Secretariat :\_\_\_\_\_.  
(g) Telephone No. :\_\_\_\_\_.  
Home :\_\_\_\_\_.  
Mobile :\_\_\_\_\_.  
(h) E-mail Address :\_\_\_\_\_.

06. (a) Nationality :\_\_\_\_\_.

- (b) Whether you are a Sri Lankan citizen by descent or by registration :\_\_\_\_\_.  
(If by registration, kindly produce that certificate)
- (c) If you became a citizen by descent, mention the birth places of:-  
(i) Applicant :\_\_\_\_\_.  
(ii) Applicant's father :\_\_\_\_\_.  
(iii) Applicant's paternal grand father :\_\_\_\_\_.  
(iv) Applicant's paternal great grand father :\_\_\_\_\_.

07. Date of Birth :\_\_\_\_\_.  
(A copy of the birth certificate should be attached)  
Age :\_\_\_\_\_.  
(As at the closing date of this *Gazette Notification*) :  
Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.

08. Height : Feet :\_\_\_\_\_. Inches :\_\_\_\_\_.

09. Educational qualifications (Should mention the examinations passed and the copies of the relevant certificates should be attached) :\_\_\_\_\_.



10. Marital Status :\_\_\_\_\_.
11. (i) Present employment :\_\_\_\_\_.
- (ii) Are you a member of any armed forces ? :\_\_\_\_\_.
12. Have you ever served in Sri Lanka Police ? :\_\_\_\_\_.
- Post and Rank No. :\_\_\_\_\_.
- If yes, indicate the reasons for you to resign from the post :\_\_\_\_\_.
13. (a) Are you currently serving in an Armed Force ? If yes, the application should be forwarded through the Commanding Officer of the respective force :\_\_\_\_\_.
- (b) Have you ever served in Armed Forces ? If yes, please attach a copy of the certificate of legal discharge :\_\_\_\_\_.
14. (a) Are you attached to Volunteer Armed Forces ? If yes, application should be forwarded through the Commanding Officer of the respective force :\_\_\_\_\_.
- (b) Have you been attached to Volunteer Armed Forces ? If yes, please attach a copy of the certificate of Legal Discharge : \_\_\_\_\_.
15. Have you ever been arrested on suspicion or in connection with any offence ? Have you ever been accused of an offence or summoned or punished by a court ? (If yes, please provide the details) :\_\_\_\_\_.
16. Has any relative of yours ever been arrested on suspicion or in connection with any offence ? Has anyone ever been accused of an offence or summoned or punished by a court ? (If yes, please provide the details) :\_\_\_\_\_.

I certify that the above particulars furnished by me in this application are true and accurate to the best of my knowledge. I am also aware that if any particulars contained herein are found to be false or incorrect, my service in the Police Service, in the event of appointed, is liable to be terminated without any compensation.

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

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

17. Certification of the Head of the Department :  
(Only if relevant) :

I, hereby declare that Mrs/Miss..... forwarding this application is serving in the Department/ Corporation/Board of ..... and that she can be released for the new post if he/she is selected for this post.

\_\_\_\_\_,  
Signature and stamp of the  
Head of the Department

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

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

02-381/2

## **SRI LANKA POLICE**

### **Post of Police Constable Driver**

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Probationary Police Constable Drivers of Sri Lanka Police.

2. Applications duly prepared according to the specimen application form given below should be forwarded to the address, Director/Recruitment, Police Recruitment Division, No. 375, First Floor, Sri Sambuddhathava Jayanthi Mawatha, Colombo 06. The post you are applying for should be mentioned on the top-left corner of the envelope in which your application is enclosed and it should be forwarded by registered post to reach the above address on or before 31.03.2021. Late applications will not be considered and applications will not be issued by Sri Lanka Police.

3. *Salary Scale.*— Rs. 29,540 -7x300 - 27x270 - Rs. 41,630.

This salary scale is calculated according to Public Administration Circular No. 03/2016.

Further, these officers are entitled to the allowances granted under the Inspector General's Circular dated 07.01.2013 bearing No. 2416/2013. They will receive the following allowances on a monthly basis in addition to the salary scale mentioned above.

	<i>Rs. cts.</i>
(a) Cost of living allowance	7,800.00
(b) 40% Allowance entitled to the post as per Pub. Admin. Circular 03/2016	11,816.00
(c) Arduous duty allowance	2,000.00
(d) Interim Allowance	2,500.00
(e) Uniform allowance	250.00
(f) Combined allowance (Maximum amount paid for areas, in which special allowances are paid)	10,500.00
(g) Combined allowance (Maximum amount paid for areas, in which special allowances are not paid)	9,800.00

In addition to these said allowances :

- (a) Free transport facilities.
- (b) Free Medical facilities to officers (Financial support can be obtained even for getting medical treatment abroad).
- (c) All uniforms will be provided free of charge.
- (d) Facilities to enhance one's sports skills and inborn talents
- (e) Travelling expenses for duties and financial rewards for exceptional performance are arduous service.

#### 4. Basic Qualifications Required :

##### 4.1 Age Limit :

The applicant must be aged between 18 - 28 years at the time of the closing date of the application as per the *Gazette* notification.

##### 4.2 Educational Qualifications :

- Having passed 06 subjects including, Medium Language and Mathematics with credit passes for 02 subjects at the G. C. E. (O/L) examination in not more than two sittings.

**Note: 01. According to the subject classification of the Department of Examinations, two Aesthetic Subjects bearing No. 41 and 44 are considered as a single subject and two Aesthetic Subjects bearing No. 42 and 45 are also considered as a single subject when determining the number of subjects passed at the examination.**

**02. Despite having passed the practical test of the Technological Studies at G. C. E. (O/L) examination, failing in the written test of the same subject is considered as having failed the said subject**

- 4:3 *Professional Qualifications* : Having obtained a valid driving license for driving light vehicles and heavy vehicles.

**Note 01: Priority will be for the knowledge of Motor Mechanism or experience in repairing Motor Vehicle or long term experience in driving.**

#### 4.4 Physical Requirements :

- Height should be 05 feet and 02 inch (minimum)
- Chest 30 inch (minimum/during expiration)

4:4:1 All the applicants should be physically and mentally fit to discharge the duties of the post and to work anywhere within Sri Lanka.

##### 4:4:2 Vision Requirements :

Minimum vision of one eye, without wearing spectacles or contact lens, should not be less than 6/12. If the vision of one eye is 6/6, the vision of the other eye should be 6/18.

4:4:3 Should not have undergone artificial body modifications which might be deemed unsuitable for the honour of police service or may cause obstruction in the execution of duty.

#### 4.5 Other Qualifications :

4:5:1 Should be a citizen of Sri Lanka

4:5:2 The applicant should not possess a tarnished character

4:5:3 The applicant should be a spinster (divorcees, widowers' are not qualified to apply)

4:5:4 Should be prepared to work anywhere in the country.

4:5:5 Qualifications mentioned in the application from 4:1 to 4:2 which are required for the post are expected to have been fully acquired by the date mentioned in the notice inviting applications and the qualifications in 4:4 are expected to remain the same even on the date of recruitment.

05. *Preliminary Interview.*— Only the applicants who meet the qualifications and age requirement out of those who have furnished the applications will be called for the preliminary interview. During the interview, qualifications mentioned in paragraph 4:1 (except 4:3:2 and 4:3:3) and 4:4 (except 4:4:2 and 4:4:3) mentioned above will be checked.

The applicants who face the preliminary interview should face the endurance test conducted by a board of officers appointed by the Inspector General of Police. The form forwarded with the call letter to get it verified that the applicant is not unfit to face this endurance test should be furnished then with the recommendation of a doctor registered with Sri Lanka Medical Council.

All the applicants who get through the preliminary interview will be called for fitness test and applicants who run a distance of 1,000 meters in 05 minutes are considered having passed the fitness test.

06. *Professional Examination :* Applicants who get through from the preliminary examination will be called for practical examination. Practical examination will be held under the following subjects.

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01. Written	40	20
02. Practical	60	30

07. *Structured Interview.*— Only the applicants who get through the preliminary interview and Written examination will be directed to the structured interview. The Structured Interview Board will be appointed by the Inspector General of Police.

<i>Main headings under which marks are given</i>	<i>Maximum Mark</i>	<i>Cut-Off Mark for Selection</i>
01. Additional Educational Qualifications	20	Not applicable
02. Technical Knowledge/Language Proficiency/Computer Literacy/Other	20	
03. Sports skills	20	
04. Leadership/community services	20	
05. Evaluation of the interview board	20	
Total	100	

08. *Method of Recruitment.*— The aggregate of the marks obtained by each applicant for the Written Examination and Structured Interview is listed in descending order. Based on the order of marks obtained, a number of applicants, which is 125% of the number of vacancies, will be called for the Background Check and Medical Test and the qualified applicants out of those will be recruited for the post based on the number of available vacancies.

**Note:-** Deviating from the above procedural measures, the applicants who possess exceptional sports skills on national or international level or have displayed special talents or proficiency in a different field may be recruited at the discretion of the appointing authority, disregarding the height requirement, if such applicant meets other qualifications.

09. *Background Check* :

- 9.1 A background check will be conducted to confirm the good character of those who fulfilled required qualifications for recruitment in accordance to the para 08 above.
- 9.2 With the intention of getting the applicant's character exposed, background checks will also be carried out on the applicant, on his next of kin and on her close companions and applicants with negative background check reports will not be recruited.
- 9.3 Providing false information during recruitment by applicants will result in disqualification. If it is revealed, after the recruitment, that false information had been provided, service will be terminated at any time.

10. *Medical Test* : Only the applicants, who do NOT have negative background report, will be called for Medical Test. The selected applicants should pass the medical test conducted by the Medical Board headed by the Chief Medical Officer of Police Hospital. In addition, a test will be performed on the applicants to check whether they are physically and mentally fit to perform police duties. An applicant can take the medical test only once. The medical test will be conducted under health 169 form. Appeals will not be considered from the applicants who disqualify from the medical test.

11. *Training* :

- 11.1 Based on the vacancies available, only the applicants who have passed the above tests will be called for training on a date specified by the Inspector General of Police. Selected applicants will receive the preliminary training at Sri Lanka Police College. Afterwards, they will receive extensive training in the respective field during the probation period.

Appointing authority will decide whether to extend the training period or nullify the appointment of the officers who do not complete their preliminary training.

12. *Nature of Post* : Permanent and pensionable (Subject to the policy decisions made by the governing on the pension scheme)

13. *Service Conditions* :

- 13.1 Selected applicants should serve a probation period/apprenticeship of three years under the section 13.3
- 13.2 The selected applicants shall act in conformity with any orders or circulars already made or may hereafter be made to implement the Official Language Policy.
- 13.3 Should abide by the terms of National Police Commission, provisions of Establishment Code, Financial Regulations, Public Administration Circulars, Treasury circulars, Sri Lanka Police Ordinance, Police *Gazette* Notification, I.G.P. Circulars, Instruction Codes and provisions thereof and conditions of the appointment letter.
- 13.4 The probation period shall prevail for first three years from the date of appointment and the officers are not permitted to consummate the marriage during the period. One should enter into marriage only as per the instructions given in I.G.P. Circulars. If getting married during probation period, a special permission should be obtained from Inspector General of Police. If this regulation is violated, the appointment shall be nullified.
- 13.5 If an officer intends to resign from the service measures will be taken as per the provisions of Establishment Code and Procedural Rules of Public Service Commission in relation to the resignation.
- 13.6 When each and every officer of direct recruitment is initially appointed to the police service, who should provide particulars of all their assets, which the officer either has absolute ownership to or retains title to or has been transferred to and all the liabilities in General Form No. 261 (revised) to Inspector General of Police, to be included in his personal file.

Officer immediately after the marriage should include the above particulars about his spouse and submit.

If a new asset or possession as described in the above is acquired, a complete description of the said asset or possession should be given in writing to the Inspector General of Police to be included in the personal file.

13.7 Probationary Police Constables Driver should subscribe an affirmation/oath to the effect that they comply with the constitution of Democratic Socialist Republic of Sri Lanka, as soon as they start the training at Sri Lanka Police College.

14. *Confirmation in service* : After the completion of probation period of 03 years, directly recruited officers will be confirmed in service by the appointing authority. If an officer fails to meet the requirements of the First Efficiency Bar within probation period, the officer will be confirmed in service after deciding the seniority as per Procedural Rules considering the additional time spent after the prescribed period.

However, appointments of officers who could not meet the requirement of the first efficiency bar within a period of additional 03 years will be nullified unless decided by the appointing authority to confirm the service or to extend the probation period.

15 *Efficiency Bars*: Efficiency bar examinations should be passed as follows.

<i>The type of Efficiency Bar</i>	<i>Prescribed period for passing the Efficiency Bar</i>	<i>Nature of the Efficiency Bar Written Examination/ Professional Examination/ Certificate Course/ Other</i>
First Efficiency Bar Examination (Examination for Confirmation of Service)	Before completion of 03 years after getting appointed to the post of Police Constable Driver	Written, Practical and Oral
Second Efficiency Bar Examination	Before completion of 03 years after getting appointed to the post of Police Sergeant Driver	Successful completion of the orientation training
Third Efficiency Bar Examination	Before completion of 03 years after getting appointed to the post of Police Sergeant Major Driver	Successful completion of the orientation training
Fourth Efficiency Bar Examination	Before completing 03 years of Sub Inspector (Transport)	Successful completion of the orientation training

16. *Language Proficiency* :

<i>Language</i>	<i>Expected Level of Proficiency</i>
Official Language	Officers who have joined through English medium should obtain relevant level of language proficiency as per Public Administration Circular No. 01/2014 and other circulars consequent to that.
Other Official Language	Should obtain the relevant level of proficiency as per the Public Administration Circular No. 01/2014 and consequent circulars.

17. (a) General conditions relevant to the appointment to posts have been published in the beginning of paragraph (IIa) of Part I of this *Gazette* notification will be applicable.

18. Applicants should send the copies of the following documents attached to their applications. (Original documents should not be submitted)

- (a) Birth Certificate
- (b) A photocopy of the National Identity Card
- (c) Certificates to verify educational qualifications

19. (a) Applicants who are already in the public service should forward their applications through the relevant Heads of Department. Those applications should accompany a certificate indicating that the applicant can be released if selected.

(b) Applications should be completed in applicant's own handwriting on 11" x 8" papers and should be sent along with the relevant copies of the certificates to the address mentioned in the above paragraph 02, and the application should not be handed over personally to any officer under any circumstances.

20. Applications that do not conform to the requirements of this notification will be rejected. Replies will not be sent to such applicants in that regard.

**Note:- Travelling or any other expense will not be paid by the Sri Lanka Police to the applicants who are called for interviews and examinations.**

C. D. WICKRAMARATNE,  
Inspector General of Police.

(For office use)

size 2"x2<sup>1/2</sup>"

SRI LANKA POLICE

POST OF PROBATIONARY POLICE CONSTABLE DRIVER

SPECIMEN APPLICATION FORM

01. (a) Name in full :\_\_\_\_\_.  
(In clear and legible handwriting) Should be exactly as mentioned in the NIC)  
(b) Name (with initials) :\_\_\_\_\_.  
(c) Post applied :\_\_\_\_\_.

02. National Identity Card No. :\_\_\_\_\_.  
(A copy of the NIC should be attached)

03. Father's name in full :\_\_\_\_\_.

04. Place of birth of the applicant :\_\_\_\_\_.  
Divisional Secretariat of the relevant birth place :\_\_\_\_\_.  
Province :\_\_\_\_\_.

05. (a) Present address :\_\_\_\_\_.  
(b) Relevant Police Station of present address :\_\_\_\_\_.  
(c) Permanent Address :\_\_\_\_\_.  
(d) Relevant Police Station of permanent address :\_\_\_\_\_.  
(e) Mailing Address :\_\_\_\_\_.  
(f) Grama Niladari's Division of permanent address :\_\_\_\_\_.  
Divisional Secretariat :\_\_\_\_\_.  
(g) Telephone No. :  
Home :\_\_\_\_\_.  
Mobile :\_\_\_\_\_.  
(h) E-mail Address :\_\_\_\_\_.

06. (a) Nationality :\_\_\_\_\_.  
(b) Whether you are a Sri Lankan citizen by descent or by registration :\_\_\_\_\_.  
(If by registration, kindly produce that certificate)  
(c) If you became a citizen by descent, mention the birth places of :-  
(i) Applicant :\_\_\_\_\_.  
(ii) Applicant's father :\_\_\_\_\_.  
(iii) Applicant's paternal grand father :\_\_\_\_\_.  
(iv) Applicant's paternal great grand father :\_\_\_\_\_.

07. Date of Birth :\_\_\_\_\_.  
(A copy of the birth certificate should be attached)  
Age :\_\_\_\_\_.  
(As at the closing date of this *Gazette* Notification) :  
Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.

08. Height : Feet :\_\_\_\_\_. Inches :\_\_\_\_\_.  
Chest (inches) :\_\_\_\_\_.

09. Educational qualifications (Should mention the examinations passed and the copies of the relevant certificates should be attached) :\_\_\_\_\_.

10. Marital Status :\_\_\_\_\_.

11. (i) Present employment :———. been accused of an offence or summoned or punished by a court ? (If yes, please provide the details) :———.
- (ii) Are you a member of any armed forces ? :———.
12. Have you ever served in Sri Lanka Police ? :———.  
Post and Rank No. :———. I certify that the above particulars furnished by me in this application are true and accurate to the best of my knowledge. I am also aware that if any particulars contained herein are found to be false or incorrect, my service in the Police Service, in the event of appointed, is liable to be terminated without any compensation.
- If yes, indicate the reasons for you to resign from the post :———.
13. (a) Are you currently serving in an Armed Force ? If yes, the application should be forwarded through the Commanding Officer of the respective force :———.
- (b) Have you ever served in Armed Forces ? If yes, please attach a copy of the certificate of legal discharge :———.
14. (a) Are you attached to Volunteer Armed Forces ? If yes, application should be forwarded through the Commanding Officer of the respective force :———.
- (b) Have you been attached to Volunteer Armed Forces ? If yes, Please attach a copy of the certificate of Legal discharge :———.
15. Have you ever been arrested on suspicion or in connection with any offence ? Have you ever been accused of an offence or summoned or punished by a court ? (If yes, please provide the details) :———.
16. Has any relative of yours ever been arrested on suspicion or in connection with any offence ? Has anyone ever
- Signature of Applicant.
- Date :———.
17. Certification of the Head of the Department :  
(Only if relevant) :
- I, hereby declare that Mr. .... forwarding this application is serving in the Department/Corporation/Board of ..... and that he can be released for the new post if he is selected for this post.
- Signature and stamp of the Head of the Department
- Designation :———.
- Date :———.
- 02-381/3

## Examinations, Results of Examinations & c.

### PUBLIC SERVICE COMMISSION

#### Open/Limited Competitive Examination for recruitment to the post of Assistant Editor in the Sinhala Encyclopedia Office and the Sinhala Dictionary Office of the Department of Cultural Affairs -2021

RECRUITMENT is made by this examination for the post of Assistant Editor - Grade III.

1. *Date of the Examination.*— This examination will be held at the examination centers established only in the city of Colombo only in Sinhala medium on the month of May

2021 by the Commissioner General of Examinations. Public Service Commission shall reserve the power to postpone or cancel the examination.

2. *Number of vacancies to be filled by this examination is :-*

Open Stream - 4  
Limited Stream - 3

3. *Method of Recruitment :*

\* Selection for appointments is made after examining the qualifications by a Board of Interview appointed by the Public Service Commission. A number

equivalent to twice the number of recruitments to be made, out of those who have secured not less than 50% for each subject at the written examination shall be called for the interview on the order of merit of marks.

\* The number of appointments to be made and the effective date of the appointment shall be determined on the order of the Public Service Commission. The Public Service Commission shall reserve the power to fill a certain number of vacancies or all the vacancies. In case where there are several applicants who have obtained equal marks and the number of vacancies is exceeded, the decision on filling the number of vacancies will be made by the Public Service Commission as per the section 80 of the Procedural Rules.

\* The Examination will be conducted by the Department of Examinations.

#### 4. *Qualifications :*

##### 4.1 *Open Competitive Examination :*

###### (a) **Educational Qualifications**

Special Degree in a subject mentioned in the category I or II with a First or Second Class Upper/Lower Division

or

General Degree with a Class including two subjects mentioned in the category I or II

or

Special Degree in a subject mentioned in the category III, IV with a First or Second Class Upper Division

or

General Degree with a Class including two subjects mentioned in the category III, IV

Obtained from a University recognized by the University Grants Commission.

<i>Subjects in the Category I</i>	<i>Subjects in the Category II</i>	<i>Subjects in the Category III</i>	<i>Subjects in the Category IV</i>
Sinhala	Economics	Physics	Commerce and Accounts
English	Sociology	Chemistry	Management
Tamil	History	Botany	Business Administration
Pali	International Relations	Zoology	Information Technology
Sanskrit	Geography	Biology	Arts subjects (English medium)
Linguistics	Philosophy and Logic	Law	Literary Appreciations
	Buddhist Studies and Buddhism		

(b) *Physical Fitness.* - Every applicant shall be physically and mentally fit to serve in any part of the Island, to perform the duties of the post.

###### (c) *Other Qualifications :*

- Applicants shall be citizens of Sri Lanka.
- Applicants shall be of an excellent character.
- Shall have satisfied all the qualifications required for the recruitment in each and every way as at the closing date of applications.

(d) *Age Limit:* Should be not less than 21 years and not more than 35 years as at the closing date of applications. Accordingly, candidates whose date of birth falls on or before 12.03.2000 and on or after 12.03.1986 are eligible to apply.



#### 4.2 Limited Competitive Examination :

##### (a) Qualifications for experience :

Shall have completed any of the qualifications mentioned in above 4.1 (a), shall have confirmed in the public service and have completed an active and satisfactory period of service of at least five (05) years drawing salaries under the Salary Code of MN-04 or above and have earned five (05) salary increments as at the closing date of application.

##### (b) Physical Fitness.- Every applicant shall be physically and mentally fit to serve in any part of the Island to perform the duties of the post.

##### (c) Other Qualifications :

- (i) Applicants shall be of an excellent character.
- (ii) Shall have completed a satisfactory service of five years (05) immediately preceding the closing date of calling applications and shall have earned five (05) salary increments.
- (iii) Shall have satisfied all the qualifications required for the recruitment in each and every manner as at the closing date of applications.

##### (d) Age Limit.- Not Applicable

- No clergyman of any denomination is eligible to appear for this examination.

#### 5. Conditions of the service :

##### 5.1 Open Basis :

- (i) The appointment shall be subjected to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and the conditions stipulated in the Notice of Recruitment relevant to the post and the revisions made to the same

subsequently and to other orders made by the Department.

- (ii) This post is permanent and pensionable. You are bound to the policy decisions taken by the Government with regard to the pension scheme you are entitled to, in future. Further,- you shall contribute to Widows' and Orphans'/ Widowers' and Orphans' Pension Scheme. You shall make the contributions as determined by the government from time to time therein.
- (iii) The officers who are appointed to the post shall be subjected to a probation period of three years (03) and the First Efficiency Bar Examination should be passed within a period of three years of recruitment as stipulated in the Scheme of Recruitment.
- (iv) The prescribed official language proficiency shall be obtained within 05 years of the recruitment as per the provisions in Public Administration Circular No 01/2014 and the consequent circulars.
- (v) Public Service Commission reserves the power to cancel the appointment of any candidate who fails to assume duties of the appointed post on due date and/or rejects or avoids serving in an area where he/she is appointed.

##### 5.2 Limited Basis :

- (i) The sections mentioned in i, iv and v of above 5.1 are also included.
- (ii) This post is permanent and pensionable. You shall contribute to Widows' and Orphans'/ Widowers' and Orphans' Pension Scheme.
- (iii) Officers who are appointed to this post shall be subject to an acting period of one year. First Efficiency Bar Examination should be passed within a period of three years of recruitment as stipulated in the Scheme of Recruitment.

6. Monthly Salary Scale.- A salary scale (monthly) of SL-1-2016 Rs. 47,615 - 10x1335 - 8x1630 - 17x2170 - Rs. 110,895 shall be entitled to this post as per Public Administration Circular No. 03/2016.

7. *Written Examination :*

7.1.1 This examination shall be conducted by the Commissioner General of Examinations.

7.1.2 Syllabus :

1. Intelligence Test
2. General Knowledge
3. Language Skills and Comprehension
4. Translation

<i>Number of the Question paper</i>	<i>Subject</i>	<i>Types of Questions/ Quantity</i>	<i>Time</i>	<i>Pass Mark</i>
1	Intelligence Test	50 questions of Multiple Choice and short answers	01 hour	50%
2	General Knowledge	50 questions of Multiple Choice and short answers	01 hour	50%
3	Language Skills and Comprehension	1. Essay 2. Comprehension	03 hours	50%
4	Translation	Translation of an English and a Sinhala Paragraph	11/2 hours	50%

*Intelligence Test.*– It is expected to assess the intelligence and logical comprehension of the candidate on arriving conclusions in response to problems presented to the candidate in relation to numerical, lingual and figurative structures and inter-relations.

*General Knowledge.*– This question paper shall be designed to test the knowledge and the understanding of the candidate on national, regional and various organizational environments in the world and the political, social, educational, cultural scientific and economic environment and other relevant matters within our society as well.

*Language Skills and Comprehension :*

1. Essay writing - An essay of not less than 500 words on a topic selected from given topics.
2. Answers to the questions on a given paragraph.

Translation.– Translation of a paragraph in English into Sinhala

Translation of a paragraph in Sinhala into English

*Note:-*

- (a) These question papers are designed to test the ability and the understanding of the candidates on the duties.
- (b) Marks will be deducted for illegible handwriting and for spelling mistakes in case of all written answer scripts.
- (c) Results of the examination will be informed to the applicants by the Commissioner General of the Examinations by post or published on the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

7.2 Interview :

7.2.1 Structured Interview :

Heading		Maximum Marks	Pass Mark
<b>Additional Qualifications</b> <ul style="list-style-type: none"> <li>Books published (Books on science and sociology published by the, author on three languages) (05 marks for each book)</li> <li>Research papers on language, science and sociology published in the journals of University level. 03 marks for each paper (research articles for newspapers will not be considered)</li> </ul>	60	60	50%
<b>Language Proficiency</b> <ul style="list-style-type: none"> <li>Should have studied a language as a subject in the Degree from a recognized University, other than the language in which the Degree was obtained, (such as English, Tamil, Pali and Sanskrit) (20 maximum marks as 10 marks for each language)</li> <li>A Diploma course of not less than a year, on other languages from an institution recognized by the Government, (such as English, Tamil, Pali and Sanskrit) (01 year or 1500 hours) (07 marks for each language)</li> <li>Should have passed other language as a subject with a Credit pass in the G.C.E. (Advanced Level) Examination. (05 marks for each language)</li> </ul> <b>NB.</b> – Other languages except the medium of education is considered. Marks will be given for additional qualifications other than the basic qualifications.	20	20	
<b>Knowledge on Information Technology</b> <ul style="list-style-type: none"> <li>Information Technology as a main subject in the Degree obtained from a University recognized by the University Grants Commission.</li> <li>Diploma Course in Information Technology of not less than 01 year from an institution recognized by the Government or for 1500 hours</li> <li>Certificate Course in Information Technology from an institution recognized by the Government or studying the Information Technology as a subject at the G.C.E. (Advanced Level) Examination (Marks will be given to additional qualifications other than the basic qualifications.)</li> </ul>	15 10 05	15	
<b>Other</b> <ul style="list-style-type: none"> <li>(a) Leadership</li> <li>(b) Communication Skills</li> <li>(c) Personality</li> </ul>	02 02 01	05	

Marks will be given by an Interview Board appointed by the Public Services Commission.

8. *Conditions of the examination* : -

- I. Examination will be held in Sinhala. Every candidate must sit for 04 question papers.
- II. Accordingly, the medium in which the recruitment is made to the post is Sinhala.
- III. The examination fee is Rs. 1200/-. It should be paid at any Post Office to be credited to Revenue Head 20-03-02-13 of Commissioner General of Examinations. One edge of the receipt obtained thus in the name of the candidate should be pasted in the relevant place of the application form. It is advisable to keep a photocopy of the receipt.
- IV. This fee shall not be refunded under any circumstances.
- V. This examination will be held in Colombo. The date of the Examination will be informed in due course.
- VI. Incomplete applications will be rejected without notice.

**Note:** Candidates shall not be permitted to enter the examination hall without the admission card. Only the admission cards on which the signature has been attested shall be submitted to the supervisor of the examination on the first day of the examination.

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

- VII. Application should be prepared on papers of size 22-29 cm (A-4) and the sections 1.0 should appear on the first page, sections up to 3.0 should appear on the second page and the rest should appear on pages 3, 4. The relevant particulars shall be furnished clearly by the candidates in his/her hand writing. 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 the candidate. It is further informed that the candidate should check whether the duly filled applications do comply with the specimen application given in the notice and if not, the

application is rejected. The application should be prepared as per the specimen given.

- VIII. Duly filled applications should be sent by registered post on or before 12.03.2021 to reach the Commissioner General of Examinations, Organizations (Institutional and Foreign Examination) Branch, Department of Examinations, P.O. Box No. 1503, Colombo. The words “**Open Competitive Examination for the recruitment to the post of Assistant Editor in the Sinhala Encyclopedia Office and the Sinhala Dictionary Office- 2021**” in case of applications for Open Category and in case of applications for Limited Category “**Limited Competitive Examination for the recruitment to the post of Assistant Editor in the Sinhala Encyclopedia Office and the Sinhala Dictionary Office- 2021**” should be clearly indicated on the top left-hand corner of the envelope in which the application is enclosed.

- IX. The Commissioner General of Examinations shall issue admission cards to all the candidates, who are within the age limit indicated in the notification and who have sent the correctly perfected applications along with the receipt relevant to payment of the examination fees paid on or before the closing date of applications, on the assumption that only the individuals, who have satisfied the qualifications mentioned in the Gazette notification, have applied for the examination. A notice shall 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 shall be taken to inquire from the Organizations (Institutional and Foreign Examinations) branch of the Department of Examinations in the manner specified in the notification. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the Department of Examinations through the fax, number mentioned in the notification, for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination

fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

X. The Commissioner General of Examinations shall reserve the power to postpone or cancel the examination on the approval of the Public Service Commission.

XI. Candidates are subjected to rules and regulations imposed by the Commissioner General of Examinations on conducting the examination. They are liable to be subjected to a punishment imposed by the Commissioner General of Examinations for breach of these rules.

XII. Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents shall be accepted.

- (i) National identity card.
- (ii) A valid passport.
- (iii) Driving license valid in Sri Lanka.

Candidates should enter the examination hall without covering their face and ears in order to prove their identity. Further, any candidate who refuses to assist for proving his/ her identity will not be allowed to enter the examination hall. Candidates should remain in the examination hall from the time of entering up to leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate.

**N.B.**

- (a) No document or a copy of the same should be attached to the application.
- (b) The applications of the candidates who are unable to submit relevant documents shall not be considered.

Officers who are serving in the Public Service/Provincial Public Service, State Corporations should send in their applications through respective Heads of • Institutions/ Departments. It is compulsory

for all the applicants to get their signature attested before appearing for the examination. Applicants who appear for the examination through an institution should get their signature attested by their Head of the institution as well.

9. The appointment shall be subjected to the Procedural Rules of the Public Service Commission, Circulars issued on Public Service from time to time and the Scheme of Recruitment relevant to the Grade III of Executive Grade and the revisions made to the same subsequently.

10. In the event of any inconsistency between Sinhala, Tamil and English texts of this Notification, the Sinhala text shall prevail.

On the order of the Public Service Commission,

Secretary,  
Ministry of Buddhasasana, Religious and Cultural Affairs.

12th March, 2021

**SPECIMEN APPLICATION FORM**

OPEN/LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO  
THE POST OF ASSISTANT EDITOR IN THE SINHALA ENCYCLOPEDIA  
OFFICE AND THE SINHALA DICTIONARY OFFICE OF THE  
DEPARTMENT OF CULTURAL AFFAIRS -2021

(For Office Use Only)

(Please write the relevant Number)  
Open- 1 Limited - 2

**1.0. Personal Information :**

I. Name in Full (In English Block capitals) :

.....

II. Name with initials at the end( in English Block capitals) :

.....

III. Name in Full (In Sinhala/Tamil) Mr./Mrs./Miss :

.....

.....

## IV. Permanent Address:

In Sinhala.....

In Tamil .....

## V. The address to which the Admission Card should be posted:(in English Block Capitals) :

.....

.....

.....

## VI. Sex:- (Indicate the relevant number in the cage) :

Male - 0 ☐Female -1 ☐

## VII. Marital Status : Married - 0 Unmarried - 1

Married ☐Unmarried ☐

## VIII. Date of Birth :

Year :  Month :  Date : 

## IX. Age as at 12.03.2021 :

Years : ....., Months : ....., Dates : .....

## X. National Identity Card No. : .....

## XI. Ethnic Group :

(Indicate the relevant number in the cage) ☐

(Sinhala- 1, Tamil- 2, Indian Tamil- 3,

Muslim-4, Other - 5)

## XII. Mobile Phone : .....

## 2.0 i. Date on which the Degree was conferred :.....

ii. University/Institution:.....

iii. Registration Number: .....

iv. External/Internal .....

v. Degree.....

vi. Subjects.....

vii. Class .....

viii. Upper/Lower.....

ix. Index Number of the Examination

x. Medium of the Examination .....

## 3.0 (a) Please affix the receipt properly: -

Please affix one edge of the receipt here.  
It is advisable to keep a photocopy of the receipt.

(b) Indicate the services/grades by which your candidacy is fulfilled (Please specify class, grade or segment if any)

Post currently held:.....

Whether the post belongs to Central Government/ Provincial Public Service ; .....

Grade :..... Class/Segment : .....

Date appointed to the post: .....

Date of confirmation:.....

Salary Code and the Scale: .....

If the candidate is qualified under several periods of service, the particulars of such active and satisfactory periods of service must be mentioned in the following table.

Service/Grade	Salary Code as per the Pub. Ad. Circular- (MN 4-2016)	Date appointed
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....

**For the candidates applied under Open Basis only**

## 4.0 Certification of the applicant :

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 the examination. Further, I agree to be bound by the rules and regulations imposed by the commissioner General of examinations on conducting the examination and issuing the results.

.....,  
Signature of the applicant.

Date : .....

## 5.0 Attestation of the applicant's signature :

(Applicants should get their signature attested by a Principal of a Government school, Justice- of Peace, Commissioner of Oaths, Attorney at Law, Notary Public,

a Commissioned Officer of the Three Armed Forces, an officer of the Police Service who holds a post published in the *Gazette* or a permanent staff grade officer of the Public service.)

I hereby certify that Mr/Mrs/Miss ..... who submits this application, is known to me personally and that he/ she has placed his/ her signature in my presence on .....

.....,  
Date :..... Signature of the officer attesting the  
signature.  
Name in full of the officer attesting the signature :.....  
Designation :.....  
Address :.....  
Date :.....  
(To be certified by placing the official stamp)

*Certificate of the Head of the Institution - for those in the service :*

I hereby certify that Mr./Mrs./Miss ..... who is submitting this application, is working in this institute. The particulars furnished by him/her are correct and his/her work and attendance is satisfactory. No any charges made against him/her and he/she can be released from the service of this institution, if he/ she is selected for this post.

Signature of the Head of the Institution:.....  
Name:.....  
Designation:.....  
Address:.....  
Date:.....

Please place the official frank

**For the candidates apply on Limited Basis only**

**6.0 Certification of the Applicant :**

I declare that during the five years immediately preceding the date of 12.03.2021, I have earned all increments (Except that the increment for which the passing of service or departmental examinations has been prescribed as a condition) and that I have completed an active and satisfactory period of service as at 12.03.2021 as per 4.2 (a) of the *Gazette* notification. I have not been subjected to any form of disciplinary punishment (Except warning) for any offence. I agree to be bound by the rules and regulations

imposed by the commissioner General of examinations on conducting the examination and issuing the results.

I declare that I am eligible to sit for the Limited Competitive Examination as per all the rules and regulations mentioned in the *Gazette* Notice and 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 the examination. Further, I agree to be bound by the rules and regulations imposed by the commissioner General of examinations on conducting the examination and issuing the results.

.....,  
Date :..... Signature of the applicant.

**7.0 Certification of the Head of the Department (Referring to the personal file) :**

I hereby certify that Mr./Mrs./Miss..... who is submitting this application, is working in the post of ..... in the Department/Ministry of ..... under the Central Government/ Provincial Council ..... I declare that he/she has earned all salary increments during the period of 5 years immediately preceding 12.03.2021 (Except that the increment for which the passing of service or departmental examinations has been prescribed as a condition), has not been subjected to any disciplinary punishment (Except warnings), and has completed an active and satisfactory period of service of..... (five) years as per 4.2 (a) of the *Gazette* notification. He/she is eligible to sit for this examination as per regulations stipulated in this *Gazette* Notification, he/she has paid the prescribed examination fee and has affixed the receipt and that he/ she has placed his/ her signature in my presence.

.....,  
(Signature of the Head of Department/  
Authorized Officer)

Name:.....  
designation :.....  
Date :.....  
(Place the official stamp)

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