

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,556 – 2008 ජූනි 27 වැනි සිකුරාදා – 2008.06.27
No. 1,556 – FRIDAY, JUNE 27, 2008

(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)

			PAGE				PAGE
Posts - Vacant	728	Examinations, Results of Examinations &c.	737

IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to each of the ‘Notices’ appearing in the 1st week of every month, regarding the latest dates and times of acceptance of notices for publication in the weekly *Gazette* at the end of each Part of the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

All notices to be published in every Part of the *Gazette* shall close at 12 noon of each Friday, *a fortnight before the date of publication*. All Departments, Corporations, Boards, etc., are advised that any notification fixing specific dates for closing times of applications in regard to vacancies, tender notices and the dates and times of auction sales, etc., should be prepared with due regard to this change, *i.e.*, by giving adequate time both from the time of despatch of notice to the Government Press and from the date of publication thus enabling those interested in the contents of the notices to actively and positively participate.

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication *e.g.*, Notices for publication in the weekly *Gazette* of 04th July, 2008, should reach the Government Press on or before 12 noon on 20th June, 2008.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2008.

1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility.

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

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (1 of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent public Administration Circulars.

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination hall. Should the Supervisor so requires each candidate is bound to declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Posts - Vacant

MINISTRY OF VOCATIONAL AND TECHNICAL TRAINING

Technical Education Development Project [2197-SRI (SF)]

ADB funded Technical Education Development Project is being implemented under the Ministry of Vocational and Technical Training with the objective of supporting the Government's strategy to close the gap between supply of and demand for technicians and technologists by (i) strengthening Colleges of Technology (Co Ts) to offer Technician Education (ii) strengthening the Ministry of Vocational and Technical Training (MV and TT) and relevant institutions to support a market responsive Technical Education and Vocational Training (TEVT) system ; and (iii) establishing the University of Vocational Technology (Univotec), which will focus on Technical and Technological Education. The Project will build on the output of the Asian development Bank (ADB) - assisted Skills Development Project (SDP), particularly the National Vocational Qualifications (NVQ) framework.

The Project will strengthen MV and TT and relevant institutions in order to facilitate, support and ensure quality, efficient, and sustainable TEVT, focusing on NVQ levels 5-7. The Project will hold the Government establish Univotec, to address the shortage of technologists and qualified instructors for TEVT, and provide an alternative Education and career pathway for student and TEVT sector personnel, leading to degree. The Project will, among others, develop degree programs leading to a Bachelor of Technical Education (B. Tech. Ed) and a Bachelor of Technology (B. Tech) and upgrade the facilities and equipment of institutions comprising Univotec offering these programs. Also, upgrading nine existing Technical Colleges to Colleges of Technology, one in each province will be done. The proposed Colleges of Technology will directly support the industry by providing facilities for trainees to acquire NVQ levels 5 and 6 in selected subject areas.

The project is implemented over a period of 5 years from the year 2006.

Applications are invited from suitably qualified and experienced candidates who are citizens of Sri Lanka to fill the following positions in the project implementation Unit (PIU) located in Colombo.

1. Project Manager (Institutional Development)- 01 Post

Duties and Responsibilities.- Ensure Completion of the following activities in co-ordination with the Deputy Project Director ;

1. Smooth functioning of programs in CoTs and the Univotec.
2. Obtain output of the international, national consultants and counterpart officers of the Project Institutions in the activities identified in the TEDP consultancy such as developing methodologies, procedures, guidelines and operational manuals etc for the proposed Univotec and Colleges of Technology acceptable to the Project Institutions.

3. Co-ordinate activities with regard to student selection and admission procedure for Co Ts and UNIVOTEC including bridging programs.
4. Update TVEC registration procedure and undertake institutional audits.
5. Finalize competency standards and curricula/study packs for the identified courses in CoTs and Univotec.
6. Assist identification of Teaching and Training equipment with the assistance of the industry.
7. Any other work assigned by the Project Director.

2. Project Manager (Information and Communication Technology) - 01 Post

Duties and Responsibilities :

1. Facilitate procedure development on Output Based Budgeting System, Student Registration and Alumni Registration.
2. Identify, develop MIS and EMIS and install software, for output Based Budgeting System, Student Registration and Alumni Registration etc.
3. Institutionalize the developed methodology, procedure, Software and manuals on implementation of Output Based Budgeting, Student Registration and Alumni Registration etc.
4. Responsible for establishing MIS and EMIS of Colleges of Technology and Univotec and operationalize the above
5. Responsible to introduce innovative methodology and system development in ICT for the TEVT sector.

Qualifications and Experience for above Posts -1-2 :

Chartered/Corporate membership of recognized Professional Institution/Post graduate degree in the relevant field ; and

Minimum of 8 years of post qualification experience in Senior Managerial level in donor Funded projects ; or

Class 1 officer of a Government all island Services of similar status in the relevant field with Minimum of 5 years experience in Class 1 level in donor funded projects ; and

Be familiar with Vocational and Technical Training sector, its policy framework and operations in Sri Lanka.

Professional Competencies for above posts -1-2 :

1. Ability to deliver technical services for the execution of the project and to assist the Project Director and the Deputy Project Director.
2. Proven ability to handle project activities related to the required area of specialization independently.
3. Ability to analyze and resolve implementation problem resourcefully and consistently.

4. Ability to analyze and resolve implementation problems resourcefully and consistently.
5. Computer Literacy.
6. High level proficiency in written and spoken English.

Applicants for above posts should be below 57 year at the closing date of the applications.

Remuneration.- Negotiable depending upon candidate's qualifications and experience. (Based on the Management services Circular No.33 of 05.04.2007)

General Conditions :

1. The employee's and employer's contribution to the Employee's Provident Fund (EPF) will be 8% and 12% of the salary respectively while Employer's contribution to Employee's Trust Fund (ETF) will be 3% of the salary.
2. The Post will be on full time and contract basis initially for a period of 01 year and will be renewed annually on the basis of performance.
3. Experience in Foreign Funded Projects will be an added qualification.

Applicants with required qualifications will be short listed and called for an interview.

Applications with the name and addresses of two non-related referees and completed bio-data along with photocopies of certificates should reach under registered cover to the following address on or before 21st July, 2008. Please indicate the name of the post on the top left hand corner of the envelope.

09th June, 2008,
Secretary,
Ministry of Vocational and Technical Training,
354/2, Elvitigala Mawatha,
Colombo 05.

06-484

SRI LANKA POLICE DEPARTMENT

Post of Woman Sub-Inspector of Police

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Woman Sub-Inspector in the Sri Lanka Police Department.

2. Application forms duly perfected in accordance with the specimen form given below, should be sent to Director (Recruitment) Recruiting Office, 2nd Floor, New Secretariat Building, Colombo 01. The applications should be sent by registered post to the above mentioned address to reach on or before 27th July, 2008 and the top left hand corner of the envelop enclosing applications should be marked Post of Woman Sub-Inspector of Police Delayed applications will be rejected and no applications will be issued by the Sri Lanka Police Department.

3. **Salary Scale.**— Rs. 190,200 – 7 X 2,160 – 2 X 2,880 – 8 X 3,840 – 17 X 4,500 – Rs. 3,18,300

In addition to the above salary scale, they will be paid following allowances.

(a) Special arduous duty allowances :

- | | |
|--|-----------|
| (1) For duties in operational area | Rs. 1,200 |
| (2) For duties in non operational area | Rs. 600 |

(b) Combined allowance

- | | |
|--|------------|
| (1) For duties in operational area | Rs. 12,000 |
| (2) For duties in non operational area | Rs. 4,000 |

(a) Free Transport facilities

(b) Free Medical facilities to officers.

(Financial assistance can be obtained for medical treatment even in a foreign country)

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

(d) Facilities to improve skill and talents in sports.

(e) Traveling expense for duty and money will be granted as rewards for outstanding and arduous duties.

4. Basic Qualifications :

(a) **Age Limits.**— As per the *Gazette* notifications, age on the closing date should be between 18-28 years (However the age of the woman Police Constable or Woman Police Sergeant who are in Service at present could be 30).

(b) Educational Qualifications :

* Passed the G.C.E. (O/L) Examination in 06 subjects at one sitting with credit passes in 04 subjects which 2 should be Medium Language and Mathematics.

* Applicant should have passed 3 subjects at one sitting at the G.C.E. (A/L) examination.

Note 01 According to the classification of subjects of the Department of Examinations, in calculating the number of subjects passed at G.C.E. (O/L) both passes in science subjects number 41 and 44 will be treated as one subject and both passes in Mathematics number 42 and 45 will be treated as one subject. (They can't be considered as four separate subjects taking into account the number of subjects passed.)

Note 02 Failure in the Technical subject at Written Test of G.C.E. (O/L) examination will be considered as failure in the same subject although a pass has been obtained for the same in the Practical test.

Note 03 Since optional subjects of Tamil, English and Sinhala have not been included in the stream of G.C.E. (O/L), passes in any of these subjects will not be computed as a pass in the G.C.E. (O/L) examination.

(c) *Physical requirements :*

Height 5 feet 04 inches (minimum)

Note : Applicants who are slightly short of the physical requirements but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided they have skills in sports or have achieved best performance in sports at national level or they have earned reputation for Sri Lanka by participating in an international competition.

(d) *Visual requirements.*— Vision should not be less than 6/12 with each eye. If the vision is 6/6 with one eye and 6/18 with the other eye will be accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible.

(e) *Other qualifications :*

* Applicants should be unmarried.

(Divorcees will be considered as married) This condition will not apply for Those who have fulfilled the other qualifications and presently serving in the police Department and for the Security Assistants.

5. **Method of recruitment.**— Selected applicants will have to pass in the Basic Qualifications Test. Only those who have passed this test can participate in the Physical Tests. That is they have to pass the Endurance Test.

1. 1000 meters 5 minutes 14 seconds

* **those who are successful in the test will be summoned for final interview. Those who score 40% or more will be summoned for the final Written Test.**

* **The written Test consists of two question papers.**

* An essay not less than 500 words within 45 minutes.

* General knowledge and General Intelligence - 1 hour.

6. **Medical Examination:** Applicants who obtain the highest marks with other efficiencies will have to appear for a Medical Examination prior to the appointment. Unsuccessful candidates will be rejected for appointment.

7. **Background Inquiries:**

(a) Inquiries will be conducted on the conduct of the applicant, close relations and friends. Applications with bad conduct will not be recruited.

(b) Providing false information will make the applicant ineligible. If the false information is elicited after the appointment, the applicant, the applicant will be dismissed from service.

8. **Implementation of the official language policy :** As per the circular dated 28.04.2007 of the public Administration on No. 07/2007 of the Ministry of Public Administration and Home affairs those who were appointed to the Central Govt. Service/Provincial Public Service, in addition to their Language of recruitment, should acquire proficiency in other official languages within 5 years from 01.07.2007.

* Officers recruited below the rank of an assistant Superintendent of Police from 01.07.2007, should pass the language Test Conducted by the Official Language Department.

* The increment of those who fail to pass the second official language within 5 years from the date of appointment will be deferred until a pass is obtained.

9. **Terms of Engagement :** This Post is permanent. Appointees come with the scope of the Contributory Pension Fund Scheme.

10. **Conditions of Service :**

(a) This appointment is subject to a period of probation for three years.

(b) The selected applicants will be required to comply with any rules already made or may hereafter be made to give effect to the language policy of the government.

(c) They will be subject to the relevant provisions of the Establishments Code Volume I and II, Police Disciplinary Code and any other Orders that may be issued by the Inspector General of Police or by the Government from time to time.

(d) Every officer will be required to pass the prescribed Departmental tests. Those who fail to pass the prescribed test or are found to be unfit for Police duties will be liable for removal from the Police Service.

(e) Permission will not be granted to marry prior to being confirmed in the said rank without the permission of the T. G. Police, However, in terms of P. G. II No. 41 dated 28.02.1973 and I. G.'s circular No.: 1952/2006 of 19.10.2006 and 09.08.2007 (Amended), it is possible to marry showing special reasons and with permission of I. G. Police.

(f) Application on being appointed and after the training should serve a probationary period of three years in the Police Department and if they wish to resign from service before their probation is over, they should sign an agreement of consent to the effect that they are willing to pay at the time of tendering their resignation, any amount which was incurred on uniforms etc., during on by the Director of Police Training Collage. The acceptance of resignation should confirm to the Section 4 Chapter V of Volume 1 of the Establishment Code 1985.

(g) Probationary Woman Sub Inspectors of Police, immediately after they have commenced training at the Police Training College should affirm/swear that they adhere to the Police Disciplinary Code in terms of the I. G. P. Circular No.1693/2003.

(h) They should soon after commencing the training at Police College, subscribe the Oath of Allegiance to the Public Service, in terms of the I. G. P.'s Circular No.1804/2004.

(i) Woman Sub-Inspectors of Police, will have the scope for promotions in terms of the approved scheme of promotions of the Police Department.

11. (a) Attention is invited to the general conditions applicable to appointment to posts in the Police Service published in the Section (IIA) of the Part I of this *Gazette*.

(b) Enlistment will be made in terms of Public Administration Circular No. 15/90 dated 10.03.1990.

12. Applicants should annex copies of following documents to their application. (Originals must not be forwarded) :

- (i) Birth Certificate ;
- (ii) Two recent testimonials of Character (obtained from persons who are not related);
- (iii) Certificates in support of educational qualifications ;
- (iv) Certificates in support of any outstanding sports or other extra curricular activities ;
- (v) Certificates of Service experience, (if available) ;
- (vi) A Photostat copy of the National Identity Card.

13.(a) Applications from applicants who are already in the Public service/services must be forwarded through the Heads of their respective departments and must be accompanied by a certificate stating that the officers can be released, if selected.

(b) Applicants must fill the required particulars in their own hand writing on paper 11" x 8" in size and post them, together with the copies of certificates called for to the address given in paragraph 2 and under no circumstances should applications be handed over personally to any officer in the Department.

14. Applications, which do not conform to the requirements, stipulated in this notification will be rejected and such applicants will not be notified.

Note.— No Traveling or other expenses will be paid to applicants who are summoned for the test and interview.

VICTOR PERERA,
Inspector General of Police.

Police Headquarters,
Colombo 01.

SPECIMEN APPLICATION FORM

POLICE DEPARTMENT

THE POST OF WOMAN SUB-INSPECTOR OF POLICE

01. (a) Name in full (In block letters) :———. (As stated in applicant's Birth Certificate) :
(b) Name with initials :———. (c) Applicant Rank :———.
02. National Identity Card No. :———. (Copy of N. I. C. should be attached) :
03. Father's Name in Full :———.
04. Place of birth of the applicant :———. Police Station to which the place of birth belongs :———. Province :———.
05. (a) Present address :———. (b) Police station to which the present address belongs :———. (c) Permanent Address :———. (d) Police station and the electorate to which the permanent address belongs :———.
06. (a) Nationality :———. (b) Whether you are citizen by birth or registration (if by registration attach copies of the certificate) :———. If you are a citizen by birth state the place of birth of-
(i) Applicant :———. (ii) Applicant's Father :———. (iii) Applicant's paternal grandfather :———. (iv) Applicant's paternal great grandfather :———.
07. Age : (as on the closing date of application given in the *Gazette*) :
Years:——— Months :——— days :———. (Copy of birth certificate should be attached).
08. Height : (Inches) :———.
09. Educational Qualifications (State Examinations passed and attach copies of certificates) :———.
10. Additional Qualifications :———. (Copies of certificates)
11. Whether married or single :———.
12. (i) Present employment :———. (ii) Are you a members of any armed Force :———.
13. Have you any special claims and/or Qualifications :———.

14. Give names and address of two non - related referees :

- (i) _____.
(ii) _____.

15. (a) Have you ever applied for a post in the Police Service (If so give reference) : _____.
(b) Have you served in the Police or in the Sri Lanka Reserve Police before ? : _____.
(if so under what circumstances did you leave the service? Give details) : _____.

16. Are you a member of the SL Police Reserve ? If so give date of appointment (Rank and Number) Attach copy of the Appointment Letter : _____.

17. (a) Are you serving in any of the Armed Services? (If so your application must be submitted through the respective Service Commander) : _____.
(b) Have you served in any of the Armed Services? (If so, attach copy of your discharge certificate) : _____.

18. (a) Are you serving as a Volunteer in any of the Armed Services?
(if so, your application must be submitted through the respective Service Commander) : _____.

- (b) Have you served as a Volunteer in any of the Armed Services?
(If so attach a copy/copies of your discharge certificate/ certificates) : _____.

19. Have you been involved in or concerned in or charged or arrested even on suspicion and or convicted of any offence? (if so, give details) : _____.

20. Have any of your relatives been involved in or concerned in or charged or arrested even on suspicion, or convicted of any offence? (if so, give details) : _____.

I, hereby declare that the above particulars are true and correct to the best of my knowledge and belief. I am aware that I am liable for termination of my service in the Police Department forthwith (even if I have been appointed at any time) if the particulars furnished are found to be incorrect or false.

_____,
Signature of the Applicant.

Date : _____.

06-500

SRI LANKA POLICE DEPARTMENT

Vacancies for Police Constables/Woman Police Constables in Western Musical Band

APPLICATIONS are called for from Sri Lankan Applicants for the Post of Police Constables/ Woman Police Constables in Western Musical Band.

2. Application forms duly perfected in accordance with the specimen form given below, should be sent to Director (Recruitment) Recruiting Office, 2nd Floor, New Secretariat Building, Colombo 01. The applications should be sent by registered post to the above mentioned address to reach on or before 27.07.2008 and the top left hand corner of the envelope enclosing applications should be marked Post of Police Constables/Woman Police Constables in Western Musical Band. Delayed applications will be rejected and no applications will be issued by the Sri Lanka Police Department.

3. *Salary Scale* :- Post of Police Constables/Woman Police Constables in Western Musical-
Rs. 1,71,360 - 7 x 1,740 - 10 x 2,160 - 17 x 2,880 - Rs. 2,54,100

In addition to the above salary scale, they will be paid following allowances :

(a) Special arduous duty allowances :

(1) For duties in operational area	Rs. 1,200
(2) For duties in non operational area	Rs. 600

(b) Special arduous duty allowances :

(1) For duties in operational area	Rs. 10,500
(2) For duties in non operational area	Rs. 3,500

(a) Free Transport facilities,

(b) Free Medical facilities to officers,

(Financial assistance can be obtained for medical treatment even in a foreign country)

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

(d) Facilities to improve skill and talents in sports.

(e) Travelling expense for duty and money will be granted as rewards for outstanding and arduous duties.

4. *Basic Qualifications* :

(a) Age Limit -

Recruit Police Constable/Woman Police Constable. - The age should be between 18 and 28 years as at closing date as per the *Gazette* notifications. However, Security Assistants who are serving in the Police Department are eligible to apply up to 30 Years on the closing date of applications.

- (b) *Educational Qualifications.*- Should have passed 06 subjects at one sitting including Mathematics and medium language at the G. C. E. (O/L) Examination.

Note :

- (a) More attention would be paid on applications passed G. C. E. (Advanced Level) Examination.
(b) More attention would be paid on applications passed Music as a subject either in the G. C. E. (O/L) or G. C. E. (A/L) Examination.

Note 01: According to the classification of subjects of the Department of Examinations, in calculating the number of subjects passed at G. C. E. (O/L) both passes in science subjects number 41 and 44 will be treated as one subject and both passes in Mathematics numbers 42 and 45 will be treated as one subject. (They can't be considered as four separate subjects taking into account the number of subjects passed.).

Note 02: Failure in the Technical subject at Written Test of G. C. E. (O/L) examination will be considered as failure in the same subject although a pass has been obtained for the same in the Practical Test.

Note 03: Since optional subjects of Tamil, English and Sinhala have not been included in the stream of G. C. E. (O/L), passes in any of these subjects will not be computed as a pass in the G. C. E. (O/L) examination.

- (c) *Physical requirements :*—

* *Recruit Police Constable Western Musical Band* -
Height 5 feet 04 Inches (minimum) ;
Chest 30 Inches Minimum(deflated).

* *Woman Police Constable Western Musical Band* -
Height 5 feet 02 inches (minimum).

Note : Applicants who are slightly short of the physical requirements but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided they have skills in sports or have achieved best performance in sports at national level or they have earned reputation for Sri Lanka by participating in an international competition.

Minimum Professional Qualifications.- A Certificate obtained having studied Music in the following manner and obtained a pass or to have followed a minimum of 6 months musical course in a Government or Affiliated to the Government or Government recognized Musical Institution :

- (a) A pass on Western Music in the Examination conducted by either Royal College of London or Trinity College of Music,
(b) A Pass on Western Music from a Government recognized Institution,
(c) Having followed a course on Music in a Government recognized Institution.

Minimum Skills in Playing the Musical Instruments.- Skill to play one or more of the undermentioned musical Instruments :

- (a) Trumpet, Trombone, Euphonium, Base tuba, Frence horn, Clarinet, Saxophone, Flute, Harp, Bag Pipe, Side trumpet, Base Trumpet, Symbol, Symphony OR Stringed Instruments, Notation Board and Timing Instruments.

- (b) After the initial examination, an examination on profession qualification and an oral examination would be conducted to test the skills.

- (d) *Visual requirements* —
Vision should not be less than 6/12 with each eye. If the vision is 6/6 with one eye and 6/18 with the other eye will be accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible.

- (e) *Other Qualifications*—

* Applicants should be unmarried

(Divorcees will be considered as married) This condition will not apply for those who have fulfilled the other qualifications and presently serving in the Police Department and for the Security Assistants.

* Applicants who are in the required are limit and fulfill stipulated basic educational qualifications and physical requirements will be given preference if they have sports skills and special performances.

During the initial examination, a test on the physical fitness, original certificates on educational and professional qualifications would be done.

During Endurance Test, each applicant should continously run and covera distance of 1000 meters in 3 minutes and 44 seconds.

During Endurance Test, each applicant should continously run and cover a distance of 1000 meters in 5 minutes and 24 seconds.

Applicants obtaining a minimum of 50% marks in Professional test only would be summoned for the final interview.

The Marks of applicants who obtain a minimum of 40% marks at the final interview would be added to the marks obtained at Professional Test. A list with priority and skills would be prepared and a decision would be taken on the minimum required Marks on the basic of the number of vacancies.

05. Implementation of the official language policy.- As per the Circular dated 28.04.2007 of the Public Administration

on No. 07/2007 of the Ministry of Public Administration and Home Affairs those who were appointed to the Central Govt. Service/ Provincial Public Service, in addition to their language of recruitment, should acquire proficiency in other official languages with in 5 years from 2007.07.01.

Officers recruited below the rank of an assistant Superintendent of Police from 01.07.2007 should pass the Language Test Conducted by the Official language Department.

The Increment of those who fail to pass the second official language within 5 years from the date of appointment will be deferred until a pass is obtained.

06. *Terms of Engagement.* - This Post is permanent. Appointees come within the scope of the Contributory Pension Fund Scheme.

07. *Conditions of Service :*

- a. This appointment is subject to a period of probation for three years.
- b. The selected applicants will be required to comply with any rules already made or may hereafter be made to give effect to the language policy of the government.
- c. They will be subject to the relevant provisions of the Establishments Code Volume I and II Police Disciplinary Code and any other Orders that may be issued by the Inspector General of Police or by the Government from time to time.
- d. Every officer will be required to pass the prescribed Departmental tests. Those who fail to pass the prescribe test or are found to be unfit for Police duties will be liable for removal from the Police
- e. Permission will not be granted to marry prior to being confirmed in the said rank without the permission of the I. G. Police, However, in terms of P. G. II No. 41 dated 28.02.1973 and I. G. 's circular No.1952/2006 of 19.10.2006 and 09.08.2007 (Amended). It is possible to marry showing special reasons and with premission of I. G. Police.
- f. Application on being appointed and after the training should serve a probationary period of three years in the Police Department and if they wish to resign from service before their probation is over, they should sign an agreement of consent to the effect that they are willing to pay at the time of tendering their resignation, any amount which was incurred on uniforms etc., during on by the Director of Police Training College. The acceptance of resignation should confirm to the Section 4 Chapter 5 in volume 1 of the Establishment Code 1985.

g. Probationary Post of Police Constable, immediately after they have commenced training at the Police Training College should affirm/swear that they adhere to the Police Disciplinary Code in terms of the I. G. P. Circular No. 1693/2003. Post of Police Constable and Woman Police Constable Musical Band who have been confirmed in the post will have opportunities for promotions according to the approved scheme of promotion of the Police Department.

h. They should soon after commencing the training at Police College, subscribe the Oath of Allegiance to the Public Service, in terms of the I. G. P.'s Circular No.1804/2004.

08. (a) Attention is invited to the general conditions applicable to appointment to posts in the Police service published in the Section (IIA) of the Part 1 of this *Gazette*.

(b) Enlistment will be made in terms of Public Administration Circular No. 15/90 dated 10.03.1990.

09. Applicants should annex copies of following documents to their application. (Originals must not be forwarded) :

- (i) Birth Certificate
- (ii) Two recent testimonials of character (obtained from persons who are not related)
- (iii) Certificates in support of educational qualifications;
- (iv) Certificates in support of any outstanding sports or other extra curricular activities ;
- (v) Certificates of service experience. (if available);
- (vi) A Photostat copy of the National Identity Card.

10. (a) Applications from applicants who are already in the Public Service/Services must be forwarded through the Heads of their respective departments and must be accompanied by a certificate stating that the officers can be released, if selected.

(b) Applicants must fill the required particulars in their own.

Hand writing on paper 11" x 8" in size and post them. together with the copies of certificates called for to the address given in paragraph 2 and under no circumstances should applications be handed over personally to any officer in the department.

11. Applications, which do not conform to the requirements, stipulated in this notification will be rejected and such applicants will not be notified.

Note : No Travelling or other expenses will be paid to applicants who are summoned for the test and interview.

VICTOR PERERA,
Inspector General of Police.

POLICE DEPARTMENT

VACANCIES FOR POLICE CONSTABLES/WOMAN POLICE CONSTABLES IN
WESTERN MUSICAL BAND

01. (a) Name in full (In block letters) :———. (As stated in the applicant's Birth Certificate) :———. (b) Name with initials :———. (c) Male/Female :———.
02. National Identity Card No. :———. (Copy of N. I. C. should be attached) :———.
03. Father's Name in Full :———.
04. Place of birth of the applicant :———. Police station to which the place of birth belongs :———. Province :———.
05. (a) Present address :———. (b) Police station to which the present address belongs :———. (c) Permanent Address :———. (d) Police station and the electorate to which the permanent address belongs :———.
06. (a) Nationality :———. (b) Whether you are citizen by birth or registration (if by registration attach copies of the certificate) :———. If you are a citizen by birth state the place of birth of.
 - (i) Applicant :———.
 - (ii) Applicant's Father :———.
 - (iii) Applicant's paternal grandfather :———.
 - (iv) Applicant's paternal great grandfather :———.
07. Age : (as on the closing date of application given in the Gazette ;
Years:..... Months :..... days :.....
(Copy of birth certificate should be attached).
08. Height : (Inches) Chest : (Inches)
09. Educational Qualifications (State Examinations passed and attach copies of certificates) :
10. Whether married or single :———.
11. (i) Present employment :———. (ii) Are you a members of any armed Force :———.
12. Have you any special claims and/or Qualifications :———.

13. Give names and address of two non - related referees :———.

(i) ———.

(ii) ———.

14. (a) Have you ever applied for a post in the Police Service (If so give reference) :———.

(b) Have you served in the Police or in the Sri Lanka Reserve Police before ? :———.

(if so under what circumstances did you leave the service? Give details)

15. (a) Are you a member of the SL Police Reserve ? If so give date of appointment Rank and Number Attach copy of the Appointment Letter.

(b) Are you serving in any of the Armed Services? (If so your application must be submitted through the respective Service Commander) :———.

16. (a) Have you served in any of the Armed Services? (If so, attach copy of your discharge certificate) :———.

(b) Are you serving as a Volunteer in any one of the Armed Services?

(if so, your application must be submitted through the respective Service Commander) :.....

(c) Have you served as a Volunteer in any of the Armed Services?

(If so attach a Copy/Copies of your discharge certificate/ certificates) :.....

17. Have you been involved in or concerned in or charged or arrested even on suspicion and or convicted of any offence? (if so, give details)

.....

18. Have any of your relatives been involved in or concerned in or charged or arrested even on suspicion, or convicted of any offence? (if so, give details)

.....

I, hereby declare that the above particulars are true and correct to the best of my knowledge and belief. I am aware that I am liable for termination of my service in the Police Department forthwith (even if I have been appointed at any time) if the particulars furnished are found to be incorrect or false.

_____,
Signature of the Applicant.

Date :———.

06-501

MINISTRY OF LAND AND LAND DEVELOPMENT

APPLICATIONS are invited from citizens of Sri Lanka having suitable qualifications for recruitment for the following vacant post in the Ministry of Land and Land Development.

1. Post Number of Vacancies

Video Cameraman	01
Camera Operator (Assistant)	01

2. Salary scales applicable the posts :

Video Cameraman.- Rs. 14,425-10x145-11x170-6x240-14x320-23,665 as per Public Administration Circular 06/2006 (iv) (Salary Group MT 1 - 2006 A)

Camera Operator (Assistant) Rs. 11,730-10x120-10x130-10x145-12x160-17,600 as per Public Administration Circular 06/2006 (iv) (Salary Group PL 1 - 2006 A)

3. Educational and professional Qualifications :

- (i) Post of Video Cameraman.- Pass in General Certificate of Education (O. L.) Examination with 06 subjects of which credit passes for 04 subjects including Science, Mathematics, Language (Sinhala/Tamil) in not more than two sittings (05 subjects at one sitting)

or

Pass in National Certificate of General Education (N. C. G. E.) Examination with 06 subjects of which 04 credit passes for the above-mentioned subjects (05 subjects at one sitting)

and

Diploma in a photography and video graphy obtained from a recognized university, Technical College or Professional Institution recognized by the Government or having followed full time one year/part-time two-year course in photography and video graphy at any Professional Education Institution recognized by the Government.

and

05 years experience having served as video Cameraman in State institution or Institution recognized by the Government. (needs to be confirmed by certificates)

- (ii) Post of Camera Operator (Assistant).- Pass in G. C. E. (O. L.)/N. C. G. E. (O. L.) with 06 subjects of which credit passes for 02 subjects in not more than two sittings (05 subjects at one sitting) Experience in using camera is considered a special qualification.

5. *Other Qualifications.*- Other qualifications in regard to the above positions are as follows :

- Should be a Citizen of Sri Lanka
- Having excellent character and sound physical fitness
- Should be more than 18 years old and not more than 45 years at the closing date of application and this upper age limit will not be applicable to the applicants who are already in Government or Provincial Government Service.

6. *Scheme of Recruitment.*- Recruitment will be done through structural interview and trade test.

7. *General Service Conditions.*- This post is permanent and pensionable. Contribution should be made to Widows' and Orphans' Pension Fund.

Provisions in paragraphs 10-12, Volume II of the Establishment Code are applicable. Language proficiency should be obtained within 05 years from the date of appointment in terms of provisions of the Public Administration Circular No. 17/2007 dated 28.05.2007.

8. *Manner in which the applications are to be sent.*- Closing date of application is 18.07.2008 Applications prepared using both sides of A-4 sheet as per specimen given at the end of this notification should be sent by registered post on or before that date to the Secretary, Ministry of Land and Land Development, 80/5, Govijana Mandiraya, Rajamalwatta Road, Battaramulla. Incomplete or late application will be rejected. Employee already in Government Service or Provincial Government Service should channel their applications through the relevant Head of Department in which the applicant is serving. Applications not received through proper channel will also be rejected. Words "Application for the post of should be clearly written on the top left hand corner of the envelop enclosing the application.

Secretary,
Ministry of Land and Land Development.

12th June, 2008.

Office Use Only

Specimen Application Form

Ministry of Land and Land Development

Application for the Post of
(Post applied for should be indicated as mentioned under 01 above)

- Name of the applicant with initials : _____.
 - Names denoted by initials : _____.
- Private Address : _____.
Telephone No. : _____.
 - Official Address : _____.
Telephone No. : _____.

03. Date of Birth :
Date _____, Month _____, Year :_____.
04. Age at closing date of applications :
Years :_____, Months :_____, Days :_____.
05. NIC No. :_____.
Date of issue :_____.
06. Male/Female :_____.
07. Educational Qualifications :

I certify that the information given by me in this application are true and correct and aware that I am liable for disqualification if any statement included herein is found to be false or incorrect, and for dismissal from service without any compensation being paid if the inaccuracy is revealed after the appointment.

_____,
Signature of Applicant.

- (a) G. C. E. (O. L.) :
Index No. :_____ Year :_____ Medium :_____.

Subject	Grade
1.
2.
3.
4.
5.
6.
7.
8.

Attestation of the signature of applicant :

I certify that Mr./Mrs./Ms. Submitting this application is known to me personally and he/she signed before me.

Date :_____.
Name :_____.
Post :_____.
Address :_____.

_____,
Signature of officer of attesting.

- (b) G. C. E. (A. L.) :
Index No. :_____ Year :_____ Medium :_____.

Subject	Grade
1.
2.
3.
4.

Recommendation of Head of Dept. (Only in respect of applicants in Govt. and Provincial Govt. Services) :

I declare that the information given by above applicant is true and correct and he/she is not under any disciplinary order. The application is recommended/not recommended and, if selected for the post, he/she may be released/may not be released.

_____,
Signature of Head of Dept.
and Official Frank.

08. Professional Qualifications :
.....
.....
(Attached copies of certificates, if any)

Date :_____.

06-561

Examinations, Results of Examinations &c.

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III AND II OF THE SRI LANKA LIBRARIANS' SERVICE - 2007

AN Efficiency Bar Examination for the Officers in Grade II and III of Sri Lanka Librarians' Service will be held in Colombo in the month of October 2008 as provided for in paragraphs 09 and 10 of the Sri Lanka Librarians' Service Minute published in the *Gazette Extraordinary* No. 1002/13 of the Democratic Socialist Republic of Sri Lanka dated 19.11.1997.

02. (i) This examination will be conducted by the Commissioner - General of Examinations and the candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations.

(ii) Rules prescribed for candidates are printed separately at the beginning of the *Gazette* Notification. Candidates will be liable to any punishment imposed by the Commissioner General of Examinations for breach of these rules.

03. The specimen form of application for this examination is published at the end of this notice. Candidates should prepare their own applications correctly and legibly in accordance with the specimen form of application and send through the respective Heads of Departments by registered post to reach the Commissioner-General of Examinations, Department of Examinations, Organization and Foreign Examination Branch, Pelawatta, Battaramulla on or before 28th July, 2008. The name of the examination and the relevant grade should be indicated at the top left-hand corner of the envelope in which the application is enclosed. Applications received after the closing date will be rejected.

04. *Identity Cards.* - Candidates should prove their identity to the satisfaction of the supervisor of the examination hall for each subject they offer. Any of the following documents will be accepted for this purpose :

- (a) The National Identity Card issued by the Commissioner of the Department of Registration of Persons ;

(b) A valid Passport.

The candidature of any candidate who is unable to submit any of the above mentioned documents is liable to be cancelled on the discretion of the Commissioner General of Examinations.

05. *Applications.* - Applications should be prepared using both sides of a paper of 8"x12" size in such a way that Nos. 1.0 to 5.0 appear on the 1st page whilst the Nos. 6.0 to 9.0 appear on the 2nd page. The application could be typewritten but it should be filled in correctly and legibly by candidates' own handwriting. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. It would be advisable to keep a photocopy of the completed application form. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. 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.

Candidates who sit the examination for the first time need not pay examination fees. However, for subsequent sittings, candidates should pay Rs. 175 for the whole examination, and Rs. 90 for one subject. The cash receipt obtained from any post office by making the payment to be credited to revenue head 4000-20-03-20-13 of the Commissioner General of Examinations, should be affixed in the due place of the application. The fee will not be refunded under any circumstance and will not be transferred in respect of any other examination. It is advisable to keep a photocopy of the cash receipt with the candidate.

06. The Commissioner General of Examinations will issue Admission Cards along with copies of the time table to all candidates who have paid the relevant fees, whose applications have been filled properly and received on or before the closing date. Candidates appearing for the examination should get their signatures on the admission cards attested in advance and produce to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit the examination. If a candidate has not received his admission card at least seven days before the day of examination, he/she should, without delay, notify the Commissioner-General of Examinations, Department of Examinations, Organization and Foreign Examination Branch, Pelawatta, Battaramulla (Telegraphic Address : "Exams" Battaramulla) about the non-receipt of the admission card giving the following information :

- (i) Name of the Examination ;
- (ii) Full Name of the Candidate ;
- (iii) Full Postal Address ;
- (iv) Post Office, Registration Number and the Date of Dispatch ;
- (v) Certified copy of the cash receipt if fees were paid.

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. It would be advisable to keep the following in hand at the time of calling the Department of

Examinations: *i.e.* certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.

07. The Heads of Departments should approve duty leave for officer to whom admission cards have been issued by the Commissioner - General of Examinations to enable them to appear for the examination. No travelling expenses will be paid.

08. Candidates should answer both question papers in the language medium of the entry examination to the relevant service or in the official language. Candidates who entered the service without a Competitive Examination should answer both papers in the language medium of their education or in the official language. It would not be allowed to change the language medium of examination indicated in the application subsequently.

09. The officers may appear separately for each subject and at different occasions. However, for a pass, officers should obtain at least 40% of the total marks for each subject.

10. *Release of the results of the examination.* - The Commissioner- General of Examinations will issue the results to the Director General of Combined Services. The list of names of officers who have passed the Examination will be published in the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

11. *Scheme of Examination.* -

11.1 Efficiency Bar Examination for the officers in Grade III of the Librarians' Service :

- (i) *General Administration* - Duration - 02 Hours (Subject No. 01) — 100 marks.
Chapters I to VIII and XII, XIV, XXIV, XXVII, XXVIII, XXXI, XXXII, XXXIII of the Establishments Code are included.
- (ii) *Financial Procedure* - Duration 02 Hours (Subject No. 02) - 100 marks
Financial Regulations - Part I (excluding Chapter X) Accounts work performed by librarians and the relevant regulations.

N.B. - Candidates should obtain 40% of marks for each subject to pass this Examination.

11.2 Efficiency Bar Examination for the officers in Grade II of the Librarians' Service :

1. General Administration and Financial Procedure - Duration 03 hours (Subject No. 03) - 100 marks.
 - (i) Constitution of the Democratic Socialist Republic of Sri Lanka.
 - (ii) Chapters I to VIII and XIV, XXIV, XXV, XXVII, XXVIII, XXXI, XXXII, XXXIII of the Establishments Code.

- (iii) Sri Lanka Library Association Incorporation Act. - 714
(iv) Sri Lanka Library Service Board Act.
(v) Intellectual Property Act.
(vi) Financial Regulations - Part I
(vii) Accounts work performed by librarians and relevant Regulations.

3.0 Sex :- (Female - 1/Male - 0)

(Indicate the relevant No. in the cage)

2. Library Organization - Duration 03 hours (Subject No. 04) - 100 marks :

- (i) Categories and Service of Libraries
(ii) Library sources and Organization.
(iii) Government Publications and the usage.

N.B. -Candidates should obtain 40% of marks for each subject to pass this Examination.

12. The decision of the Director General of Combined Services will be final in respect of any matter not provided for in this notification.

A. NOBERT,
Director General of Combined Services.

Combined Services Division,
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07.
11th June, 2008.

Specimen Application Form

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II AND III OF THE SRI LANKA LIBRARIANS' SERVICE - 2007

Medium of Language
in which you are

appearing for the exam

(Indicate the relevant
number in the cage)

(For Office use
only)

- Sinhala - 2
Tamil - 3
English - 4

1.0 1.1 Name with initials : Mr./Mrs./Miss : _____.
(In Sinhala/Tamil)

1.2 Names denoted by initials (In Sinhala/Tamil) :
_____.

1.3 Last Name with Initials (In block capitals,
e.g. SILVA, A.B.) : _____.

2.0 Place of work and Address :

2.1 Name of the Ministry /Department /Office : _____.

2.2 Office Address : _____.

4.0 Indicate "x" opposite the Efficiency Bar Examination you are applying for in the Sri Lanka Librarians' Service :

4.1 Grade III of the Librarians' Service.

4.2 Grade II of the Librarians' Service.

4.3 Subjects offering and respective Subjects Numbers :

Subject	Subject No.

5.0 5.1 National Identity Card No. :

5.2 Date of Birth :

Day : Month : Year :

6.0 Present Post :

6.1 Post : _____.

6.2 Number of the Appointment Letter : _____.

7.0 7.1 Are you sitting the examination for the first time ? :
_____.

7.2 If not, give following particulars of the affixed cash receipt, received from any post office at the time of paying examination fees :

No : _____ Amount : _____.

Date : _____ Office issued : _____.

Affix the cash receipt firmly here
(Keep a photocopy of the receipt)

8.0 Certificate of the Candidate :

I declare that the particulars furnished above are true, that I am eligible to appear for the examination in the medium indicated above, and that I have not been subjected to any form of disciplinary punishment. I agree to abide by the rules and regulations of this examination.

_____,
Signature of candidate.

Date : _____.

9.0 *Certificate of the Head of the Department :*

I certify that,

- (i) this candidate is employed in this department as an officer in Grade II/III of the Librarians' Service ;
- (ii) The particulars furnished above are correct ;
- (iii) His/her work and conduct have been satisfactory throughout, and he/she has not been subjected to any form of disciplinary punishment (excluding warning) during the past 5 year period ; and

(iv) He/she is eligible to sit for this examination.

(v) He/she has paid the prescribed examination fee and the receipt has been affixed. (Delete if inapplicable)

_____,
Signature of the Head of Department
and official stamp.

Designation : _____.

Address : _____.

Date : _____.

06-547