

N.B.— Part II of the *Gazette* No. 1,678 of 29.10.2010 was not published.

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

අංක 1,679 - 2010 නොවැම්බර් මස 04 වැනි බ්‍රහස්පතින්දා - 2010.11.04  
No. 1,679 - THURSDAY, NOVEMBER 04, 2010

(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 12th November, 2010 should reach Government Press on or before 12.00 noon on 29th October, 2010.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2010.

LAKSHMAN GOONEWARDENA,  
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.

Depart. of Examinations,  
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

## Posts – Vacant

### POST OF ASSISTANT DIRECTOR (LEGAL) IN THE COMMISSION TO INVESTIGATE ALLEGATIONS OF BRIBERY OR CORRUPTION

APPLICATIONS are invited from the citizens of Sri Lanka who possess the required qualifications to fill the vacancies in the Post of Assistant Director (Legal) in the Commission to Investigate Allegations of Bribery or Corruption. All applications should be prepared according to the specimen form attached hereto and should be reached "The Director General, Commission to Investigate Allegations of Bribery or Corruption, No. 36, Malalasekera Mawatha, Colombo 07" under registered cover on or before 26.11.2010. The words "Application for the Post of Assistant Director (Legal)" should be written on the top left hand corner of the envelope containing the application.

#### 01. Salary Scale :

01.1 Monthly salary scale for this post is Rs. 28,095 - 5 x 645 - 5 x 750 - Rs. 35,270 (Salary Code SL5).

#### 02. Eligibility.— Every applicant should :—

- 02.1 be a citizen of Sri Lanka ;
- 02.2 be of excellent moral character and physically sound ;
- 02.3 be not less than 22 years and not more than 45 years of age as at 26.11.2010 ;
- 02.4 (The maximum age limit will not be applicable to those who employed in the Public Service/Provincial Public Service) ;
- 02.5 be an Attorney-at-Law of the Supreme Court with not less than 02 years of experience.

#### 03. Method of Recruitment :

03.1 Selection will be made by an Interview Board.

#### 04. Conditions of Service :

- 04.1 Efficiency Bar.— An officer appointed to the post is required to pass First Efficiency Bar Examination within three years from the date of appointment. (The Syllabus for this examination is in Appendix I).
- 04.2 The post is permanent and pensionable and should contribute to the Widow's and Orphan's/Widower's and Orphan's Pensions Fund.
- 04.3 Appointees should comply with the rules and regulations of Public Service Commission, the provisions of the Establishments Code, Financial Regulations, orders of this Commission and any other rules and regulations imposed by the Government from time to time.
- 04.4 The appointment is subject to a 3 year probationary period with effect from the date of appointment. If a

permanent Public Officer is appointed, he/she will be subject to a period of one year on surveillance.

04.5 An officer appointed for the post should have passed the acquire proficiency in the other official language within a period of five years from the date of appointment in addition to the official language through which they enter to the service.

05. Candidates who are already employed in Government Departments/Boards/Corporations must forward their applications through the respective Heads of Departments or Institutions in which they are serving at present.

06. Applicants should furnish following documents when they receive an intimation. None of the certificates should be sent along with the application :

- (i) Certificates of Academic,
- (ii) Certificate of Birth,
- (iii) National Identity Card,
- (iv) Certificates of Experience (period of experience should be certified by either an Attorney-at-Law with not less than 10 year experience in the legal profession or a Judicial Officer),
- (v) Two Testimonials (one should be from the Grama Niladhari counter signed by the Divisional Secretary).

No acknowledgements will be served to the applicants. Applications which are not in conformity with this specimen will be rejected without any intimation.

LUCKSHMI JAYAWICKRAMA,  
Director General,  
Commission to Investigate Allegation of  
Bribery or Corruption.

Commission to Investigate, Allegations of Bribery or Corruption,  
No. 36, Malalasekera Mawatha,  
Colombo 07,  
25th October, 2010.

### Specimen Application Form

#### APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (LEGAL) OF THE COMMISSION TO INVESTIGATE ALLEGATIONS OF BRIBERY OR CORRUPTION

- 01. (i) Name with initials : Mr./Mrs./Miss. : \_\_\_\_\_.
- (ii) Name in full : \_\_\_\_\_.
- 02. Address :
- (i) Residential Address : \_\_\_\_\_.
- (ii) Official Address : \_\_\_\_\_.
- (If employed in Public Service)

03. (i) Date of Birth : \_\_\_\_\_  
Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.  
(ii) Age as at 26.11.2010 : \_\_\_\_\_  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
04. N. I. C. No. : \_\_\_\_\_.
05. Ethnicity : \_\_\_\_\_.
06. Sex : \_\_\_\_\_.
07. (i) Educational qualifications : \_\_\_\_\_.  
(ii) Professional qualifications : \_\_\_\_\_.  
(iii) Period of professional experience as at 26.11.2010 : \_\_\_\_\_  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
08. Have you ever been dismissed from the Public Service or vacated from post : \_\_\_\_\_.
09. (i) Have you ever been convicted from a Court of Law : \_\_\_\_\_.  
(ii) If yes, give details : \_\_\_\_\_.
- for appointment he/she can/cannot be released from this Department/ Corporation. (Delete inapplicable words).
- \_\_\_\_\_,  
Signature of the Head of Department.
- Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Department : \_\_\_\_\_.  
(Official Stamp)  
Date : \_\_\_\_\_.

Appendix I

#### SYLLABUS OF THE EFFICIENCY BAR EXAMINATION

The Efficiency Bar Examination will consist with one paper including the Establishments Code and the Financial Regulations. The paper will be of three hour duration with 100 marks.

1. The Establishments Code - following Chapter : II, VII, XII, XIII, XVI, XXVIII, XXX, XLVII.
2. Financial Regulations - following Chapters : I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV.
3. Department Regulations - All circulars, instructions and Regulations pertaining to the Commission to Investigate Allegations of Bribery or Corruption.

*Note.*— A candidate will be required to obtain minimum 40 marks for a pass.

I hereby certify that the information furnished by me in this application are true and correct. I am aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification before the selection of discontinuance after the selection.

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

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

If the applicant is in the Public Service :

#### CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I verify that Mr./Mrs./Miss. .... is in employee of this Department/Board/Corporation. In the event of his/her selection

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## Examinations, Results of Examinations &c.

### MINISTRY OF YOUTH AFFAIRS

#### First Efficiency Bar Examination for Entrepreneurship Development Training Officers of the Small Enterprises Development Division of the Ministry of Youth Affairs – 2009(2010)

AN examination for the First Efficiency Bar for the Entrepreneurship Development Training Officers of the Small Enterprises Development Division of the Ministry of Youth Affairs will be held in Colombo by the Commissioner General of the Examinations on behalf of this Ministry.

The applications are called as per the following notification.

#### 02. Examination Procedure :

- (a) This examination consists of 4 question papers. The subjects relevant to each paper are as follows.

- (b) The total mark for each subject is 100 from subjects 01 to 03 and the minimum pass mark is 40, for each subject.
- (c) This examination will be conducted in Sinhala and Tamil mediums. Candidates are not allowed to change the medium applied for.
- (d) It is needed to obtain 30 marks out of 75 marks in the written test for the subject of English and 10 marks out of 25 marks in the oral test.
- (e) Candidates can offer the 04 subjects once or several times.

#### 03. Question papers and the subjects relevant to each paper :

##### Paper 1 (Time - 03 hours)

#### (I) Financial Regulations (Subject No. 01)

- (i) Consolidated Fund,  
(ii) Units of Budget Classification,

- (iii) Recurrent Expenditure, Capital Expenditure,
- (iv) Virement Procedure,
- (v) Supervision by the Chief Accounting Officers,
- (vi) Accounting Officers and Accounting Officers of public revenue,
- (vii) Responsibilities of Chief Accounting Officers,
- (viii) Duties and responsibilities of Accounting Officers of public revenue,
- (ix) Supervision and control by Treasury,
- (x) Executive powers of the Treasury as a Department,
- (xi) Internal Audit,
- (xii) Delegation of duties on financial control.  
((a) Expenditure (b) Income)
- (xiii) Audit queries,
- (xiv) Payment procedure,
- (xv) Survey Boards,
- (xvi) Procedures on obtaining supplies and services,
- (xvii) Advances.

*Question Paper 2 (Time - 03 hours)*

- (II) Establishments Code and Office Procedure. (Subject No. 02)

The knowledge on the matters related to Part I and Part II of the Establishments Code, Office Procedure and the Methods of Field organization will be tested.

*Question Paper 3 (Time - 03 hours)*

- (III) Law and Management (Subject No. 03)

*Law*

- Definition of Law
- Legal systems of Sri Lanka
- Judicial systems of Sri Lanka
- Registration of companies
- Registration of names of the enterprises
- Patents
- Income Tax
- Labour Laws
- Environment Laws
- Consumer Protection Act
- Employees Provident Fund and the Employees Trust Fund
- Rules and regulations imposed by Local Government Institutions.

*Management*

- Introduction to Management
- Duties and skills of the managers
- Planning procedure and generating organization levels
- Organization structure
- Evaluation of performance
- Motivation
- Leadership

- Communication
- Decision making
- Productivity and Productivity circles
- Management ethics and responsibility
- Banking methods
- Insurance

This question paper is prepared to test the general knowledge of the above subject areas.

*Question Paper 4 (Time - 03 hours)*

- (IV) English - (Subject No. 04)

- (a) Written Test
- (b) Oral Test

(I) *Content*

*Written Examination (3 hours)*

- (a) Grammar : The following areas will be tested :-

1. The verb form of all principal tenses, of English  
eg. The Present Simple Tense, The Simple Past, The Future, The Present Perfect, etc.
2. Nouns - countable, uncountable
3. Pronouns
4. Adjectives degrees of comparison
5. Adverbs of frequency, word order, phrases and sentences
6. Prepositions
7. Determiners
8. Question words
9. Modal Auxiliaries, can, could, may, might, should, must, ought
10. The definite article
11. Cardinals/Ordinals
12. The passive construction
13. Relative clauses
14. If clauses
15. Reported speech
16. There is/There are
17. Have/Has

- (b) Vocabulary tested will be that of General Modern English with special emphasis on the following Field of Management Administration and Social and Economic Development.

- (c) Writing - Ability to write essays, Departmental Reports, Official Letters.

*Oral Examination (15 minutes)*

- (a) Speech
- (b) Listening Comprehension
- (c) Reading

(2) *Scheme of Examination :*

- (1) Written examination - There will be one paper of 3 hours duration. (75% marks)
- (2) Oral examination - 15 minutes duration (25% marks).

04. *Method of Application :*

- (a) The applications should be prepared as per specimen application given at the end of this notification in an A4 size paper using both sides of the paper, in such a manner that Heading Numbers 01 to 04 appear on the first page and the rest on the second page. The relevant information should be filled in correctly by his/her own handwriting. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. It would be advisable to keep a photocopy of the application with you please indicate the title of the examination appearing the specimen in English as well, on both Sinhala and Tamil application forms.
- (b) The duly filled applications should be sent by the registered post to reach the Commissioner General of Examinations, Department of Examinations, (Organization and Foreign Examinations Branch) Pelawatta, Battaramulla on or before 06.12.2010.
- (c) The name of the examination "First Efficiency Bar Examination for Entrepreneurship Development Training Officers" should be clearly indicated on the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected.
- (d) Applications will not be acknowledged. A notification will be published in newspapers by the Commissioner General of the Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to inform the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following with you when informing the Department of Examinations. Certified photocopies of the application form and the receipt of registration kept at your possession, letter of request furnishing a tax number to which the admission card should be sent in case of applicants outside Colombo. (The address for telegrams is "Examinations", Palawatta, Battaramulla).

05. *Sitting for the Examination :*

- (a) The Commissioner General of Examinations will issue admission cards to all candidates who have sent their applications. Candidates should sit for the examination at the examination centre assigned to them. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. A candidate who fails to produce the

admission and will not be permitted to sit for the examination. The rules and regulations that have to be followed by the candidates are given in this *Gazette* notification.

*Note.*— Issuing of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examinations with regard to the conducting of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violations of these rules and regulations.

- (b) *Identity of the Candidates.*— Candidates should 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 will be accepted :—

- (i) National identity card,
- (ii) Valid passport.

S. S. HEWAPATHIRANA,  
Secretary,  
Ministry of Youth Affairs.

Ministry of Youth Affairs,  
"Nipunatha Piyasa",  
No. 354/2, Alvitigala Mawatha,  
Colombo 05.

SPECIMEN APPLICATION FORM

For office use only.

1ST EFFICIENCY BAR EXAMINATION FOR ENTREPRENEURSHIP  
DEVELOPMENT TRAINING OFFICERS — 2009(2010)

Medium in which you sit for the examination :  
(Sinhala - 2/Tamil - 3)  
(Indicate the relevant number in the cage)

01. Name :

- 1.1 Name with initials :\_\_\_\_\_.  
(Indicate the initials at the end of the name)  
(in English block capital letters)  
eg :— SILVA, G. A.

- 1.2 Name in full :\_\_\_\_\_.  
(in English block capital letters).

- 1.3 Name in full (in Sinhala) :\_\_\_\_\_.

1.4 National Identity Card No. :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.5 Sex :

(Female - 1, Male - 0)

☐

(Indicate the relevant number in the cage)

02. 2.1 Official Address : \_\_\_\_\_.

(in English block capital letters)

(Admission card will be posted to this address)

2.2 Permanent Address : \_\_\_\_\_ (in Sinhala)

03. Subjects offered in the examination :

1. .... Subject No. : ☐

2. .... Subject No. : ☐

3. .... Subject No. : ☐

4. .... Subject No. : ☐

I declare that the above information is accurate. Further I declare that I agree to abide by the rules and regulations imposed by the

Commissioner General of the Examinations on conducting the examination.

\_\_\_\_\_,  
Signature of the candidate.

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

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I hereby certify that Mr./Mrs./Miss. .... placed his/her signature in my presence, the particulars furnished by her/him are accurate and he/she is qualified to sit for the relevant Efficiency Bar Examination.

\_\_\_\_\_,  
Signature.

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

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

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

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



**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE  
"GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA"  
EFFECTIVE AS FROM JANUARY 01, 2009**

*(Issued every Friday)*

1. All Notices and Advertisements are published at the risk of the Advertisers.
2. All Notices and Advertisements by Private Advertisers may be handed in or sent direct by post together with full payments to the **Government Printer, Department of Government Printing, Colombo 8.**
3. The office hours are from 8.30 a.m. to 4.15 p.m.
4. Cash transactions will be from 9.00 a.m. to 3.00 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements sent direct by post should be accompanied by Money Order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements.
6. To avoid errors and delay "copy" should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale of charges for Notices and Advertisements is as follows from January 01, 2009 :-**

	Rs.	cts.
One inch or less	137	00
Every addition inch or fraction thereof	137	00
One column or 1/2 page of <i>Gazette</i>	1,300	00
Two columns or one page of <i>Gazette</i>	2,600	00

*(All fractions of an inch will be charged for at the full inch rate.)*

11. The "**Gazette of the Democratic Socialist Republic of Sri Lanka**" is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.
12. All Notices and Advertisements should reach the **Government Printer, Department of Government Printing, Colombo 8,** as shown in Schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.
13. **REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 2009 :**

**\*Annual Subscription Rates and Postage**

	Price Rs. cts.	Postage Rs. cts.
Part I :		
Section I	2,080 00	3,120 00
Section II (Advertising, Vacancies, Tenders, Examinations, etc.)	1,300 00	3,120 00
Section III	780 00	3,120 00
Part I (Whole of 3 Sections together)	4,160 00	6,240 00
Part II	580 00	3,120 00
Part III	405 00	3,120 00
Part IV (Notices of Provincial Councils and Local Government)	890 00	2,400 00
Part V	860 00	420 00
Part VI	260 00	180 00
Extraordinary Gazette	5,145 00	5,520 00

Subscription to the "**Gazette of the Democratic Socialist Republic of Sri Lanka**" are booked per periods of not less than 12 months so as to terminate at the end of a calendar year only.

**\* Rates for Single Copies (if available in stock)**

	Price Rs. cts.	Postage Rs. cts.
Part I :		
Section I	40 00	60 00
Section II	25 00	60 00
Section III	15 00	60 00
Part I (Whole of 3 Sections together)	80 00	120 00
Part II	12 00	60 00
Part III	12 00	60 00
Part IV (Notices of Provincial Councils and Local Government)	23 00	60 00
Part V	123 00	60 00
Part VI	87 00	60 00

**\*All remittances should be made in favour of the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05, who is responsible for booking subscriptions and for sale of single copies.**

### 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 Press.

**The Government Printer does not accept payments of subscription for the Government Gazette.** Payments should be made direct to the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05.

*Note.*—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer and not by the Superintendent, Government Publications Bureau.

#### 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>		
	<b>2010</b>					
<b>NOVEMBER</b>	04.11.2010	Thursday	—	21.10.2010	Thursday	12 noon
	12.11.2010	Friday	—	29.10.2010	Friday	12 noon
	19.11.2010	Friday	—	04.11.2010	Thursday	12 noon
	26.11.2010	Friday	—	12.11.2010	Friday	12 noon
<b>DECEMBER</b>	03.12.2010	Friday	—	19.11.2010	Friday	12 noon
	10.12.2010	Friday	—	26.11.2010	Friday	12 noon
	17.12.2010	Friday	—	03.12.2010	Friday	12 noon
	24.12.2010	Friday	—	10.12.2010	Friday	12 noon
	31.12.2010	Friday	—	17.12.2010	Friday	12 noon
	<b>2011</b>					
<b>JANUARY</b>	07.01.2011	Friday	—	24.12.2010	Friday	12 noon
	14.01.2011	Friday	—	31.12.2010	Friday	12 noon
	21.01.2011	Friday	—	07.01.2011	Friday	12 noon
	28.01.2011	Friday	—	14.01.2011	Friday	12 noon

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Government Printing,  
Colombo 08,  
January 01, 2010.