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

අංක 1,998 – 2016 දෙසැම්බර් මස 16 වැනි සිකුරාදා – 2016.12.16

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(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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**Note.**— Heart to Heart Trust Fund (Incorporation) Bill was published as a supplement to the part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of December 02, 2016.

#### 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 06th January, 2017 should reach Government Press on or before 12.00 noon on 23rd December, 2016.

#### 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*.”

GANGANI LIYANAGE,  
Government Printer (Acting)

Department of Govt. Printing,  
Colombo 08,  
15th September, 2016.

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



### Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Examinations, Results of Examinations & c.

### OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2016

IT is hereby notified that an Open Competitive Examination for recruitment to the posts in class III of Public Management Assistants' Service will be held by the Commissioner-General of Examinations in the month of March 2017. The examination will be held at the examination centers located in the towns mentioned in the Schedule II. The expected town to sit for the examination shall be selected as per that schedule and the town expected to sit for the examination and the relevant number of the town should be mentioned correctly according to the Schedule II. The towns applied for, which should be mentioned on the title of the application, should be exactly in line with the list.

2.0 Candidates who satisfy the prescribed qualifications will be selected on merit, on the results of a written examination to be conducted by the Commissioner General of Examinations and on the basis of district population ratio, to the posts in the Grade III of Public Management Assistants' Service.

3.0 (a) Number of persons to be appointed and effective date of appointments will be determined by the Appointing Authority. Further, the Appointing Authority reserves the right to refrain from filling some or all of the vacancies.

(b) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing the appointments in the Public Service, terms and conditions set out by the Public Management Assistants' Service Minute published in the *Gazette* Extraordinary of Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013, amendment already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial Regulations and Procedural Rules of the Public Service Commission published in the *Gazette* Extraordinary No. 1589/30 dated 20.02.2009.

(c) The officer shall compulsorily serve at the service station to which he/she is appointed at first for three years. However, the appointing authority reserves the right to transfer any officer before the lapse of said period, on special reasons as determined by the same, if it is required to make such transfer.

(d) This appointment is subject to a probation period of three years. The First Efficiency Bar Examination shall be passed by the officer within a period of 03 years after recruiting to Grade III of the Public Management Assistants' Service as prescribed in the Service Minute.

(e) Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.

4.0 *Salary*.— As per the Public Administration Circular No. 03/2016, dated 25.02.2016, monthly salary scale entitled to Grade III, II and I of the Public Management Assistants' Service is Rs. 28,940 -10x300 -11x350 -10x560 - 10x660 - Rs. 47,990 and the salary will be entitled from 01.01.2020 Salaries will be paid from the date of appointment as per the provisions in Schedule II of the above circular. Promotion to Grade II should be obtained to go beyond Rs. 31,940 whilst promotion to Grade I will be required to go beyond Rs. 35,790.

5.0 This post is permanent. The pension and the pension scheme entitled for the officers in Grade III will be determined on the policy decisions taken by the government.

6.0 *Qualifications*.— Following qualifications are applicable for the recruitment to posts in Class III of Public Management Assistants' Service.

- (a) Should be a citizen of Sri Lanka,
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications,
- (c) Should be of an excellent character,
- (d) Shall be of an excellent moral character and physical fitness to serve at any part of the island,
- (e) Should have fulfilled the following educational qualifications.

- (1) Shall have passed Six (06) subjects with Credit passes for Four (04) subjects including Sinhala/ Tamil/English language and Mathematics at the General Certificate of Education (Ordinary Level) Examination at **One sitting** ;

and

- (2) Shall have passed all the subjects in General Certificate of Education (Advanced Level)

at **one sitting** (except the General paper and General English).

**Note.**— It is sufficient to have passed 03 subjects under the old syllabus which was consisted of 04 subjects.

**N.B.**— It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before 16.01.2017.

**7.0 Selection on district population basis.**— District Name list is indicated as Schedule I. The District selected to compete for vacancies and its number should be mentioned in the application correctly according to the Schedule I.

(a) Recruitment to the service will strictly be on a representative basis. A fixed number of vacancies will be set apart for each district in proportion to its population. Only the applicants from a particular District will be entitled to compete for the number of vacancies to be filled from that District.

(i) If the vacancies so allocated to a particular district cannot be filled by the applicants who have applied for that particular district and have satisfied the qualifications, number of vacancies will be redistributed among the adjoining districts in proportion to population.

(ii) If the total number of vacancies to be filled is few and the district population basis cannot be applied, selection will be made on the order of merit.

(iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for the selection.

(b) **Eligibility for inclusion in a district.**— At least one of the following requirements should have been fulfilled by a candidate to complete for the vacancies in any district.

(i) The candidate should have been born in the District ;

or

(ii) He should have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination ;

or

(iii) He should have received his secondary school education within the district for five (05) continuous years.

**Note :**

1. In order to confirm the residence of the candidate who is selected from the written examination, he/she is bound to forward following documents, at the interview or any time inquired.

(i) Birth Certificate.

(ii) Extracts from electoral registers confirming the residence in continues three (03) years period and the certificate of residence issued by Grama Niladari duly counter signed by the Divisional Secretary.

(iii) *School leaving certificate :*

2. If the Farther/Mother of any candidate has been employed in a transferable service of the government or of a Provincial Public Service or of a state corporation, such candidate will be allowed to choose his own, or his Father's/ Mother's place of birth as his District. (At the interview or any time candidates are required to forward documents to prove the place of birth of the parents and that they are public servants).

3. No candidate will be allowed to complete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it should remain irrevocable.

**8.0** Three percent (3%) of the existing number of vacancies will be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify will be selected for appointments. The minimum level of marks candidates should score to be selected for appointment is 50% of the total marks of the examination. A candidate selected for an appointment will be referred to a Special Medical Board and, by a report obtained from a medical specialist, he/she should establish the disablement and the fact that, it does not hinder performance of duties of the respective post.

**Note.**— The applicant should mention in the application that he/she applies under disabled rehabilitation conditions. A person who is not disabled should not imply himself/herself as a disabled person.

## 9.0 Scheme of the examination :

- (a) The examination will be held in Sinhala, Tamil and English media. Candidates may sit this examination in only one language medium of their preferences and should answer for the question papers using that language medium. Candidates will not be allowed to change language medium applied initially. The examination will consist of two papers.

	Marks	Durations
(i) Language proficiency	100	2 1/2 hours
(ii) Aptitude	100	1 hour

**Language Proficiency.**— This paper will consist of subject related questions designed to test the candidates' ability of expression, comprehension, spelling, language and essay, drafting a letter provided, preparing graphs and tables with data provided, summarizing the paragraphs given, expressing the idea of several given sentences in one sentence, the application of the simple rules of grammar. All questions should be answered.

**Aptitude.**— This paper will consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence. This consists of 50 questions of Multiple Choice and short answer model. All questions should be answered.

### Note :—

- (i) These papers will be designed to test the aptitude and ability of the candidate to perform his official duties,
- (ii) Marks will be deducted for unclear handwriting and spelling mistakes in all the written question papers.
- (b) Despite this being a competitive examination, candidates are expected to secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks of the examination. Appointments will strictly be made in the order of merit based on the total marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.

- (c) **Examination Results.**— Issuance of results to each candidate will be made by the Commissioner General of Examination by post or via the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

**10.0 Penalty for furnishing false information.**— The candidate should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a candidate is false, he/she is liable to dismissal at any time from the public service.

**11.0 Examination Fees.**— Examination fee is Rs. 500. This fee can only be paid to any Post/Sub post office to be credited to revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained in the name of the applicants should be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of this receipt with the candidate). Under no circumstance the examination fee will be refunded. Money orders and stamps will not be accepted.

**12.0 Applications.**— Applications should be prepared in the following manner using a paper size A4 (21x29cm) (normal halvesheets).

- (a) Paragraphs form 1 to 3 should appear on the first side of the page,
- (b) Paragraphs No. 4 onwards should appear on the other pages,
- (c) The title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms,
- (d) When mentioning the name of the candidate at the 1.1 of the application, the last part of the full name of the applicant should be mentioned first and the initials of the names belong to the surname and the initials of the other parts of the name should be mentioned next.

**Eg.**— Full name as at 1.2 of the application :  
MATHURATA GAMARALALAGE  
BUDDHIKA SARATH KUMARA  
GUNAWARDHANA.

It should be written as GUNAWARDHANA, M. G. B. S. K. in 1.1 of the application.

Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Applications of those who have not paid examination fees on or before due date will also be rejected. Candidates should be responsible for any loss incurred by them due to incompleteness of applications. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and further, it would be advisable to keep a photocopy of the completed application form.

**N. B.**—1. Candidates are not allowed to change the town in which they apply to sit the examination. At the instances where the number of candidates apply for a certain town, is not sufficient to hold an examination centre, they will be directed to the town which they have indicated as second preference. However, if there is not sufficient number of candidates even at the second centre, the candidates will be directed to an adjoining city. The Commissioner General of Examinations reserves the right to make the final decision about the cities where exam will be held.

2. As the appointments are issued to the selected candidates strictly by the name with initials mentioned in the application, the name should be correctly written following the specimen provided. It shall not be allowed to change the name or include a part in the name or remove a part at the issuance of appointments.

12.1 All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date will be allowed to sit the competitive examination, by the Commissioner General of Examinations, on the presumption that only those who possess qualifications, indicated in the *Gazette* Notification have forwarded their applications. Issuing of an admission card to a candidate to sit the competitive examination does not mean that the candidates' eligibility for the post has been accepted. If it is found at the interview that the applicant does not possess the required qualifications prescribed in the *Gazette* Notification, his or her candidature will be cancelled.

12.2 The words "Open Competitive Examination for Recruitment to Grade III of Public Management Assistants' Service - 2016" and the district for which the candidate is competing should be written on the top left-hand corner of the envelope in which the application is enclosed.

12.3 Applications duly perfected should be sent by registered post to reach the following address on or before 16.01.2017.

Commissioner General of Examinations,  
Organization and Overseas Examinations Branch,  
Department of Examinations, Sri Lanka,  
P. O. Box. 1503,  
Colombo.

13.0 *Sitting the Examination.*— A notification will be published in newspapers 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 notify the Department of Examinations in the manner specified in the advertisement. Here it would be advised to inquire from Department of Examinations with keeping 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 No. and address. 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 mentioning the notification for sending a copy of the admission.

The signature of the applicant placed on the application and admission card should also be attested. An applicant who submits the application through an institution should get his/her signature attested by the Head of the Institution or any officer authorized by him. Other applicants should get their signature attested by a School Principal/Retired Officer, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney at Law, Notary Public, a commissioned officer in three armed forces, a staff officer in the Public or Provincial Public Service who earn a combined salary of Rs. 240,360 or higher or a chief incumbent of a Buddhist temple or clergy of any other religion who holds a considerable position. At the first instant the admission in which the signature is attested should be presented to the head of examination hall. A candidate who does not present the admission card will not be permitted to sit for the exam.

14.0 Candidates should furnish one of the following documents to the Supervisor of Examination in support of their identity :—

(i) National Identity Card issued by the Department for Registration of Persons,

(ii) A valid passport.

15.0 The issuing of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

16.0 Any matter not referred to herein will be decided by Director General of Combined Services. All candidates are bound to comply with the general examination rules published in this *Gazette*.

17.0 In the event of any inconsistency between the Sinhala, Tamil and English text of this examination notification, the Sinhala text shall prevail.

K. V. P. M. J. GAMAGE,  
Director General of Combined Services  
Ministry of Public Administration and  
Management.

Ministry of Public Administration and Management,  
Independence Square,  
Colombo 07,  
01st of December, 2016.

(For office use only)

### Specimen Application Form

#### OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2016

(Indicate the correct code/number clearly in the relevant cages)

Language medium of Examination :

Sinhala - 2

Tamil - 3

English - 4

(indicate the correct number in the cage)

\* Indicate the town and the town number in which the candidate intends to sit the examination as per the *Gazette* Notification. (See the Schedule II for the towns where the examination centers are located and for the respective numbers)

	Town	Number of the Town
1.		
2.		

\* The district in which you select to compete for vacancies as per para. 7.0 of the *Gazette* notification. (See the Schedule I for the numbers of districts. Indicate the number and the district in the relevant cage)

District	District No.

\* Are you sitting this examination under the conditions laid down in para. 8.0 of the *Gazette* notification which are relevant to disability ?

(Candidates may refer para. 8.0 of the *Gazette* Notification carefully before filling this section since only the differently able candidates are required to mention "Yes" in this part)

Yes - 1

No - 2

(indicate the number in the cage)

1.0 Name :

1.1 Name with initials :\_\_\_\_\_.

(In English block capitals) Eg.— GUNAWARDHANA, M. G. B. S. K.

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	



5.3 If possessing a degree from a recognized University :

- (i) Name of the University : \_\_\_\_\_.  
(ii) Degree : \_\_\_\_\_.  
(iii) Year of Examination : \_\_\_\_\_.

6.0 Other Qualifications : \_\_\_\_\_.

7.0 Have you ever been convicted of any offence in a Court of Law ? (Indicate ✓ in the relevant cage) (Indicate particulars, if the answer is yes) :

Yes : ☐ No : ☐

8.0 Particulars of the receipt obtained for the Examination fee :

- (i) Office to which the payment was made : \_\_\_\_\_.  
(ii) Number and date of the receipt : \_\_\_\_\_.  
(iii) Amount : \_\_\_\_\_.

Affix the receipt firmly here.  
(It would be advisable to keep a photocopy with the candidate)

9.0 Candidate's Certificate :

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to suffer any loss that may cause as a result of incompleteness of sections and/or provision of erroneous information. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) I hereby agree to abide by all the conditions imposed by the Commissioner General of Examinations for the purpose of holding this examination.
- (d) I shall not change any information mentioned herein subsequently.

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

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

10.0 Attestation of Applicant's Signature :

I hereby certify that Mr./Mrs./Miss ..... who submits this application is known to me personally and that he/she placed his/her signature in my presence on ..... and further the officer has paid the prescribed examination fee and pasted the receipt on the applications.

\_\_\_\_\_,  
Signature of the Officer attesting the Signature.

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

Name in full of the Officer, attesting the signature : \_\_\_\_\_.

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

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

(To be confirmed by Official Stamp)

#### SCHEDULE - I

##### THE LIST OF THE NAMES OF DISTRICTS

<i>District</i>	<i>District Number</i>
Colombo	01
Gampaha	02
Kalutara	03
Matale	04
Kandy	05
Nuwaraeliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Mulativu	12
Vavuniya	13
Trincomalee	14
Batticaloa	15
Ampara	16
Puttalam	17
Kurunegala	18
Anuradhapura	19
Polonnaruwa	20
Badulla	21
Monaragala	22
Kegalle	23
Ratnapura	24
Kilinochchi	25

SCHEDULE - II			District	Town	No. of the Town
TOWNS WHERE EXAMINATION CENTERS WILL BE LOCATED			07. Galle	Ambalangoda	44
District	Town	No. of the Town		Galle	45
				Baddegama	46
01. Colombo	Kotahena	01	08. Matara	Weligama	47
	Maradana	02		Matara	48
	Borella	03		Kamburupitiya	49
	Kurunduwatta	04		Hakmana	50
	Bambalapitiya	05		Deiyandara	51
	Havelock Town	06		Dikwella	52
	Nugegoda	07		Akuressa	53
	Moratuwa	08		Kotopola	54
	Piliyandala	09	09. Hambantota	Beliatla	55
	Homagama	10		Walasmulla	56
	Maharagama	11		Weeraketiya	57
	Hanwella	12		Tangalle	58
	Avissawella	13		Ambalantota	59
02. Gampaha	Negombo	14		Hambantota	60
	Minuwangoda	15		Tissamaharama	61
	Divulapitiya	16	10. Jaffna	Chavakachcheri	62
	Veyangoda	17		Jaffna	63
	Gampaha	18		Thellipallai	64
	Ja-Ela	19		Point Pedro	65
	Wattala	20	11. Mannar	Mannar	66
	Kelaniya	21		Murukkan	67
03. Kalutara	Dompe	22	12. Mullativu	Mullativu	68
	Horana	23			
	Panadura	24			
	Kalutara	25	13. Vavuniya	Vavuniya	69
	Matugama	26			
04. Matale	Aluthgama	27	14. Trincomalee	Kantalai	70
	Matale	28		Trincomalee	71
	Galewela	29		Muttur	72
	Naula	30		Padavi Parakramapura	73
	Laggala Pallegama	31		Kinniya	74
05. Kandy			15. Batticaloa	Batticaloa	75
	Kandy	32		Eravur	76
	Katugastota	33		Kathankudi	77
	Teldeniya	34	16. Ampara	Ampara	78
	Wattegama	35		Serankada	79
	Nugawela	36		Kalmunai	80
	Galagedara	37		Akkaraaipattu	81
	Gampola	38		Sammanthurai	82
06. Nuwara Eliya			17. Puttalam	Wennappuwa	83
	Hedunuwewa	39		Madampe	84
	Nuwara Eliya	40		Chilaw	85
	Watumulla	41		Puttalam	86
	Hatton	42			
	Ginigathhena	43			

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>	<b>LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2016</b>			
18. Kurunegala	Kuliyapitiya	87	IT is hereby notified that a limited competitive examination for recruitment to Grade III of Public Management Assistants' Service 2016 will be held by the Commissioner General of Examinations in the month of March 2017.			
	Bingiriya	88				
	Narammala	89				
	Polgahawela	90				
	Kurunegala	91				
	Ibbagamuwa	92				
	Dodangaslanda	93				
	Morathiha	94				
	Nikaweratiya	95				
	Maho	96				
19. Anuradhapura	Medawachchiya	97	2.0 This examination will be held in the following towns for the officers who hold permanent posts in public service and have been confirmed in the said posts and receive salaries under the Salary Code in the category of PL at Primary Level as per Public Administration Circular 3/2016 and the officers who receive salaries under Salary Code MN-01-2016. The list of towns and the respective town numbers are furnished below. The Commissioner - General of Examinations may, at his discretion, cancel any of the examination centers owing to the insufficient number of candidates or another reason and decide an alternative center, taking the candidates' second preference into consideration.			
	Kekirawa	98				
	Anuradhapura	99				
	Galenbindunuwewa	100				
	Kahatagasdigiliya	101				
20. Polonnaruwa	Polonnaruwa	102	<i>Town</i>	<i>Town No.</i>	<i>Town</i>	<i>Town No.</i>
	Hingurakgoda	103				
21. Badulla	Bandarawela	104	Colombo	01	Trincomalee	14
	Welimada	105	Gampaha	02	Batticaloa	15
	Badulla	106	Kalutara	03	Ampara	16
	Passara	107	Matale	04	Puttalam	17
	Mahiyanganaya	108	Kandy	05	Kurunegala	18
	Girandurukotte	109	Nuwara Eliya	06	Anuradhapura	19
	Hasalaka	110	Galle	07	Polonnaruwa	20
			Matara	08	Badulla	21
22. Monaragala	Bibile	111	Hambanthota	09	Monaragala	22
	Monaragala	112	Jaffna	10	Kegalle	23
	Wellawaya	113	Mannar	11	Ratnapura	24
23. Kegalle	Kegalle	114	Mulativu	12	Kilinochchi	25
	Rambukkana	115	Vavuniya	13		
	Mawanella	116				
	Ruwanwella	117				
24. Ratnapura	Eheliyagoda	118	3.0 (i) This examination will be held by the Commissioner - General of Examinations and the candidates shall be bound by the rules and regulations prescribed by him for conducting the examination and issuance of results. his decision will be the final.			
	Ratnapura	119				
	Pelmadulla	120				
	Balangoda	121				
	Kalawana	122				
	Embilipitiya	123				
25. Kilinochchi	Kilinochchi	124	(ii) Rules and regulations for candidates are provided separately in the <i>Gazette</i> notification. Candidates are liable to any punishment imposed by the Commissioner General of Examinations, for breach of these rules.			
	Pallai	125				

4.0 *Medium in which candidates should sit for the examination.*– This examination will be held in Sinhala, Tamil & English languages. Candidates may sit this

examination in only one language medium of their preference. Candidates will not be allowed to change the language medium subsequently.

5.0 *Salary*.– As per the Public Administration Circular No. 03/2016 dated 25.02.2016, the monthly salary scale applicable to Grade III, II and I of the Public Management Assistants' Service is Rs. 28,940 -10x300 -11x350 -10x560 -10x660 - Rs. 47,990 and the said salary is entitled to you from 01.01.2020. Salary will be paid from the effective date of the appointment as per the provisions of Schedule II of said circular. Officers should obtain promotion to Grade II and Grade I to go beyond the salary point of Rs. 31,940 and Rs. 35,790 respectively. In addition, you are entitled to other allowances paid to the public officers by the government from time to time.

*Note*.– They will be granted incremental credit subject to the incremental credit rules prevailing at the time of receiving appointment.

#### 6.0 *Conditions of Service* :–

- (i) Number of appointments and the effective date of appointments shall be determined by the appointing authority. The appointing authority reserves the right to refrain from filling of some or all vacancies.
- (ii) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing the appointments in the Public Service, terms and conditions set out by the Public Management Assistants' Service Minute published in the *Gazette Extraordinary* of Democratic Socialist Republic of Sri Lanka No. 1,840/34 dated 11.12.2013, amendment already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial Regulations and Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary* No. 1,589/30 dated 20.02.2009.
- (iii) Candidates who are successful in this examination will be appointed on an acting basis for one year from the date of the appointment. Their posts will be permanent and pensionable. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Public Management Assistants' Service, as mentioned in the service minute.
- (iv) Candidates who receive appointments on the results of the examination will be liable to transfer and may be posted to any station in Sri Lanka.

(v) The officer shall compulsorily serve at the service station to which he/she is appointed at first for three years. However, the Appointing Authority reserves the right to transfer any officer before the lapse of said period, on special reasons as determined by the same, if it is required to make such transfer.

(vi) *Official language*.– Officers who have been appointed to service in a language other than any official language shall acquire proficiency in one of the official languages before confirmation in the service.

*Other Official Language*.– Proficiency in the Second Official Language should be achieved before lapse of 05 years from the date of appointment in terms of the provisions of Public Administration Circular 01/2014 and circulars consequent to it.

*Note*.– The officers in Provincial Public Service are not allowed to sit for this examination.

7.0 *Selections for Appointments*.– The officers who hold permanent posts in Public Service and have been confirmed in the same posts and further receive salaries under Salary Code in the category of PL at Primary Level as per Public Administration Circular 3/2016 and the officers who receive salaries under Salary Code MN-01-2016 should strictly be allowed to sit for the competitive examination. Marks will be deducted for illegible hand writing and spelling mistakes in every written answer paper. Candidates may sit for the examination strictly in one language medium of their preference. At least fifty percent (50%) should be obtained from the total marks of the examination. Appointment will be made on the order of merit and the number of existing vacancies.

8.0 *Eligibility*.– To be eligible to compete in this examination, every applicant shall :

- (i) Shall be officers who are holding permanent posts in Public Service and receiving the salary at primary level under salary codes of PL category and officers receiving salary under Salary Code MN-01-2016 as per Public Administration Circular No. 03/2016.
- (ii) Shall have completed at least 5 years active and satisfactory service period for the closing date of application, and that which fact shall be certified by the Head of the Department.

- (iii) Shall have passed the General Certificate of Education (Ordinary Level) Examination in not less than six (06) subjects including Language/Literature and Arithmetic/Pure Mathematics/Elementary Mathematics/Commercial Arithmetic with Credits passes for two subjects at one sitting.
- (iv) Candidates shall be of an excellent character.
- (v) All the candidates shall have the physical and mental fitness to serve in any part of the Island and to perform the duties of the post.
- (vi) All qualifications prescribed for recruitment to the post shall be completed as at 16.01.2017.

*Note:-*

- (1) Period of service served prior to receiving a permanent appointment or any period of service or training period covered by a candidate prior to the appointment to a certain post on permanent basis or a training period which shall have to be completed as a condition for appointment to a certain post on permanent basis shall not be considered for the 05 years period mentioned in (ii) above. Further the period of service under casual/temporary basis completed by a candidate before his appointment to a certain post on permanent basis shall not be taken into account when calculating the qualifying 05 year period mentioned in (ii) above.
- (2) Candidates should complete satisfactory service of 05 years immediately preceding the application closing date. Satisfactory service period is described by following facts :
  - (a) Shall have earned all the salary increments during the five years immediately preceding the date of receiving applications,
  - (b) Shall not be subjected to any disciplinary punishment during the five years immediately preceding the date of receiving applications.
- (3) The Head of Department should be prepared to release the officer if he/she is selected for an appointment.
- (4) Employees who are engaged in semi-technical work, who have been trained on a certain task or who have been given special training

by the Government will not be eligible to sit this examination. For example, employees in engineering and industrial grades and Public Health Officers in the Department of Health will not be eligible to sit for this examination. In case there are any doubts as to whether a particular employee is eligible or not, the applicant should consult his department, which, in turn, will consult the Director General of Combined Services.

When consulting the Director General of Combined Services regarding the eligibility of any employee to sit this examination, the Department concerned should submit a comprehensive description of the job held by the employee with the salary scale and state whether the applicant had been given any training to equip himself to hold the job and the nature and duration of such training, if any.

- (5) Temporary and casual employees in Public service, employees of Boards, Corporations and similar bodies are not eligible to compete in this examination.
- (6) Except the employees in the Combined Services, any other employee in Postal Department, who have been given a training according to the above 4, are not eligible to appear for this examination.
- (7) The candidates, before forwarding their applications, should satisfy themselves that they have fulfilled all the requirements prescribed herein. Candidates who present themselves for the examination without fulfilling the prescribed requirements will be disqualified, even if they attain a required standard of marks in the examination.

#### 9.0 Applications :-

- (a) (i) Application forms should be prepared using A4 (21cm x 29cm) (Normal Half sheet) size papers, in such a manner that paragraphs from No. 01 to 03 appear on the first page and the paragraphs from No. 4 onwards on the other pages.
- (ii) The title of the examination should be indicated in English Language as well, in the application forms prepared in Sinhala and Tamil languages. A specimen form of application for admission to this examination is appended

to this notification. The application should be prepared only as per the specimen appended to this and a candidate should not send more than one application form. It is further informed that photocopies or advanced copies should not be sent. Relevant information should be given legibly by candidate's own handwriting. Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. It would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice, as otherwise the application may be rejected.

(iii) Appointments are issued to the selected candidates strictly by the name with initials mentioned in the application and therefore the name should be correctly written following the specimen provided. It shall not be allowed to change the name or include a part in the name or remove a part at the issuance of appointments.

(b) *Examination Fees.*- Examination fee is Rs. 600. This fee can only be paid to any Post/Sub Post Office to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations. One edge of the receipt obtained from should be pasted in the relevant cage of the application form. The fee is non-refundable and it shall not be paid back or transferred to pay any other examination fee, under any circumstances. It would be advisable to keep a photocopy of the receipt. Money Orders or stamps are not accepted for examination fees.

(c) The application form must be completed correctly and legibly in the candidates own handwriting and sent by registered post to reach the

Commissioner General of Examinations,  
Organization and Foreign Examination Branch,  
Department of Examinations, Sri Lanka,  
P. O. Box 1503,  
Colombo.

On or before 16.01.2017 the application closing date through the Heads of Departments in which the candidates are serving.

10.0 Heads of Departments are required to furnish a certificate as indicated at the end of the application form.

Any application received after the due date will be rejected. The name of the examination should be clearly written on the top left hand corner of the envelope enclosing the form. If any candidate fails to comply with this procedure, his/her application is liable to be rejected. Candidates are requested to forward their applications to the Heads of their Departments well in advance enabling them to forward the applications to the Commissioner General of Examinations on or before 16.01.2017.

The post and the service station of the candidate at the time of applying for the examination will be applied for all the actions of the examination. Any changes taken place after submitting application will not be taken into consideration.

11.0 The Commissioner General of Examinations will issue a copy of the examination time table along with the admission card to all candidates whose applications have been received. Concurrent to this, newspaper advertisement will be published by the Commissioner General of Examinations, informing the same. Without such admission card, no candidate will be allowed to sit for the examination. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. 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 mentioning 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.

Officers are appearing for the examination should get the admission card attested in advance and produce it to the supervisor of the examination hall.

12.0 Admission to the examination does not constitute acceptance of eligibility. Such admission will be subjected to scrutinization at a later stage. The candidature of any applicant, who is subsequently found to have been ineligible to compete at the examination, is liable to be cancelled at any stage prior to, during or after the examination.

Issuance of an admission card to a candidate will not necessarily mean that he/she has fulfilled the requisite qualifications to sit for the examination.

13.0 The results will be released to the Director-General of Combined Services by the Commissioner-General of Examinations. In addition to the above results will be informed to each candidate by the Commissioner General of Examinations by post or via the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

14.0 *Identity of Candidates.*– Candidates will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents will only be accepted :–

- (a) The National Identity Card issued by the Department of Registration of Persons,
- (b) A valid passport.

15.0 Heads of Departments should approve duty leave to officers to whom admission cards have been issued by the Commissioner General of Examinations enabling them to appear for the exam. Travelling expenses are not payable.

16.0 *Penalty for Furnishing False Information.*– Candidates should take care to furnish correct information when filling the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled prior to, 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 at any stage he/she will be liable to dismissal from the Public Service.

17.0 *Scheme of Examination.*– The subjects of the examination and the marks assigned to each subject are given below:

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>	<i>Duration</i>
Language proficiency and Aptitude Test of Management Assistants' Service	100	40	2 1/2 hours
Aptitude	100	40	1 hour

## 18.0 Syllabus :

*Language Proficiency and Aptitude Test of Management Assistants' Service (duration 2 1/2 hours) :*

The question paper shall consist of subject related questions designed to test the candidates' ability of expression, comprehension, spellings, language and essay, drafting a given letter, summarizing passages, expressing the idea of several given sentences in one sentence making graph based on the given data and use of simple grammar.

Questions designed to test the knowledge of the candidate on basic rules and regulations applied in taking action regarding the documents of an office and Management Assistant's knowledge on duties such as action to be taken on a letter containing matters on which the officer should take action.

Questions to test candidate's knowledge on the items used in the office such as call-up diary, voucher, moving registers, attendance registers, day stamp, official stamp and mail bag and their use.

## All questions should be answered.

**Part I** - Structural questions on comprehension in order to test the language skills, summarization and essay typewriting. (1 hour 15 minutes - 50 marks)

**Part II** - Short questions, structured questions and Essays based on a case, statement or paragraph in order to test the aptitude for Management Assistants' Service. (1 hour 15 minutes - 50 marks)

## *Aptitude Test (Duration 1 hour) :*

This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence.

This consists of 50 questions of Multiple Choice and Short Answer model. (Duration 01 hour)

## All questions should be answered.

### *Note:-*

- (i) These question papers are designed to test the candidate's aptitude and ability to undertake duties of the service.

19.0 The decision of the Director General of Combined Service will be the final regarding any matter not provided for in this notice of examination.

20.0 In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

K. V. P. M. J. GAMAGE,  
Director General of Combined Services,  
Ministry of Public Administration and Management.

Ministry of Public Administration and Management,  
Independence Square,  
Colombo 07,  
01st of December, 2016.

### Specimen Application Form

(For office use only)

### LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2016

Language medium of Examination :

Sinhala - 2

Tamil - 3

English - 4

(indicate the relevant number in the cage)

Town	Town No.
1	
2	

(Town in which you intend to sit the examination as per the  
*Gazette* notification)

(It will not be allowed to change this subsequently)

1.0 1.1 Name with initials :\_\_\_\_\_.

(In English block capitals)

eg.- GUNAWARDHANA, M. G. B. S. K.

1.2 Name in full :\_\_\_\_\_.

(in English block capitals)

1.3 Name in full :\_\_\_\_\_.

(in Sinhala/Tamil)

2.0 Place of Work and Address :

2.1 Name and address of office/Department/Institution :\_\_\_\_\_.

(in English block capitals)

2.2 Name and address of office/Department/Institution :\_\_\_\_\_.

(in Sinhala/Tamil)

2.3 Address to which the admission card should be sent :\_\_\_\_\_.

(in English block capitals)

3.0 3.1 Sex :  Female - 1, Male - 0

(indicate the relevant number in the cage)

3.2 Date of Birth : Year :  Month :  Date :



3009

3.3 National Identity Card No. :

[illegible]

3.4 Telephone No. :

[illegible]

taken to issuing of results imposed by the Commissioner General of Examination for the conduct of examination.

Signature of Candidate.

(in the presence of the Head of Department).

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

#### 4.0 Service particulars :

4.1 Name of the Department in which you are serving at present :\_\_\_\_\_.

4.2 Ministry or Department to which it belongs : \_\_\_\_\_

4.3 Designation of present post :————.

4.4 Date of appointment to the present post :———.

4.5 Whether the present post is permanent or temporary  
:\_\_\_\_\_.

4.6 Whether confirmed in the present post :\_\_\_\_\_.

4.7 The date on which you qualified for confirmation  
\_\_\_\_\_

4.8 Reference No. and date of letter issued confirming  
you in the present post :\_\_\_\_\_.

4.9 Present annual salary (consolidated) :\_\_\_\_\_.

4.10 Salary Scale (Salary Code as per Public Administration Circular No. 03/2016 dated 25.02.2016) :- P.L. 1-2016/P.L.-2-2016/P.L.-3-2016/MN-01-2016 - (cross off irrelevant words) :\_\_\_\_\_.

4.11 Whether the present appointment is pensionable  
:\_\_\_\_\_.

4.12 Period of service in the present post as at  
16.01.2017 :\_\_\_\_\_.

5.0 Particulars of the receipt obtained by paying the examination fee:

- (i) Office to which the fee was paid : \_\_\_\_\_.
- (ii) The date and number of the receipt : \_\_\_\_\_.
- (iii) Amount paid : \_\_\_\_\_.

Affix the relevant receipt firmly here.  
(It would be advisable to keep a photocopy  
with the candidates)

I hereby certify that the information furnished here by me are correct. I am also aware that if any particulars contained herein are found to be false or incorrect before appointment, I am liable to be disqualified and if found after appointment, I am liable to be dismissed. Further, I state that I am bound by the rules and regulations and decisions

**Note.**— The applicant should place his/her signature in the presence of his/her Head of Department or an officer authorized to sign on behalf of him.

### Attestation of Signature

I certify that Mr./Mrs./Miss \_\_\_\_\_, employed  
at my place of work and who is personally known to me,  
placed his/her signature in my presence on \_\_\_\_\_.

Signature and Official Stamp  
of the person attesting.

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

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

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

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

*Certificate of the Head of Department*

I hereby certify,

- (01) that this candidate (Mr./Mrs./Miss.) ..... is an employee in this Department ;
- (02) that he/she is holding a permanent post ;
- (03) that he/she has been confirmed in a permanent post as at 16.01.2017 ;
- (04) that he/she has been issued a letter confirming him/her in a permanent post ;
- (05) that he/she has completed at least 5 years of active and satisfactory service on or before 16.01.2017 ;
- (06) that he/she is drawing a salary / or is on a scale of salary which is within the limits prescribed in para 8.0 of the *Gazette* Notification ;
- (07) that his/her work and conduct during the 5 years immediately prior to 16.01.2017 have been satisfactory ;
- (08) that he/she could be released from his/her present post, if selected for an appointment on the results of this examination ;

- (09) that the application bears a receipt to the value of Rs. 600 ;
- (10) that the particulars given in his/her application have been checked with records available in this departments and that he/she is eligible to sit this examination according to the regulations prescribed in the *Gazette* Notification relating to this examination.

\_\_\_\_\_,  
Signature and Official Stamp  
of Head of Department.

Date : \_\_\_\_\_.  
Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Address : \_\_\_\_\_.

**Note :**

- (1) This certificate should be signed only by the Head of Department or by a Staff Officer duly authorized to sign on his behalf. The officer issuing the certificate should satisfy himself that the contents of the certificate are correct in all aspects.
- (2) The application of any candidate who does not satisfy all the requirements of eligibility should not be forwarded to the Commissioner General of Examinations.

12-696

**PUBLIC SERVICE COMMISSION**

**Limited Competitive Examination for Promotion  
of the Officers in Grade I of Sri Lanka  
Technological Service to Special  
Grade – Year 2015**

IT is hereby notified that, in accordance with the Minute of Sri Lanka Technological Service, published in the *Gazette* Extraordinary No. 1930/12 dated 01.09.2015, the limited competitive examination for promotion of officers in Grade I of Sri Lanka Technological Service to Special Grade will be held by the Commissioner General of Examinations, in Colombo, in the month of March, 2017.

02. Officers who have satisfied the following qualifications as at 31.12.2015 shall apply for this examination.

- (i) Officers who have completed at least an active and satisfactory service of five (05) years in

Grade I of Supervisory Management Assistant - Technological Service (MN-03-2006A) category of Sri Lanka Technological Service and have earned the five (5) salary increments.

- (ii) Officers who have completed a satisfactory service of five (05) years immediately preceding the date of promotion.

03. Following salary scale shall be applicable to the officers in Special Class. (MN-7-2006-A Step 4) Rs. 21,125 -8x 365 -18x500 - Rs. 33,045)

04. Promotion from Grade I to Special Grade of Sri Lanka Technological Service shall be in the following manner :

- (i) Vacancies in each post in Special Grade of Sri Lanka Technological Service existing at each Department and Ministry from 01.01.2015 to 31.12.2015 shall be filled on the results of this examination.
- (ii) The results of the limited competitive examination for recruitment to the Special Grade shall strictly be applicable to fill the vacancies existing from 01.01.2015 to 31.12.2015.
- (iii) Percentage of recruitment
 

Limited	40%
Service experience and merit	60%
- (iv) At the instances where the approved number of posts is 04 the percentage of recruitment under limited competitive examination shall be 25% and the percentage of recruitment under service experience and merit shall be 75%. At the instances where the approved number of posts is 03, the percentage of recruitment under the above limited competitive examination shall be 33.33% and the percentage of recruitment under service experience and merit shall be 66.66%.
- (v) Filling of vacancies shall be made strictly on the results of the limited competitive examination at the instances where the approved number of posts in Special Grade is over 03.
- (vi) Promotion to Special Grade shall be made by the Public Service Commission to be effective from the date of examination on the order of merit of the examination and the number of vacancies, after verifying by an interview board appointed by Public Service Commission that the other

relevant qualifications have also been fulfilled by those who have passed on the results of the limited competitive examination for promotion to Special Grade conducted by the Commissioner General of Examinations on behalf of the Secretary, Ministry of Public Administration and Management.

- (vii) Officers, out of the applicants who have satisfied the basic qualifications as at the date on which each post has fallen vacant, shall be considered for the relevant promotions as per order of merit at the time of filling the vacancies.

05. (i) This examination shall be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of conducting the examination and issuance of results.

- (ii) The candidates shall be subjected to the punishment imposed by the Commissioner General of Examinations, if such rules are violated by them. Rules prescribed for candidates are printed separately at the beginning of this *Gazette* notification.

06. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their application in accordance with the specimen form and officers in the Public Service should forward their applications through the respective Head of Department and officers in the Provincial Public Service should forward their applications through the Secretary of Public Service Commission in the Provincial Council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, P. O. Box 1503, Colombo on or before 16th of January 2017. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of applications will be rejected.

07. *Identity Cards.*— Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be produced to the supervisor of the examination hall :

- (a) The National Identity Card issued by the Department of Registration of Persons,  
(b) A valid passport.

The candidature of any applicant who is unable to furnish any of the above documents is liable to cancellation on the discretion of Commissioner General of Examinations.

#### 08. *Application :*

- (i) Applications should be prepared in a paper A4 in size using both sides. No. 01 to 05 should appear on the first page. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting.

When preparing the application, the title of the examination should be written in English in addition to Sinhala on Sinhala applications and Tamil on Tamil applications. Applications that do not comply with the specimen and have not been duly perfected shall be rejected without notice. Therefore, the candidates themselves should make sure that the perfected applications are in conformity with the specimen form. It is advisable to keep a photocopy of the application form with the candidate.

- (ii) Candidates are not allowed to change the language medium selected by them in their applications. If applications are received in all three language mediums, *i. e.* Sinhala, Tamil and English, the examination will be held in those three language mediums. However, candidates should answer all the question papers in one and the same language selected by them.

- (iii) Candidates who appear for this examination for the first time are not required to pay any examination fee. However, if a subsequent sitting, an examination fee of Rs. 600 should be paid at any Post Office/Sub Post Office to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed in the relevant cage of the application form. Money orders or stamps are not accepted for examinations fees. It is advisable to keep a photocopy of the receipt. The fee shall not be paid back or shall not be allowed to transfer in respect of any other examination under any circumstances.

09. The Commissioner General of Examinations will issue admission cards to the candidates who have forwarded duly perfected applications along with the receipt if payment of examination fee on or before the closing date of examination mentioned in the notification is applicable, medium of examination, Public Service to which the applicant belongs, signature of the applicant and the attestation of the signature, recommendation

and certification of the Head of the Department, on the presumption that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. Officers sitting for the examination must get his signature on the admission card attested in advance and produce to the supervisor of the examination center. It will not be allowed to sit for the examination without such admission card. Further, issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit for the examination.

As soon as the admission cards are issued to candidates, Department of Examinations will publish a paper notice announcing the same. If the admission card is not received even after 2 or 3 days of such an advertisement it should be inquired from the Organizations and Foreign Examinations Branch, Department of Examinations. In the manner as mentioned in the notification. The applicant should correctly mention the name of the examination applied for, full name of the applicant, national identity card number and address when making such inquiry. In case of applicants outside Colombo, it would be advisable to make the request sending a letter of request stating the same to the fax number mentioned in the notification along with the fax number to which a copy of the admission card can be sent promptly. It would be useful to have the following documents in hand at the time of calling the Department of Examinations, *i. e.* a photocopy of the application form, receipt of payment of examination fees (if applicable) and receipt of registration.

10. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in Para (08) above will not be considered.

11. *Issuance of the results of the examination.* – Actions shall be taken to issue the results of this examination to the Secretary of the Public Service Commission.

#### 12. *Scheme of Examination :*

- (i) Examination for promotion of officers in Class I to Special Class will consist of 2 question papers.

- (1) Aptitude Test - Duration 1 hour - 100 marks
- (2) Management - Duration 3 hours - 100 marks

Candidates shall be required to obtain a minimum of 40% of the marks for each question paper to be qualified.

Syllabus of the first question paper shall be as follows :

#### **Aptitude Test - Subject No. (1)**

A test designed to assess as to whether the officer has acquired knowledge, skills and attitudes required for the fulfillment of tasks entrusted to him/her in an efficiency

beyond the performance at average level and whether the officer displays competency in the application of the above.

This question paper consists of 50 questions in the form of multiple choice and questions for short answers and all the questions should be answered.

Syllabus of the second question paper will be as follows :

#### **Management - Subject No. (2)**

- (i) Principles of Management
- (ii) Management functions
  - Planning
  - Decision making
  - Process of decision making
  - Organization
  - Staffing
  - Directing
  - Motivation process
  - Leadership
  - Control
  - Process of controlling
- (iii) Participatory Management
- (iv) Management Environment
- (v) Case study

This is a structured essay type question paper. All the questions should be answered.

13. Candidates are bound by the rules and regulations imposed by the Commissioner General of Examination in conducting the examination and issuing the results. Candidates are liable to be subjected to a punishment imposed by the Commissioner General of Examination for breach of these rules. In accordance with the regulations relevant to this notification, if a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to during or after the examination.

14. The decision of the Secretary of the Public Service Commission will be the final in respect of any matter not provided for in this notification.

15. In case of an inconsistency between Sinhala, Tamil and English text of this *Gazette* notification, The Sinhala text shall prevail.

On the order of the Public Service Commission,

J. J. RATHNASIRI,  
Secretary,  
Ministry of Public Administration and Management.

Ministry of Public Administration and Management,  
Independence Square,  
Colombo 07,  
30th November, 2016.

**Specimen Form of Application**

(For office use only)

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ශ්‍රේණියට උසස් කිරීමේ සීමිත තරග විභාගය - 2015

LIMITED COMPETITIVE EXAMINATION FOR  
PROMOTION OF THE OFFICERS IN GRADE I OF  
SRI LANKA TECHNOLOGICAL SERVICE TO  
SPECIAL GRADE - YEAR 2015

01. (a) Medium in which the officer appears for the examination:

(Sinhala - 2/Tamil - 3/English - 4)

(Indicate the relevant number in the cage)

Indicate whether you belong to Provincial Public Service or which Public Service

(Indicate the number relevant to the public service to which you belong)

(Western Provincial Public Service - 01/Central Provincial Public Service - 02/Southern Provincial Public Service - 03/Northern Provincial Public Service - 04/Eastern Provincial Public Service - 05/North Western Provincial Public Service - 06/North Central Provincial Public Service - 07/Uva Provincial Public Service - 08/Sabaragamuwa Provincial Public Service - 09/Central Government Service - 10)

(b) Name in full (in English block capital letters) :

(Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

(c) Name with initials at the end : \_\_\_\_\_.

(in English block capital letters)

(Eg. : GUNAWARDHANA H. M. S. K.)

(d) Name in full (in Sinhala/Tamil) : \_\_\_\_\_.

(e) Official address (Admissions will be posted to this address) : \_\_\_\_\_.

(In English Capital letters) :

(In Sinhala/Tamil) : \_\_\_\_\_.

(f) Sex :

(Male - 0 Female - 1)

(Indicate the relevant number in the cage)

(g) National Identity Card No. :

(h) Telephone No. :

02. Department which you belong to : \_\_\_\_\_.

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

04. Period of service as at 31.12.2015 :

Years :  Months :  Days :

05. (i) Date of Birth :

Year :  Month :  Date :

(ii) Age as at 31.12.2015 :

Years :  Months :  Days :

Paste the receipt of the examination fee of  
Rs. 600 firmly, if not the first sitting.  
(It is advisable to keep a photocopy)

Receipt number of the examination fee : \_\_\_\_\_.

Office to which the fee was paid : \_\_\_\_\_.

Amount paid : \_\_\_\_\_.

I, declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Furthermore, I, hereby agree to be abided by the rules and regulations imposed by the Commissioner General of Examinations in conducting the examination and issuing the results.

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

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

**Note.**— Candidate should place his/her signature in the presence of the Head of the Department or an officer duly authorized to sign on his behalf or Head of the Regional Office.

*Attestation of Candidate's Signature*

I, hereby certify that Mr./Mrs./Miss ..... is presently employed in my office and is personally known to me and he/she placed his/her signature in my presence

on ..... and he/she is exempted from payment of examination fee/has paid the examination fee and affixed the relevant receipt.

\_\_\_\_\_,  
Signature of the attester.  
Official Seal.

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

*Recommendation and Certification of the Head of the Department*

(i) Recommendation of the Head of the department on the disciplinary inquiries that were carried on or are being carried on against the applicant : \_\_\_\_\_.

(ii) I hereby certify that the particulars given in paragraphs 01-05 above are correct that this candidate is eligible to sit for the examination, that he/she is eligible to sit for the examination in the language medium mentioned above and he/she is exempted from payment of examination fee/has paid the examination fee and affixed the relevant receipt.

\_\_\_\_\_,  
Signature and designation of  
Head of Department.  
Official Stamp.

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

**Note.**— A certified copy should be sent to the personal file of the candidate and the other copy should be sent to reach department of examinations of Sri Lanka promptly.

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**MINISTRY OF SKILLS DEVELOPMENT & VOCATIONAL TRAINING**

**Department of Technical Education and Training**

ADMISSION OF STUDENTS TO DIPLOMA LEVEL COURSES (NVQ 5/6) CONDUCTED AT COLLEGES OF TECHNOLOGY/ TECHNICAL COLLEGES— 2017

APPLICATIONS are invited from eligible candidates for courses conducted in Colleges of Technology/ Technical Colleges appearing in this notification. Students will be

selected for admission according to their qualifications and merit, and the capacity in each course.

02. The prospective candidates are advised to prepare applications by themselves on a A4 sheet of paper in accordance with the “Specimen Application form” given in this notification. As specified in item 14 in the specimen application form, duly completed applications should be sent under **Registered Cover to reach the Director/ Principal of the respective College of Technology/ Technical College on or before 13/01/2017.**

All details in this connection are published in the web site [www.dtet.gov.lk](http://www.dtet.gov.lk) and your application for courses, can also be submitted through this web site.

03. The top left hand corner of the envelope should be marked with the title of the course applied for, with its course code.

04. Applications received after the closing date will be rejected.

05. A Fee of Rs.5,000 will be charged for Part Time / Evening Course per year.

06. All Courses are conducted only in English medium. (A foundation English module for 300 hours will be conducted to facilitate students)

07. Attention of all Candidates is invited to the Schedule of Courses annexed at the end of this notification, which indicates the nature of courses, eligibility requirements for each course, the colleges where the courses are conducted, The addresses of Colleges of Technology/ Technical Colleges are shown in the List of Colleges.

08. A candidate seeking admission to follow a course in these Colleges of Technology/ Technical Colleges should-

- (i) have a good character;
- (ii) be a citizen of Sri Lanka;
- (iii) Have fulfilled all the eligibility requirements for admission at the time of forwarding the application.

**09. Suitable candidates will be selected on the results of an interview. In doing so, priority will be given to the applicants with NVO level 3/4 qualifications.**

10. Any documents or copies should not be submitted along with the application. Those candidates who fail to produce the necessary and acceptable documents to prove their eligibility at the interview will be disqualified.

11. I. Students of full time / day course will be paid a stipend of Rs. 50/= per day subject to a Maximum of Rs.1000/= per month, based on the attendance to the classes and the family income.

II. An Annual bursary of Rs. 2500/= will be paid to full time/ day course students selected from low income families.

III. If required, students of fulltime/ day courses can obtain concessionary season tickets for the train or SLTB buses.

12. Those who wish to enroll in the Part – Time / Weekend courses should have been employed in the relevant field.

13. The candidate is held entirely responsible for the authenticity of his/her documents. Candidates who submit

documents that have been tampered with or forged or not proved in fact at the interview will be rejected.

14. Director General of this department has the discretion to commence or suspend a course, in case sufficient number of applications are not received for the courses scheduled to be conducted at colleges listed in this Gazette for 2017.

15. Candidates can apply for more than one course using separate application forms for each Course.

J.A. RANJITH,  
Director General,  
Department of Technical Education and  
Training.

P.O. Box 557,  
Olcot Mawatha, Colombo 10,  
www.dtet.gov.lk

#### List of Colleges of Technology/ Technical Colleges

Serial No.	Colleges of Technology/ Technical Colleges	Address	District	E-mail Address / Telephone No.
01	Sri Lanka College of Technology, Maradana	Olcott Mawatha, Colombo 10	Colombo	cotmaradana@gmail.com 011 2324177
02	College of Technology, Galle	Kaluwella, Galle	Galle	Cotgalle2007@gmail.com 091 2234051
03	College of Technology, Kandy	Aruppola, Kandy	Kandy	kandycot@gmail.com 081 2224063
04	College of Technology, Jaffna	Browns Road, Jaffna	Jaffna	Cotjaffna@gmail.com 021 2222358
05	College of Technology, Badulla	Greenlane Drive, Badulla	Badulla	cotbadulla@gmail.com 055 2222413
06	College of Technology, Anuradhapura	New Town, Anuradhapura	Anuradhapura	cotanuradhapura@gmail.com 025 2222666
07	College of Technology, Kurunegala	Puttalam Road, Kurunegala	Kurunegala	cotkurunegala@gmail.com 037 2223264
08	Hardy College of Technology, Ampara	Inginiyagala Road, Ampara	Ampara	cotampara@gmail.com 063 2223485
09	College of Technology, Ratnapura	Plam Gardens, Colombo Road, Ratnapura	Ratnapura	cotrathnapura@gmail.com 0452232390
10	Technical College, Warakapola	Anguruwella Road, Warakapola	Kegalle	tcwarakapola@gmail.com 0352267651
11	Technical College, Kegalle	Kachcheriya Road, Kegalle	Kegalle	tckegalle@gmail.com 0352222441
12	Technical College, Batticaloa	Mnachanthudwei, Batticaloa	Batticaloa	tcbatticaloa@gmail.com 0652246557

Serial No.	Colleges of Technology/ Technical Colleges	Address	District	E-mail Address / Telephone No.
13	Technical College, Gampaha	Weralla Watta, Yakkala	Gampaha	tcgampaha@gmail.com 0332222132
14	Technical College, Balapitiya	Railway Road, Wandaduwa, Balapitiya	Galle	tcbalapitiya@gmail.com 0912258096
15	Technical College, Matale	M.C.Road, Matale.	Matale	tcmatale@gmail.com 0662224196
16	Technical College, Kaluthara	Kalamulla, Kaluthara	Kaluthara	teckalutara@gmail.com 0342222325
17	Technical College, Vavuniya	Mannar Road, Vavuniya.	Vavuniya	tcvavuniya@gmail.com 0242223664
18	Technical College, Ratmalana	Galle Road, Ratmalana	Colombo	tcratmalana@gmail.com 0112633479
19	Technical College, Beliatta	Puwakdandawa, Beliatta	Hambanthota	tcbeliatta@gmail.com 0472243229
20	Technical College, Dambulla	Matale Road, Dambulla	Matale	tcdambulla@gmail.com 0662284713
21	Technical College, Kuliyapitiya	Pannala Road, Kuliyapitiya	Kurunegala	tkuliyapitiya@gmail.com 0372281181
22	Technical College, Trincomalee	Mihindupura, Trincomalee.	Trincomalee	tctrincomalee@gmail.com 0262051513

## SPECIMEN APPLICATION FORM

APPLICATION FOR ADMISSION TO COLLEGES OF TECHNOLOGY/ TECHNICAL COLLEGES NVQ LEVEL 05 /06

Diploma Level Courses, Academic Year – 2017

For Official use only



01. Name of the College of Technology/ Technical College Applied :\_\_\_\_\_.
02. Name of the Course :\_\_\_\_\_.
- (Full Time Day/Evening/Part Time)
03. Course Code No. :\_\_\_\_\_.
04. Applicant's Name with Initials :\_\_\_\_\_.
05. Names denoted by Initials :\_\_\_\_\_.
06. Permanent Address:\_\_\_\_\_.
07. Contact Telephone Numbers :\_\_\_\_\_ E-mail :\_\_\_\_\_.
08. National Identity Card No. :\_\_\_\_\_.
09. Resident District:\_\_\_\_\_ Electorate :\_\_\_\_\_.
- : Divisional Secretariat:\_\_\_\_\_.
- : Grama Niladari Division :\_\_\_\_\_.



10. Date of Birth : Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.  
Age as at 13.01.2017 : Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.

11. Gender : Male ☐ Female ☐  
(Cross relevant box)

12. Educational Qualifications: -

(A) G.C.E. (O/L) Results (Not more than two attempts) :

<i>Index No.</i>	<i>Year</i>	<i>Subjects</i>	<i>Grade</i>

(B) G.C.E. (A/L) Results :

<i>Index No.</i>	<i>Year</i>	<i>Subjects</i>	<i>Grade</i>

13. NVQ Level Qualifications for Admission :

<i>Name of Certificate Received (with relevant field)</i>	<i>NVQ Level</i>	<i>Name of the Institute, followed the Course</i>	<i>Details of Experience</i>	<i>Service Years Months</i>

14. Applicant's Declaration :

I hereby certify that the information given in this application is true to the best of my knowledge, and I have obtained the qualifications required for the course applied for. Further, I agree with the scheme of selection of students to Colleges of Technology/ Technical Colleges and to accept the decision of the Director General of the Department of Technical Education and Training as final.

\_\_\_\_\_,  
Applicant's Signature.

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

**ADMISSION OF STUDENTS TO DIPLOMA LEVEL COURSES (NVQ LEVEL 5/6) CONDUCTED  
AT COLLEGES OF TECHNOLOGY/ TECHNICAL COLLEGES**  
**Qualifications for admission to Diploma Level Courses**

<i>Serial No.</i>	<i>Course Code No.</i>	<i>Name of the Course</i>	<i>Colleges of Technology/ Technical Colleges</i>	<i>Admission Qualifications</i>  <i>Full Time Courses</i> <i>Age Should be between 17 and 29 years</i> <i>Part Time Courses</i> <i>Age Should be more than 17 Years</i>
01	ETA 21	<p>National Diploma in Telecommunication Technology <b>(NVQ 5 and 6 Combined)</b></p> <p>Full time Day Course 2 ½ Years</p> <p>(Includes 6 Months Foundation Course)</p> <p>(This course includes the use of Telecommunication Devices to Exchange Information by Electronic and Electrical Means Over a Significant distance)</p>	Galle, Jaffna	<ul style="list-style-type: none"> <li>■ Computer Hardware Technician</li> <li>■ Industrial Electrician</li> <li>■ Computer Network Technician</li> <li>■ Radio, TV &amp; Allied Equipment Repairer</li> </ul> <p>Should have obtained NVQ Level 3/4 certificate for one of the above course</p> <p align="center"><b>Or</b></p> <p>Passed minimum in 3 subjects at G.C.E.(A/L) in Engineering Technology/ Mathematics / Science. (Preference will be given to those who have followed G.C.E.(A/L) in Engineering Technology stream)</p> <p align="center"><b>Or</b></p> <p>Should have passed in three (03) subjects at G.C.E.(A/L) Arts stream with a credit pass for one (01) of the following subjects. Electrical Technology or Electronic Technology or Information &amp; Communication Technology under Hard Technology.</p>
	ETA 21.1	<p>National Diploma in Telecommunication Technology <b>(NVQ 5 and 6 Combined)</b></p> <p>Weekends / Part Time</p> <p>(No. of prescribed hours for NVQ Level 5/6)</p> <p>(Includes 6 Months foundation Course)</p> <p>(This course Includes the use of Telecommunication devices to exchange information by electronic and electrical means over a significant distance)</p>	Jaffna	<ul style="list-style-type: none"> <li>■ Computer Hardware Technician</li> <li>■ Industrial Electrician</li> <li>■ Computer Network Technician</li> <li>■ Radio, TV &amp; Allied Equipment Repairer</li> </ul> <p>Should have obtained NVQ Level 3/4 certificate for one of the above course.</p>

Serial No.	Course Code No.	Name of the Course	Colleges of Technology/ Technical Colleges	<p><i>Admission Qualifications</i></p> <p><i>Full Time Courses</i> <i>Age Should be between 17 and 29 years</i></p> <p><i>Part Time Courses</i> <i>Age Should be more than 17 Years</i></p>
02	ETB 04	<p>National Diploma in Mechatronics Technology</p> <p><b>NVQ Level 5</b></p> <p>Full Time Day Course</p> <p>1 ½ Years</p> <p>(Includes 6 Months Foundation Course)</p> <p>(This course includes the subjects related to Designing, Operating, Maintaining and Repairing Hydraulic, Pneumatic Electrical and Electronic Systems. Also include Robotic, PLC and SCADA Systems)</p>	Maradana , Galle	<ul style="list-style-type: none"> <li>■ Radio, TV &amp; Allied Equipment Repairer</li> <li>■ Computer Hardware Technician</li> <li>■ Electrician</li> <li>■ Pneumatic Technician</li> <li>■ Automobile Technician</li> <li>■ Automobile Electrician</li> <li>■ Household Electrical Appliances Repairer</li> <li>■ Fitter (General) / Machinist</li> </ul> <p>Should have obtained NVQ Level 3/4 certificate for one of the above courses</p> <p><b>Or</b></p> <p>Passed minimum in 3 subjects at G.C.E.(A/L) in Engineering Technology/ Mathematics / Science. (Preference will be given to those who have followed G.C.E.(A/L) in Engineering Technology Stream)</p> <p><b>Or</b></p> <p>Should have passed in three (03) subjects at G.C.E.(A/L) Arts stream with a credit pass for one (01) of the following subjects. Electrical Technology, Electronic Technology or Information &amp; Communication Technology under Hard Technology.</p>
	ETB 04.1	<p>National Diploma in Mechatronics Technology</p> <p><b>NVQ Level 5</b></p> <p>Weekends / Part Time (No. of Prescribed hours for NVQ Level 5)</p> <p>(Includes 6 Months Foundation Course)</p> <p>(This course includes the subjects related to Designing, Operating, Maintaining and Repairing Hydraulic, Pneumatic Electrical and Electronic Systems. Also include Robotic, PLC and SCADA Systems)</p>	Maradana, Galle.	<ul style="list-style-type: none"> <li>■ Radio, TV &amp; Allied Equipment Repairer</li> <li>■ Computer Hardware Technician</li> <li>■ Electrician</li> <li>■ Pneumatic Technician</li> <li>■ Automobile Technician</li> <li>■ Automobile Electrician</li> <li>■ House hold Electrical Appliances Repairer</li> <li>■ Fitter(General) / Machinist</li> </ul> <p>Should have obtained NVQ Level 3/4 certificate for one of the above courses.</p>

<i>Serial No.</i>	<i>Course Code No.</i>	<i>Name of the Course</i>	<i>Colleges of Technology/ Technical Colleges</i>	<i>Admission Qualifications</i>  <i>Full Time Courses</i> <i>Age Should be between 17 and 29 years</i> <i>Part Time Courses</i> <i>Age Should be more than 17 Years</i>
03	ETB 06	National Diploma in Construction Technology <b>NVQ Level 5</b>  Full Time Day Course 1 ½ Years  (Includes 6 Months Foundation Course)  (This course includes the subjects related to Planning or Construction Works, Managing, and Organizing Sites)	Badulla, Kurunegala, Anuradhapura, Galle, Ratnapura, Jaffna	<ul style="list-style-type: none"> <li>■ Construction Craftsman (Masonry)</li> <li>■ Wood Craftsman (Building)</li> <li>■ Construction Site Supervisor</li> <li>■ Plumber</li> <li>■ Industrial Plumber</li> <li>■ Painter (Building)</li> <li>■ Draughtsman</li> <li>■ Assistant Quantity Surveyor</li> </ul> <p>Should have obtained NVQ Level 3/4 certificate for one of the above courses</p> <p>Or</p> <p>Passed minimum in 3 subjects at G.C.E.(A/L) in Engineering Technology/ Mathematics / Science. (Preference will be given to those who have followed G.C.E.(A/L) in Engineering Technology Stream)</p> <p>Or</p> <p>Should have passed in three (03) subjects at G.C.E.(A/L) Arts stream with a credit pass for one (01) of the following subjects: Electrical Technology, Electronic Technology or Civil Technology under Hard Technology.</p>
	ETB 06.1	National Diploma in Construction Technology <b>NVQ Level 5</b>  Weekends / Part Time (No. of prescribed hours for NVQ Level 5)  (Includes 6 Months Foundation Course) (This course includes the subjects related to Planning of Construction Works, Managing, and Organizing Sites)	Ampara, Jaffna, Ratnapura, Galle, Kurunegala, Kandy.	<ul style="list-style-type: none"> <li>■ Construction Craftsman (Masonry)</li> <li>■ Wood Craftsman (Building)</li> <li>■ Construction Site Supervisor</li> <li>■ Plumber</li> <li>■ Industrial Plumber</li> <li>■ Painter (Building)</li> <li>■ Draughtsman</li> <li>■ Assistant Quantity Surveyor</li> </ul> <p>Should have obtained NVQ Level 3/4 certificate for one of the above courses.</p>

<i>Serial No.</i>	<i>Course Code No.</i>	<i>Name of the Course</i>	<i>Colleges of Technology/ Technical Colleges</i>	<i>Admission Qualifications</i>  <i>Full Time Courses</i> <i>Age Should be between 17 and 29 years</i> <i>Part Time Courses</i> <i>Age Should be more than 17 Years</i>
04	ETB 07	<p>National Diploma in Automobile Technology <b>NVQ Level 5</b></p> <p>Full Time Day Course 1 ½ Years</p> <p>(Includes 6 Months Foundation Course)</p> <p>(This course includes Study on proper functioning and maintenance of Automobile, two stroke and four stroke engine operating systems and other sub systems related to them)</p>	Ampara, Kurunegala, Kandy, Badulla, Maradana.	<ul style="list-style-type: none"> <li>■ Automobile Mechanic</li> <li>■ Automobile Electrician</li> <li>■ Automobile Painter</li> <li>■ Motor Cycle Mechanic &amp; Three-wheeler Mechanic</li> <li>■ Three-wheeler Mechanic</li> </ul> <p>Should have obtained NVQ Level 3/4 certificate for one of the above courses</p> <p>Or</p> <p>Passed minimum in 3 subjects at G.C.E.(A/L) in Engineering Technology/ Mathematics / Science. (Preference will be given to those who have followed G.C.E.(A/L) in Engineering Technology Stream)</p> <p>Or</p> <p>Should have passed in three (03) subjects at G.C.E.(A/L) Arts stream with a Credit pass for Mechanical Technology under Hard Technology.</p>
	ETB 07.1	<p>National Diploma in Automobile Technology <b>NVQ Level 5</b></p> <p>Weekends / Part Time (No. of prescribed hours for NVQ Level 5)</p> <p>(Includes 6 Months Foundation Course)</p> <p>(This course includes Study on proper functioning and maintenance of Automobile, two stroke and four stroke engine operating systems and other sub systems related to them)</p>	Kandy, Jaffna, Kurunegala.	<ul style="list-style-type: none"> <li>■ Automobile Mechanic</li> <li>■ Automobile Electrician</li> <li>■ Automobile Painter</li> <li>■ Motor Cycle Mechanic &amp; Three-wheeler mechanic</li> <li>■ Three-wheeler Mechanic</li> </ul> <p>Should have obtained NVQ Level 3/4 Certificate for one of the above courses.</p>

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05	ETB 08	National Diploma in Refrigeration & Air Conditioning Technology <b>NVQ Level 5</b>  Full Time Day Course 1 ½ Years  (Includes 6 Months Foundation Course)  (This course includes techniques applied for developing more comfortable conditions to improve thermal comfort and indoor air quality)	Anuradhapura, Ratnapura, Kandy, Kalutara,	<ul style="list-style-type: none"> <li>■ Refrigeration &amp; Air Conditioning Mechanic</li> <li>■ Automobile Air Conditioning Mechanic</li> <li>■ Automobile Electrician</li> <li>■ Household Electrical Appliances Repairer</li> <li>■ Electrician</li> </ul> <p>Should have obtained NVQ Level 3/4 Certificate for one of the above courses</p> <p>Or</p> <p>Passed minimum in 3 subjects at G.C.E.(A/L) in Engineering Technology/ Mathematics / Science. (Preference will be given to those who have followed G.C.E.(A/L) in Engineering Technology Stream)</p> <p>Or</p> <p>Should have passed in three (03) subjects at G.C.E.(A/L) Arts Stream with a Credit pass for either Electrical Technology or Electronic Technology under Hard Technology.</p>
	ETB 08.1	National Diploma in Refrigeration & Air Conditioning Technology <b>NVQ Level 5</b>  Weekends / Part Time (No. of prescribed hours for NVQ Level 5)  (Includes 6 Months Foundation Course)  (This course includes techniques applied for developing more comfortable conditions to improve thermal comfort and indoor air quality)	Anuradhapura	<ul style="list-style-type: none"> <li>■ Refrigeration &amp; Air Conditioning Mechanic</li> <li>■ Automobile Air Conditioning Mechanic</li> <li>■ Automobile Electrician</li> <li>■ Household Electrical Appliances Repairer</li> <li>■ Electrician</li> </ul> <p>Should have obtained NVQ Level 3/4 Certificate for one of the above courses.</p>

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06	ETB 09	<p>National Diploma in Farm Machinery Technology <b>NVQ Level 5</b></p> <p>Full Time Day Course 1 ½ Years</p> <p>(Includes 6 Months Foundation Course)</p> <p>(This course includes selection, operation, utilization, and maintenance of machinery and mechanical devices related to Agricultural activities)</p>	Anuradhapura	<ul style="list-style-type: none"> <li>■ Tea Factory Mechanic</li> <li>■ Agriculture Equipment Mechanic</li> <li>■ Automobile Mechanic</li> <li>■ Machinist</li> <li>■ Construction Equipment Mechanic</li> <li>■ Field Assistant (Agriculture)</li> </ul> <p>Should have obtained NVQ Level 3/4 certificate for one of the above courses ;</p> <p style="text-align: center;">Or</p> <p>Passed minimum in 3 subjects at G.C.E.(A/L) in Engineering Technology/ Mathematics / Science. (Preference will be given to those who have followed G.C.E.(A/L) in Engineering Technology Stream)</p> <p style="text-align: center;">Or</p> <p>Should have passed in three (03) subjects at G.C.E.(A/L) Arts Stream with a credit pass for Agro Technology under Soft Technology or Electronic Technology under Hard Technology.</p>
07	ETB 11	<p>National Diploma in Information &amp; Communication Technology <b>NVQ Level 5</b></p> <p>Full Time Day Course 1 ½ Years</p> <p>(Includes 6 Months Foundation Course)</p>	Maradana, Kandy, Galle, Badulla, Ratnapura, Jaffna, Kurunegala, Kegalle, Ampara, Matale, Vavuniya.	<ul style="list-style-type: none"> <li>■ Information &amp; Communication Technician</li> <li>■ Computer Application Assistant</li> <li>■ Computer Graphic Designer</li> <li>■ Computer Hardware Technician</li> <li>■ Desk Top Publisher</li> <li>■ Computer Network Technician</li> </ul> <p>Should have obtained NVQ Level 3/4 Certificate for one of the above course</p> <p style="text-align: center;">Or</p> <p>Should have passed in three (03) subjects at G.C.E.(A/L) Arts Stream with a credit pass for Information and Communication Technology under Hard Technology.</p>

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	ETB 11.1	National Diploma in Information & Communication Technology <b>NVQ Level 5</b>  Weekends / Part Time (No. of prescribed hours for NVQ Level 5)  (Includes 6 Months Foundation Course)	Galle, Ratnapura, Maradana, Jaffna, Anuradhapura, Badulla, Matale.	<ul style="list-style-type: none"> <li>■ Information &amp; Communication Technician</li> <li>■ Computer Application Assistant</li> <li>■ Computer Graphic Designer</li> <li>■ Computer Hardware Technician</li> <li>■ Desk Top Publisher</li> <li>■ Computer Network Technician</li> </ul> Should have obtained NVQ Level 3/4 Certificate for one of the above courses.
08	ETB 12	National Diploma in Welding Technology <b>NVQ Level 5</b>  Full Time Day Course 1 ½ Years  (Includes 6 Months Foundation Course)	Maradana, Kurunegala.	<ul style="list-style-type: none"> <li>■ Welder</li> <li>■ Metal Fabricator</li> <li>■ Automobile Tinker</li> <li>■ Fitter (General)/ Machinist</li> </ul> Should have obtained NVQ Level 3/4 Certificate for one of the above course Or Passed G.C.E.(O/L) minimum 6 subjects including 4 credit passes (should have passed Mathematics and Science at G.C.E.(A/L) in 3 subjects. Priority would be given for the students who have passed the A/L.
	ETB 12.1	National Diploma in Welding Technology <b>NVQ Level 5</b>  Weekends / Part Time (No. of stranded allocated hours for NVQ Level 5)  (Includes 6 Months Foundation Course)	Maradana	<ul style="list-style-type: none"> <li>■ Welder</li> <li>■ Metal Fabricator</li> <li>■ Automobile Tinker</li> <li>■ Fitter (General) / Machinist</li> </ul> Should have obtained NVQ Level 3/4 certificate for one of the above courses.



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09	ETB 14	National Diploma in Food Technology <b>NVQ Level 5</b>  Full Time Day Course 1½ Years  (Includes 6 Months Foundation Course)  (This course includes the subjects of Analytical Chemistry, Biotechnology, Nutrition, Quality control, and Food Safety Management for selection, preservation, processing, packaging, distribution, and use of safe food)	Kandy	<ul style="list-style-type: none"> <li>■ Baker</li> <li>■ Fruit &amp; Vegetable Processor</li> <li>■ Cook</li> </ul> Should have obtained NVQ Level 3/4 certificate for one of the above courses  Or  Passed minimum in 3 subjects at G.C.E.(A/L) in Bio Technology/ Science / Agriculture. (Preference will be given to those who have followed G.C.E.(A/L) in Bio Technology Stream)  Or  Should have passed in three (03) subjects at G.C.E. (A/L) Arts Stream with a credit pass for Food Technology or Agro Technology under Soft Technology.
	ETA 20	National Diploma in Food Technology <b>NVQ Level 5 and 6 combined</b>  Full Time Day Course 2 ½ Years  (Includes 6 Months Foundation Course)  (This course includes the subjects of Analytical Chemistry, Biotechnology, Nutrition, Quality control, and Food Safety, Management for selection, preservation, processing, packaging, distribution, and use of safe food)	Kandy	<ul style="list-style-type: none"> <li>■ Baker</li> <li>■ Fruit &amp; Vegetable Processor</li> <li>■ Cook</li> </ul> Should have obtained NVQ Level 3/4 certificate for one of the above courses  Or  Passed minimum in 3 subjects at G.C.E.(A/L) in Bio Technology/ Science / Agriculture. (Preference will be given to those who have followed G.C.E.(A/L) in Bio Technology Stream)  Or  Should have passed in three (03) subjects at G.C.E. (A/L) Arts Stream with a credit pass for Food Technology or Agro Technology under Soft Technology.

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10	ETB 15	National Diploma in Jewellery Design & Manufacturing Technology <b>NVQ Level 5</b> Full Time Day Course 1 ½ Years (Includes 6 Months Foundation Course) (This course includes developing design concept, technical drawing, production creation, modern designing, and quality checking.)	Maradana	<ul style="list-style-type: none"> <li>■ Jewellery Maker</li> <li>■ Jewellery Stone Setter</li> </ul> Should have obtained NVQ Level 3/4 certificate for one of the above courses Or Passed minimum in 3 subjects at G.C.E. (A/L) in Engineering Technology/ Science / Arts.
	ETB 15.1	National Diploma in Jewellery Design & Manufacturing Technology <b>NVQ Level 5</b> Weekends / Part Time (No. of stranded allocated hours for NVQ Level 5) (Includes 6 Months Foundation Course) (This course includes developing design concept, technical drawing, production creation, modern designing, and quality checking.)	Maradana	<ul style="list-style-type: none"> <li>■ Jewellery Maker</li> <li>■ Jewellery Stone Setter</li> </ul> Should have obtained NVQ Level 3/4 certificate for one of the above courses
11	ETB 16	National Diploma in Production Technology <b>NVQ Level 5</b> Full Time Day Course 1 ½ Years (Includes 6 Months Foundation Course) (This course includes the technology related to designing of machine components, manufacturing drawings, analyzing of Product's quality, computer numerical control machines, and engineering materials)	Kandy, Maradana	<ul style="list-style-type: none"> <li>■ Aluminium Fabricator</li> <li>■ Machinist</li> <li>■ Tool, Die &amp; Mould Maker</li> <li>■ Welder</li> <li>■ Metal Fabricator</li> <li>■ Fitter (General)</li> </ul> Should have obtained NVQ Level 3/4 certificate for one of the above courses ; Or Passed minimum in 3 subjects at G.C.E. (A/L) in Engineering Technology/ Mathematics / Science. (Preference will be given to those who have

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				<p>followed G.C.E. (A/L) in Engineering Technology Stream) ;</p> <p><i>Or</i></p> <p>Should have passed in three (03) subjects at G.C.E. (A/L) Arts Stream with a credit pass for Mechanical Technology under Hard Technology.</p>
12	ETB 17	<p>National Diploma in Quantity Surveying Technology <b>NVQ Level 5</b></p> <p>Full Time Day Course 1 ½ Years</p> <p>(Includes 6 Months Foundation Course)</p> <p>(This course includes mathematical processes used in estimating cost of a new building construction, improvement, or reproduction.)</p>	<p>Kandy, Ratnapura, Warakapola, Galle, Kegalle, Maradana, Batticaloa, Badulla, Anuradhapura, Ampara, Jaffna, Gampaha, Kurunagala, Balapitiya, Kalutara, Beliatta, Kuliypitiya</p>	<ul style="list-style-type: none"> <li>■ National Certificate in Engineering Draughtsmanship</li> <li>■ Construction Craftman (Masonry)</li> <li>■ Construction Site Supervisor</li> <li>■ Assistant Quantity Surveyor</li> <li>■ Plumber</li> <li>■ Industrial Plumber</li> <li>■ Building Craftsman Technician.</li> </ul> <p>Should have obtained NVQ Level 3/4 certificate for one of the above courses ;</p> <p><i>Or</i></p> <p>Passed minimum in 3 subjects at G.C.E.(A/L) in Engineering Technology / Mathematics / Science. (Preference will be given to those who have followed G.C.E. (A/L) in Engineering Technology Stream) ;</p> <p><i>Or</i></p> <p>Should have passed in three (03) subjects at G.C.E. (A/L) Arts Stream with a credit pass for Civil Technology under Hard Technology.</p>
	ETB 17.1	<p>National Diploma in Quantity Surveying Technology <b>NVQ Level 5</b></p> <p>Weekends / Part Time (No. of prescribed hours for NVQ Level 5)</p> <p>(Includes 6 Months foundation Course)</p>	<p>Jaffna, Kurunagala, Galle, Warakapola.</p>	<ul style="list-style-type: none"> <li>■ National Certificate in Engineering Draughtsmanship.</li> <li>■ Construction Craftman (Masonry)</li> <li>■ Wood Craftman (Building)</li> <li>■ Construction Site Supervisor</li> <li>■ Plumber</li> <li>■ Industrial Plumber</li> <li>■ Assistant Quantity Surveyor</li> <li>■ Building Services Technician</li> </ul>

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		(This course includes mathematical processes used in estimating cost of a new building construction, improvement, or reproduction.)		Should have obtained NVQ Level 3/4 certificate for one of the above courses.
13	ETB 18	<p>National Diploma in Agricultural Production Technology <b>NVQ Level 5</b></p> <p>Full Time Day 1 ½ Years</p> <p>(Includes 6 Months foundation Course)</p> <p>*Should have completed the NVQ Level 3 / 4 modules &amp; have passed the assessments before obtaining NVQ Level 5 certificate.</p> <p>(This course includes nursery farm, establishment activities, primary processing of livestock, production, agricultural products, and agronomic practices of plantation crops, field crops).</p>	Dambulla, Kuliyapitiya	<p>* Plant Nursery Development Assistant. * Field Assistant Agriculture ;</p> <p>Should have obtained NVQ Level 3/4 certificate for one of the above courses.</p> <p><i>Or</i></p> <p>Should have passed in six (06) subjects at G.C.E. (A/L) including Agriculture in one (01) sitting with four (04) credit passes for any four (04) of the following subjects.</p> <p>First Language, Mathematics, Science and Social Studies or one (01) of the following subjects:</p> <p>Agriculture, Horticulture, Animal Husbandry, Food Technology, Fresh Water (Inland) Bio Resource Technology, Oceanic (Marine) Bio Resource Technology ;</p> <p><i>Or</i></p> <p>Should have passed in three (03) subjects at G.C.E. (A/L) Technology/Science Streams. (Preference will be given to students who have studied Agriculture in Technology Stream) ;</p> <p><i>Or</i></p> <p>Should have passed in three (03) subjects at G.C.E. (A/L) with a credit pass for Agro Technology under Soft Technology or Mechanical Technology under Hard Technology.</p>

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	ETA 19	National Diploma in Agricultural Production Technology <b>NVQ Level 5 and 6 combined</b>  Full Time Day 2 ½ Years  (Includes 6 Months Foundation Course)  (This course includes nursery farm, establishment activities, primary processing of livestock, production, agricultural products, and agronomic practices of plantation crops, field crops).	Dambulla,	* Plant Nursery Development Assistant. * Field Assistant Agriculture ;  Should have obtained NVQ Level 3/4 certificate for one of the above courses.  <i>Or</i> Should have passed in six (06) subjects at G.C.E. (A/L) including Agriculture in one (01) sitting with four (04) credit passes for any four (04) of the following subjects.  First Language, Mathematics, Science and Social Studies or one (01) of the following subjects:  Agriculture, Horticulture, Animal Husbandry, Food Technology, Fresh Water (Inland) Bio Resource Technology, Oceanic (Marine) Bio Resource Technology ;  <i>Or</i> Should have passed in three (03) subjects at G.C.E. (A/L) Technology/Science Streams. (Preference will be given to students who have studied Agriculture in Technology Stream) ;  <i>Or</i> Should have passed in three (03) subjects at G.C.E. (A/L) with a credit pass for Agro Technology under Soft Technology or Mechanical Technology under Hard Technology.
14	ETC 01	National Certificate in Industrial Technology (Civil Engineering) (Construction Technology - <b>NVQ Level 5</b> )  Full Time Day - 2 Years  (Includes 6 Months Foundation Course)	Kandy, Ratmalana	Should have followed a NVQ level 3/4 Course in relevant field, conducted at any of the government approved training institute.  <i>Or</i> Passed minimum in 3 subjects at G.C.E. (A/L) in Engineering Technology/ Mathematics / Science.(Preference will be given to those who have followed G.C.E. (A/L) in Engineering Technology Stream).

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15	ETC 02	National Certificate in Industrial Technology (Electrical Engineering)  <b>(Electrical Technology - NVQ Level 5)</b>  Full Time Day - 2 Years  (Includes 6 Months Foundation Course)	Kandy, Ratmalana	Should have followed a NVQ level 3/4 Course in relevant field, conducted at any of the government approved training institute.  <b>Or</b> Passed minimum in 3 subjects at G.C.E. (A/L) in Engineering Technology/ Mathematics / Science.(Preference will be given to those who have followed G.C.E.(A/L) in Engineering Technology Stream).
16	ETC 03	National Certificate in Industrial Technology (Mechanical Engineering)  <b>(Production Technology - NVQ Level 5)</b>  Full Time Day - 2 Years  (Includes 6 Months Foundation Course)	Kandy	Should have obtain a certificate after following a NVQ level 3/4 Course in relevant field, conducted at any of the government approved training institute.  <b>Or</b> Passed minimum in 3 subjects at G.C.E. (A/L) in Engineering Technology/ Mathematics / Science.(Preference will be given to those who have followed G.C.E.(A/L) in Engineering Technology Stream).
17	BSA 01	National Diploma in Accounting <b>NVQ Level 5 and 6 combined</b>  Full Time Day - 2 Years  (This course includes subjects related to Accounting, Costing, Auditing, Taxation, Management and other related subjects.	Ampara, Anuradhapura, Badulla, Galle, Jaffna, Kandy, Kurunagala, Maradana, Ratnapura, Batticaloa, Matale Trincomalee, Warakapola.	Should have passed G.C.E. (O/L) Examination in Six (06) subjects with Mathematics & English in not more than two sittings.  <b>and</b> Should have passed G.C.E.(A/L) with 3 subjects one of which should be Accountancy, combined Maths, Business Studies, Economics, Business Statistics.  <b>Or</b> Should have followed and passed NCAT course conducted at Technical Colleges / Colleges of Technology under this Department.

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18	ETA 22	National Diploma in Maritime and Logistics Management  <b>NVQ Level 5 and 6 combined</b>  Full Time Day - 2 Years  (This course includes the subjects related to supply chain process that plan, implement and control the efficient, effective flow and storage of goods / services and related information in order to meet customer's requirements in the Maritime and Business Environments)	Maradana,	Should have passed in three (03) subjects at G.C.E. (A/L) Science, Commerce, Arts or Technology Stream.  <b>Or</b> Should have obtained NVQ Level 3/4 certificate in the relevant field, after completing a course at any vocational training institute recognized by the government.  <b>Or</b> Should have obtained the National Certificate of Marketing or National Certificate of Accounting Technician.
19	ETB20	National Diploma in Building Services Technology <b>NVQ Level 5</b>  Full Time Day –1 ½ Years  (This course includes the subjects related to planing of construction works, managing and organizing sites).	Galle, Ampara	<ul style="list-style-type: none"> <li>■ Construction Craftman (Masonry)</li> <li>■ Wood Craftman (Building)</li> <li>■ Construction Site Supervisor</li> <li>■ Plumber</li> <li>■ Industrial Plumber</li> <li>■ Building Services Technician (Painting)</li> <li>■ Assistant Quantity Surveyor</li> <li>■ Draftsman</li> <li>■ Electrician</li> <li>■ Industrial Electrician</li> </ul> Should have obtained NVQ Level 3/4 certificate for one of the above courses ;  <b>Or</b> Passed minimum in 3 subjects at G.C.E. (A/L) in Engineering Technology/ Mathematics / Science. (Preference will be given to those who have followed G.C.E. (A/L) in Engineering Technology Stream) ;  <b>Or</b> Should have paesed in three (03) subjects at G.C.E. (A/L) Arts Stream with a credit pass for Civil Technology under Hard Technology.

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20	ETB 19	Diploma in English and Education <b>NVQ Level 5</b>  Full Time Day - 1 Year	Kandy, Maradana, Ampara, Jaffna, Matara.	Should have obtained NVQ Level 4 certificate in Advancing Career Skills ;  <b>Or</b> National Certificate of English for Commerce, Industry, and Further Education. (NCE) ;  <b>Or</b> National Certificate of Professional English. (NCPE) ;  <b>Or</b> Communicative English for Job Seekers. (CJS) ;  <b>Or</b> Should have passed in three (03) subjects at G.C.E. (A/L) with a credit pass for General English.