

N. B.— Parts II and IV(A) of the Gazette No. 2317 of 27.01.2023 was not published.



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No. 2,318 – FRIDAY, FEBRUARY 03, 2023

(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 24th February, 2023 should reach Government Press on or before 12.00 noon on 10th February, 2023.

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, 2023.

This Gazette can be downloaded from 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

Tamil Medium

TRINCOMALEE DISTRICT

APPLICATIONS are called for the Post of Registrar of Births, Deaths and Marriages/Additional Marriages for the Divisions set out in the Schedule hereof :

01. 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.
 02. Both Male and Female candidates can apply for this post.
 03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 70 years)
 04. Applicants for the Post of Registrar of Marriages should be married and should not be a Widow/widower or divorced.
 05. Applicant should have passed minimum of 06 subjects including Tamil Language with 02 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.
06. 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.
 07. 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.
 08. 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) of the Registrar General's Department.
 09. Duly filled applications should be forwarded on or before **03rd March, 2023** by registered post to the address given in the Schedule.

P. S. P. ABEYWARDHANA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
09th January, 2023.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Trincomalee	Muthur	Post of Births & Deaths Registrar in Kottiyar South Division & Marriages Registrar (General) in Kottiyar Patru Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Trincomalee.

02 - 11

Examinations, Results of Examinations &c.,

MINISTRY OF FOREIGN AFFAIRS

Limited Competitive Examination for filling vacancies in the Home-Based Personal Assistants' Posts in Sri Lanka Missions/Posts Abroad - 2021 (2023)

APPLICATIONS are hereby invited for the competitive examination conducted by the Commissioner-General of Examinations, to be held in Colombo in **April 2023** on behalf of the Ministry of Foreign Affairs to fill vacancies in the Home-Based Personal Assistants Cadre in Sri Lanka Missions abroad, from eligible officers.

The relevant application has been published on the website of the Department of Examinations of Sri Lanka www.doenets.lk, under "Online Applications - Recruitment Exams" under "Our Services" and applications can only be submitted online. Acceptance of online applications opens on **6th February, 2023 at 9.00 a.m.** Once the application is submitted online, it should be downloaded and the relevant sections of the printed copy of the same should be filled in handwriting and after the candidate's signature is attested, it should be sent by registered post to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations, P.O. Box 1503, Colombo on or before the closing date of applications along with the certification of the Head of Institution, if (It is advisable to keep a photocopy of the application with you). It should be clearly indicated on the top left hand corner of the envelope as "Competitive Examination to Fill Vacancies in the Home-Based Personal Assistants of Sri Lanka Missions Abroad 2021 (2023) " Closing date for applications will be **7th March 2023**.

Note : Printed copy of the application should compulsorily be sent by post and any complaint that the printed copy of application has been lost or delayed in post shall not be considered. Candidates shall bear the losses which may occur due to their delay in sending applications until the closing date.

2. Eligibility :-

- Should be a citizen of Sri Lanka and if the applicant is married, the spouse should also be a citizen of Sri Lanka.
- Should be permanent officers from the Management Service Officers' Service, Provincial Management Service Officers' Service and Local Government Management Service, State Corporations, State Banks and Semi Government Services such as other Statutory Boards, Possessing competence in English Stenography and computer applications.

- c. Age should not be more than 57 years on the closing date of applications. (Accordingly, only those who were born after 07th March, 1966 are eligible to apply)
- d. Should have completed a minimum of 05 years permanent and continuous service and have earned on the due date, all the annual increments, falling within the five years immediately preceding the closing date of application.
- e. Should not have been subjected to any form of disciplinary punishment, excluding a warning.
- f. The number of opportunities available for the Personal Assistant Service Officers to serve in Sri Lanka Missions abroad is limited to one. Therefore, the Personal Assistants who have previously worked in Sri Lanka Missions abroad cannot apply for filling the vacancies of Personal Assistants in Missions under this *Gazette*.

Note :

- (i). Those who are currently serving in Sri Lanka Missions abroad are not eligible to apply.
- (ii). Those who are serving on contract basis, casual basis or temporary basis in the Services mentioned under 02 (b) are not eligible to apply.
- (iii). Those who are eligible to apply and are successful in the recruitment process must be permanently employed in their respective posts at the institutions, including entire the contractual period with the Ministry of Foreign Affairs.

3. Method of Selection :-

Selection will be made on the basis of a written examination conducted by the Commissioner - General of Examinations and a practical test and interview conducted by the Secretary of Foreign Affairs.

3.1 Written Examination : The written examination will consist of the following papers :

<i>Test</i>	<i>Duration</i>	<i>Marks</i>	<i>Minimum Marks</i>
English Stenography	1 hour	100	40
English and Business Communication	1 hour	100	40

Note :

- i. *English Stenography* : Applicants will be required to sit for a test in English Stenography. The test will be conducted in Colombo in the English medium only. The speed in Stenography required for the test will be 60 w.p.m. 100 marks will be allocated for the English Stenography test.
- ii. *English and Business Communication* : The knowledge of the candidate in writing letters/memos/taking minutes of meetings, invitations, etc. and the grammar and comprehension will be assessed here.

3.2 Practical Assessment :

	<i>Duration</i>	<i>Marks</i>	<i>Minimum Marks</i>
Practical Assessment	80 Minutes	60	24

Note : The practical assessment will be designed to test the proficiency in English, in drafting letters/memos, reports, invitations, e-mail communications and the skills of using the MS Office application.
(Each question will carry 15 marks. Total marks will be 60.) (15x4)

3.3 Interview :

3.3.1. The Interview which will be conducted by a Board appointed by the Secretary of Foreign Affairs will carry 40. The procedure for awarding marks in the interview conducted by the Ministry is given below in detail.

No.	Marking Scheme	Marks	Maximum Marks
1	Additional Education Qualifications I. Degree with 1st Class II. Degree with 2nd Class Upper Division III. Degree with 2nd Class Lower Division IV. Degree (Pass) Note : 1. The degree should be completed in the English Medium. 2. The duration of study of the degree should not be less than 3 years.	05 04 03 02	05
2	Other/Professional Qualifications directly relevant to the functions of the Foreign Ministry (International Relations, Law, English or other foreign languages, IT, Human Resources Management, Marketing & Business studies, CIM, CIMA, AAT, etc.) i. Post Graduate Diploma ii. Diploma iii. Certificate Level Course (This qualification should be acquired of more than six from a recognized university, technical college or from a government recognized institution or government registered institution or similar qualifications with a period of more than six months.)	10 07 05	10
3	Work Experience 0.25 Marks per year for the remaining period of service except the 5 years of active and satisfactory service	No. of Years x 0.25	10
4	Performance at the Interview I. Communication Skills and the English Language Proficiency II. Knowledge in International Affairs III. Cultural Sensitivity IV. Positive Attitude V. Personality & Grooming	05 03 03 03 01	15
	Total		40

3.4 Those who have secured 40% or more for both written papers will be called for a practical assessment and interview. However, if there is an insufficient number of qualified applicants with the said cut-off mark at the written examination, the Secretary of Foreign Affairs reserves the right to take the final decision on the level of the cut-off mark at which the candidates are called for the practical assessment and interview. It will be compulsory for the candidates to obtain a minimum of 40% marks for practical assessment (60x40% = 24). There is no minimum mark level for the interview.

- 3.5 The selected applicants as per the merit order of the total marks obtained in the written examination will be called for the practical assessment and the interview. Eligibility of the applicants and the authenticity of the required documents will be checked during the interview. The practical test will be conducted by the parties appointed by the Secretary of Foreign Affairs. The final decision on posting of selected candidates to Sri Lanka Missions abroad will be taken by the Secretary of Foreign Affairs.
- 3.6 The decision of the Commissioner General of Examinations will be final with regard to conducting the examination and issuing the results.
- 3.7 The result sheet of the Candidates who complete the qualifications as per paragraph 3.4 above in line with the merit order of total aggregate marks, will be sent to the Foreign Secretary of Foreign Affairs by the Commissioner General of Examinations.

Additionally, examination results will be sent by post to each applicant who appeared in the examination or the same will be published on the website of the Department of Examinations, Sri Lanka : www.results.exams.gov.lk.

- 3.8 When a request is made to release successful candidates to be assigned to the Ministry of Foreign Affairs, the candidates should assume duties in the Ministry on the due date. In the event of an officer failing to do so, the Secretary of Foreign Affairs should be informed in writing and those who fail to report the duty in the Ministry of Foreign Affairs within four weeks from the due date will be considered to as disqualified for the appointment and action will be taken at the discretion of the Secretary. Further, the selected candidates should inform the Secretary of Foreign Affairs in writing within two weeks from the date of receiving letters of appointment whether the appointment is accepted or not. In case of failure to do so, action will be taken to consider him/her as an applicant who does not accept the appointment.

4. Method of Application :-

- 4.1 Online application for the examination should only be filled in English. Once the Department of Examinations receives both the soft copy of the application submitted online and the printed copy of the application sent *via* registered post, the soft copy and the printed copy will be verified and the candidates will be notified *via* a SMS to the mobile phone number used to access the system or *via* email whether the application was accepted/not accepted by the Department. Before completing the online application, candidate should download the instructions and strictly adhere to the instructions in filling the application. Any alternation done after taking the printout of the application will not be considered as a valid modification. Incomplete applications are rejected without any notice. Applications received after the closing date will not be accepted.
- 4.2 Applications should be forwarded through the respective Heads of Department with the recommendation and endorsement from Head of Department on the eligibility of the candidate for service in Missions abroad and the accuracy of details given in the application. The Head of Department should also state whether the relevant officer, if can be released immediately from the present post if selected.

5. Examination Fees :-

- (a) Examination fee is Rs. 600/- Payments should be made only *via* following methods of payment provided by the online system:
- Any bank credit card.
 - Any bank debit card with internet transaction facilities.
 - Online banking method of the Bank of Ceylon
 - Any branch of the Bank of Ceylon
 - Any post office of the Postal Department.

Note :

- (a) Instructions on making payments through above methods are published under the technical instructions relevant to the examination on the website.
- (b) Receipt of payment will be notified *via* a SMS or email. The total of the examination fee should be paid and the applications with payment of lesser or higher amount shall be rejected. Department of Examinations shall not be responsible for any error that occurs in payment of examination fee *via* above methods of payment.

(c) Under no circumstances, the examination fee will be refunded or transferred for another examination.

6. Admissions to sit for the Examination :-

6.1 The Commissioner General of Examinations will issue Admission Cards to all candidates who are within the age limit specified in the notification and have paid prescribed examination fee and forwarded their applications together with the relevant payment receipts on or before the closing date of applications, on the presumption that only those who possess qualifications indicated in the *Gazette Notification* have forwarded their applications. As soon as the admission cards are issued to the prospective candidates, a notification will be published in the newspapers and the official website of the Department of Examinations, Sri Lanka to that effect, Candidates who do not receive their admission cards within 2 or 3 days after the publication, should make inquiries from the Institutional Examination Organization Branch of the Department of Examinations as mentioned in the notification.

Here it is advised to inquire from the Department of examinations with the certified photocopies of the application form and the cash receipt kept at your possession, receipt of registration in hand and mentioning the name of the Examination applied for, full name, NIC number and address. It would be advisable for candidates outside Colombo to fax a letter of request including candidate's details 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.

6.2 The signature of the applicant placed on the admission card should also be attested. An applicant who submits the application should get his/her signature attested by the Head of the Institution or any officer authorized by him/her. At the first instance of the admission in which the signature is attested should be presented at the Head of the examination hall. A candidate who does not present the admission card will not be permitted to sit for the examination.

6.3 A candidate must sit for the Examination at the Examination hall assigned to him/her. A set of rules to be observed by all candidates is published in the *Gazette*. The candidates are subjected to all rules and regulations imposed by the Commissioner General of Examinations. If such rules or regulations are violated, the candidate would have to face a penalty imposed by the Commissioner General of Examinations.

6.4 Issuance of admission card to a candidate shall not be in any way treated as that candidate had satisfied all the qualifications for the examination.

6.5 The designation and the work place of the applicant at the time of the application is made shall be relevant to all matters with regard to the examination and changes to the work place after forwarding the application will not be considered.

7. Penalty for Furnishing False Information :-

7.1 Candidates should be very careful to furnish correct information in the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled at any time before, during or after the examination, if his/her ineligibility to sit for the examination is disclosed. If any of the particulars furnished by a candidate is found to be false, he/she is liable to dismissal at any time from the Public Service.

8. Identity of Candidate :-

8.1 A candidate will be required to prove his/her identity to the satisfaction of the Head of Examination Hall each subject he/she offers. For this purpose, any of the following documents will be accepted :

- (a) National Identity Card
- (b) Valid Passport
- (c) Valid Sri Lanka Driving License

8.2 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. The candidate should remain in the examination hall from the time of entering to the time of leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate.

9. Terms of Employment :-

- 9.1 An officer selected will be required to serve initially in Colombo at the Ministry of Foreign Affairs for a specified period prior to being posted to a Sri Lanka Mission abroad. If his/her work and conduct during this initial period of service at the Ministry of Foreign Affairs are found to be unsatisfactory, assessed by an independent body with the concurrence of the Heads of the Division, his/her appointment is liable to be cancelled. The period of service in the Ministry can be changed according to the requirements of the Ministry.
- 9.2 Posting will be decided on the basis of the number of vacancies available and the requirements of the respective Missions and the officer's suitability and competence (in foreign languages, etc.) and in deciding on such postings, there is no obligation, on the part of the Ministry to consider the officer's personal needs (children's education etc.) Further, the Ministry is not bound to fill the vacancies purely in accordance with the order of merit of the selection tests. In the event an officer refuses to accept the given Mission, the said appointment will be deemed as cancelled and any appeals made in that connection will not be entertained. Such officer has to re-sit for the new examination and face to the same procedure he/she followed in the previous examination and the interview in order to ensure the validity of the examination and the conditions of the fair selection criteria.
- 9.3 An officer selected on being posted to a Sri Lanka Mission abroad is normally required to serve abroad for a period of three years in accordance with the terms and conditions as stipulated by the Secretary of Foreign Affairs and to enter into an agreement to the effect. This period may be extended depending on the exigency of the service.
- 9.4 Officers in Public Service (Public Management Assistants' Service/Provincial Public Service / Local Government Service) if selected, will continue to be paid on the present salary scales and the others will be paid a fixed salary of Rs. 32,290/- per month. In addition, they will be paid an Overseas allowance that is applicable, in accordance with existing rules and regulations while they are serving in Sri Lanka Missions abroad.
- 9.5 Once an officer is selected, the cost of return air passage from Sri Lanka to the country of posting, accommodation and other facilities stated in the Agreement signed between the officer and the Government, during his/her service abroad, in respect of the selected officer, his/her spouse and for a maximum of two children who are below 21 years of age and dependent on the officer only, will be borne by the Government as determined by the Secretary of Foreign Affairs. The Ministry shall not accommodate any request to accompany any other family members other than above mentioned.
- 9.6 It is mandatory that the officer should return to Sri Lanka, on completion of the stipulated period of tour of duty.
10. The decision of the Secretary of Foreign Affairs will be the final regarding filling of all the vacancies or a part thereof or not filling any of the existing vacancies out of the qualified candidates of this examination.
11. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

ARUNI WIJewardane,
Secretary.

Ministry of Foreign Affairs,
Republic Building,
Colombo 01,
3rd February, 2023.

IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Printer.

The Government Printer accept payments of subscription for the Government Gazette.

Note.—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer.

THE SCHEDULE

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
2023						
FEBRUARY	03.02.2023	Friday	—	20.01.2023	Friday	12 noon
	10.02.2023	Friday	—	27.01.2023	Friday	12 noon
	17.02.2023	Friday	—	03.02.2023	Friday	12 noon
	24.02.2023	Friday	—	10.02.2023	Friday	12 noon
MARCH	03.03.2023	Friday	—	17.02.2023	Friday	12 noon
	10.03.2023	Friday	—	24.02.2023	Friday	12 noon
	17.03.2023	Friday	—	03.03.2023	Friday	12 noon
	24.03.2023	Friday	—	10.03.2023	Friday	12 noon
	31.03.2023	Friday	—	17.03.2023	Friday	12 noon
APRIL	06.04.2023	Thursday	—	24.03.2023	Friday	12 noon
	12.04.2023	Wednesday	—	31.03.2023	Friday	12 noon
	21.04.2023	Friday	—	06.04.2023	Thursday	12 noon
	28.04.2023	Friday	—	12.04.2023	Wednesday	12 noon

GANGANI LIYANAGE,
Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2023.