

N. B.— (i) Part II, III and IV(A) of the *Gazette* No. 2,203 of 20.11.2020 were not published.



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අංක 2,204 – 2020 නොවැම්බර් මස 27 වැනි සිකුරාදා – 2020.11.27

No. 2,204 – FRIDAY, NOVEMBER 27, 2020

(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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Post - Vacant	2056	Examinations, Results of Examinations &c.	2071

Note.— (i) Marriage Registration (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of November 20, 2020.

(ii) Sri Lanka Society of Physiotherapy (Incorporation) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of November 20, 2020.

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 18th December, 2020 should reach Government Press on or before 12.00 noon on 04th December, 2020.

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

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

Department of Govt. Printing,
Colombo 08,
01st January, 2020.

This *Gazette* can be downloaded from www.documents.gov.lk



GANGANI LIYANAGE,
Government Printer.

1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility :

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Posts – Vacant

SRI LANKA AIR FORCE OFFICER VACANCIES

1. VACANCIES exist for suitable Male / Female Commissioned Officers in the Volunteer Force of the Sri Lanka Air Force in the following Branches.

- (a) Air Field Construction Branch
- (b) Medical Branch

2. Applications are invited from those candidates possessing the professional qualifications given below.

BASIC EDUCATIONAL QUALIFICATIONS

- (a) Minimum of six Credit (C) passes at the GCE (O/L) examination with compulsory Credit (C) passes for English language, Science, Mathematics and a Simple (S) pass and above for Sinhala / Tamil language in one sitting (additional and optional subjects are not considered).
- (b) Minimum of three Simple (S) passes at the GCE (A/L) examination and passes may be from any stream in one sitting.
- (c) Pearson / Edexcel / International Ordinary / Advance Level, GCSE, GCE and Cambridge exam qualification may be considered subjected to a confirmation obtained from the Department of Examination, Sri Lanka to effect that it is equalant to above basic educational qualifications.

PROFESSIONAL / ACADEMIC QUALIFICATIONS :

(a) AIR FIELD CONSTRUCTION BRANCH

- (1) **Civil / Mechanical / Electrical Engineering Officer - Male (Volunteer)** Bachelor of Science Degree (BSc) in Engineering specialization in Civil / Mechanical / Electrical Engineering and Associated Membership in IESL **or** NDT/ NDES /HNDE in Civil / Mechanical / Electrical Engineering **or** equivalent qualification with three (3) years experience in the relevant field.
- (2) **Architect - Male / Female (Volunteer)** BSc (BE) with one (1) year experience in the relevant field **or** B Arch Degree in University of Moratuwa.
- (3) **Quantity Surveyor - Male (Volunteer)** BSc in Quantity Surveying in University of Moratuwa **or** Technical Member of the Institute of Quantity Surveyors in Sri Lanka and three (3) years post qualification experience in the relevant field **or** Successful completion of National Diploma in Quantity Surveyor conducted by UNIVOTEC Ratmalana and two (2) years experience in the relevant field.

(b) MEDICAL BRANCH :

- (1) **Medical Officers – Male / Female (Volunteer)** MBBS or a Medical Degree equivalent to MBBS (Sri Lanka) from any recognized University of a foreign country which is accepted by Sri Lanka Medical Council and Full registration in SLMC.
- (2) **Pre - Intern Trainees – Male / Female (Volunteer)** Pre-intern Medical Officers who have successfully completed MBBS degree (Sri Lanka) **or** an equivalent degree from any University of a foreign country which is accepted / recognized by the Sri Lanka Medical Council with provisional registration at the Sri Lanka Medical Council.

3. Basic Entry Requirements

- (a) Nationality : Must be a citizen of Sri Lanka
- (b) Civil Status : Married / Unmarried
- (c) Gender : Male / Female (As applicable)
- (d) Age : Not less than 18 years and not more than 33 years as at 15th January 2021 for all branches

- e. Height : Male - 167.5cm (5' 6") and above
165.0cm (5' 5") and above for Medical Branch
Female - 162.5cm (5' 4") and above
160.0cm (5' 3") and above for Medical Branch
- f. Weight : Male - $17 < \text{BMI} < 26$ BMI = $\frac{\text{Weight (Kg)}}{\text{Height (m)}^2}$
Female - $17 < \text{BMI} < 25$
- g. Chest : Minimum 32" (Male)
- h. Colour Vision Standard : CP2
- j. Visual Acuity : Left eye 6/6 and right eye 6/6 (Without spectacles / Contact Lens)
Medical branch 6/18 in each eye (corrected visual acuity with spectacle should be 6/6 in each eye).

4. Special Note :

- (a) Applications of candidates who do not fulfil the requirement of para 2 and 3 will be rejected. On arrival for the first interview the height, vision and weight will be measured. Candidates whose height, vision and weight are below the standard specified in the *Gazette* Notification and who have no exceptional skill will not be interviewed.
- (b) Selected candidates will be commissioned in the rank of Flight Lieutenant or Flying Officer or Pilot Officer in keeping with their professional qualification and experience at the discretion of the Commander of Air Force.
- (c) All Candidates who are selected are required to undergo a written, practical and an Officer Quality Test during the selection process.
- (d) All Candidates who are selected are required to undergo a medical screening test as per Sri Lanka Air Force Medical Standard during the selection process.
- (e) All Masters, Bachelors degrees and Diplomas should be awarded from a recognized University accepted by the University Grant Commission of Sri Lanka.
- (f) Any candidate who has special qualifications may at the discretion of the Commander of the Air Force be considered, even though he / she does not have any of above pre requisites, provided that he / she possess the requisite of the professional / special qualifications for the best interest of the Sri Lanka Air Force.
- (g) Due considerations will be given to current outstanding achievements in the field of sports.
- (h) *Official Language Requirements* : Selected candidates will be required to comply with any rules already made or may be made hereafter for giving effect to the Language Policy of the Republic of Sri Lanka and in particular for implementing the provisions in the Official Language Act, No. 33 of 1956.
- (j) Selected candidates will be required to undergo training at such places as decided by the Commander of the Air Force. If at any time during training, the officer is reported on by the authorities as being unsuitable for reasons of misconduct or due to causes within his / her control, he / she will be liable to have his / her commission withdrawn and / or be subject to other disciplinary action in accordance with the Sri Lanka Air Force Disciplinary Regulations.
- (k) The conditions of service for an officer of the Sri Lanka Air Force are in terms of Sri Lanka Air Force Regulations published in *Gazette* No. 10,240 of 27 April 1951 and as amended from time to time. In terms of Section 10 of the Air Force Act, "Every officer shall hold his / her appointment during the President's pleasure". However an officer has no right to resign his / her commission unilaterally, but under provision of Section 11 of the Air Force Act may be allowed by the President to do so. The provisions of any Bond / Agreement envisaging a period of obligatory service in respect of training and subsequent courses will not

supersede the provisions of Section 11 of the Air Force Act stated above. Retirement from the Air Force will be applicable under conditions specified in the Air Force Pensions and Gratuities Code.

- (l) All officers are liable to be posted for duty or training in any part of the world at any time.
- (m) All officers are governed by the Air Force Act and orders issued from time to time.
- (n) A single officer is required to live in the Officers Mess. He / She are provided with furnished accommodation and food. Batman service will also be provided. A single officer's ration allowance and batman allowance are paid to the Mess.
- (p) A married officer may be provided with a married quarter if available. Recovery of rental will be as per the Establishment Code. Married officers not in occupation of married quarters will be entitled to a rental allowance as stated in para 5. d. (11).

5. Pay and Allowances :

- (a) Since a consolidated revision is in progress at present, and same revision completes in year 2021, followings are the amounts payable in 2020. Further it is to be noted that all consolidated salaries indicated below are the initial step of particular grade.

<i>Rank</i>	<i>Year</i>	<i>2021 (Annual) Rs,</i>
Pilot Officer (Cadet)		463,260.00
Pilot Officer (Non Cadet)		502,860.00
Flying Officer		571,380.00 - (30x16020) = 1,051,980.00
Flight Lieutenant		667,500.00 - (24x16020) = 1,051,980.00
Squadron Leader		731,580.00 - (22x16020) = 1,084,020.00
Wing Commander		751,140.00 - (17x19560) = 1,083,660.00

- (b) Pay applicable to Medical Officers

<i>Year</i>	<i>2021 (Annual) Rs.</i>
<i>Grade</i>	
Preliminary Grade	651,480.00(2x16020-7x16140-2x19560- 16x26040)=1,252,260.00
Grade II	699,660.00(6x16140-2x19560- 16x26040)= 1,252,260.00
Grade I	861,660.00(15x26040) = 1,252,260.00
Specialist Grade	1,056,000.00 (12x32400)=1,444,800.00

- (c) Other allowances applicable to Medical Officers

(1) Pensionable allowances

Preliminary Grade	- Rs.1,700.00 per month
Grade II	- Rs.1,700.00 per month
Grade I	- Rs.3,400.00 per month
Specialist Grade	- Rs.3,400.00 per month

(2) Non Pensionable allowances

Preliminary Grade	- Rs.2,125.00 per month
Grade II	- Rs.1,700.00 per month
Grade I	- Rs. 400.00 per month

(3) DAT allowances - Rs.35,000.00 per month

(4). Extra duty payments
Preliminary Grade - Rs. 687.00 per hour
Grade II - Rs. 796.00 per hour
Grade I - Rs. 1,101.00 per hour
Specialist Grade - Rs. 1,302.00 per hour

(5) Service allowances indicated in paragraph 5. d (18) are to be calculated separately as applicable.

(d) *Service Allowances:* -

- (1) Cost of living allowance Rs.7, 800.00 per month.
- (2) Incentive allowance of Rs. 250.00 per month after five years of service.
- (3) Hard allowance Rs. 620.00 per month. (Rs. 20.00 per day)
- (4) Additional Hard allowance Rs. 4,380.00 per month for those serving in operational areas.
- (5) Special allowance Rs. 3,100.00 per month. (Rs. 100.00 will be paid for per day)
- (6) Interim allowance Rs.1,000.00 per month.
- (7) Uniform upkeep allowance Rs.525.00 per month.
- (8) Batman allowance Rs. 637.50 per month (if permitted to live out).
- (9) Ration allowance Rs. 24005.47 per month (Rs.774.37 per day, if permitted to live out).
- (10) Qualification pay where applicable (up to a maximum of Rs. 637.50 per month).
- (11) Rent allowance for married Officers not in occupation of a government married quarter. - Pilot Officer to Squadron Leader and above Rs.3,200.00 to Rs. 8,500.00 per month.
- (12) Telephone bill allowance. Wing Commander to Air Vice Marshal Rs.2,500.00 to Rs. 5,000.00 per month.
- (13) Three sets of holiday railway warrants per year (for officer, spouse and children).
- (14) An additional set of railway warrants or the reimbursement of bus fare for officers living in Messes to travel from the Mess to the hometown once a month.
- (15) Free issue of uniforms and ancillary items.
- (16) Free medical facilities (including for families if applicable).
- (17) Married Officers permitted to live out are entitled to a free bus pass from the Sri Lanka Transport Board to travel from residence to place of work within 30 miles radius.
- (18) Service allowance Rs.300.00, Rs.400.00, Rs.500.00 as applicable (Payable to service Medical Officers in consideration to the number of complete years of service)
- (19) Additional service allowance Rs.1, 500.00 per month (applicable to service Medical Officers only)
- (20) 1/20 Allowance - Con pay x 1/20 x 3 days (Maximum) per month (applicable to service Medical Officers only)
- (21) Extra Duty Payments 120 hrs (Maximum) per month (applicable to service Medical Officers only)
- (22) Telephone bill allowances - Specialist Doctors Rs. 8,000.00 per month
Other Doctors Rs. 4,000.00 per month

6. *Pensions/Gratuities*: - Payable in terms of the Air Force Pensions & Gratuities Code 1981 and as amended from time to time. All officers are contributors to the Widows and Orphans Pension (Armed Forces) Scheme. Rates of contributions are as per Widows and Orphans Pension (Armed Forces) Scheme Regulations 1970.

7. Instructions to applicants :

- (a) Applications should be submitted in terms of the form specified below. All pages of the application should be completed neatly with as much details as possible. Applications should be addressed to “**COMMAND RECRUITING OFFICER, SRI LANKA AIR FORCE TRADE TRAINING SCHOOL, KOTUGODA**” so as to reach him not later than **1200** noon on **14th DECEMBER 2020** under registered cover. The envelope enclosing the application should be marked “**APPLICATION FOR COMMISSION IN THE BRANCH**”. Applications received after the closing date and not in accordance with the requirements of this notification and not in registered post mail will not be entertained.
- (b) Candidates who are in Government Service /Corporations /Boards/ Civil Establishments should forward their applications through their Heads of Department/ Corporations/Boards/Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.
- (c) Candidates will be required to produce the originals with certified photo copy of the following documents when summoned for interviews or when called upon to do so:-
 - (1) Certificate of Registration of Birth with a photo copy (Certificate issued for the purpose of the education code will not be accepted).
 - (2) National Identity Card and a photo copy.
 - (3) Original certificates in support of the educational and professional qualifications required for the branch applied and a photo copy.
 - (4) Certificates of trade / technical training and / or experience (if any) obtained from a recognized institution and a photo copy.
 - (5) Two recent certificates of character (within 06 months obtained). One of these should be from the Principal of the last school attended and the other from a responsible person who has knowledge of the applicant for more than two years or from the present employer (if employed).
 - (6) Original certificates in support of sports activities and Extra Curricular activities and a photo copy.
 - (7) A plain folder with file tag.
 - (8) Two colour photos of 2x2½ inches certified by the Grama Niladhari.
- (d) Applications of candidates who fail to produce documents when requested to do so will not be considered.
- (e) No documents or original copies of documents should be attached to the application form.
- (f) The Air Force will not be responsible for loss of any originals of certificates if enclosed with the application form.

8. 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.

9. Selection Interview :

- (a) Preliminary selections will be made amongst those candidates who fulfil the above conditions. Candidates so selected from the Preliminary Interview will be required to undergo a medical test as may be prescribed by the Commander of the Air Force. The final selection will then be made after an interview appointed by the Ministry of Defence.

- (b) Candidates selected for interviews will be informed in writing of the place, time and date of such interviews. No travelling or other expenses will be paid in this respect.
- (c) On every occasion an applicant is summoned for an interview he / she is to produce his / her National Identity Card issued by the Department of Registration of Persons.
- (d) Candidates likely to be suitable following their final interviews will be required to present themselves before an Air Force Medical Board.
- (e) Anyone who desires to recommend a candidate should do so by giving his / her testimonial. Any form of canvassing or attempt to influence in the selection of a candidate will result in disqualification of such candidate.
- (f) Candidates who are found unsuitable for enlistment will not be notified.

SK PATHIRANA,
WWV and Bar, RWP and Bar, RSP and three Bars, VSV, USP,
MSc (MOA) USA, MSc (Def Stu) in Mgt, M Phil (Ind), MIM (SL),
ndc (Ind), psc, qfi
Air Marshal,
Commander of The Air Force.

Headquarters,
Sri Lanka Air Force,
PO Box 594,
Colombo 02.

Official use only

**APPLICATION FOR COMMISSION IN THE SRI LANKA
VOLUNTEER AIR FORCE IN THEBRANCH**

01. Nationality: -
(State whether citizen of Sri Lanka by descent or by registration and if latter, quote number and date of certificate)
02. Full Name (As per the National Identity Card): -
03. National Identity Card Number:
04. Branch Applied: -
05. Post applied :-
06. Permanent address: -
07. Nearest Police Station to permanent address:
08. School Attended: -.....
09. Postal address: -
10. E-mail address:-.....
11. Date of birth: -
(Age as at 15th January 2021) Years: Months: Days:.....
12. Height :-cm (.....feetinches)
13. District: -
14. Electorate: -

15. GN Division and Number: -
16. Telephone number: -
17. Civil status: -
18. Particulars of School and /or University and qualifications obtained:-

<i>Name of School</i>	<i>Type of examination</i>	<i>Year and Index number of the examination</i>	<i>Subjects passed (including grading)</i>	
	<u>Ordinary Level</u>			
	<u>Advanced Level</u> (To mention whether qualified or not to apply for University admission) Yes <input type="checkbox"/> No <input type="checkbox"/>			
			General English	
			Common General Test	
	<u>University/ Other/Professional</u>			

19. Any special qualification for the post:.....
20. Particulars of employment since leaving School/University:- (if applicable) :

<i>Name and address of employer</i>	<i>Nature of employment</i>	<i>Period of service</i>	
		<i>From</i>	<i>To</i>

21. Particulars of parents:-

<i>Full Name Father's & Mother's</i>	<i>NIC No.</i>	<i>Occupation</i>		<i>Present address</i>
		<i>Past</i>	<i>Present</i>	

22. Details of current achievements in sports. (Give details of teams and competitions participated with dates / years etc. and standards / levels achieved).....
23. Other achievements of note at School / University (Island ranking, Projects Completed, field of in-plant training and institution) or with outside organizations. (Give details with dates / years etc).....
24. Any previous service in the Armed Force or Volunteer Force, Cadet Corps or Boy Scout Organization
25. Have you applied earlier to join the Sri Lanka Air Force or any of the Armed Services or Police, if so give details and the outcome of such applications:-.....
26. Have you being convicted or bound over by a civil or military court, if so give details.....
27. If earlier employed in a Government Department or in the Public Sector / Board / Corporation (including the Central Bank, National Bank, Universities, Joint Stock Companies controlled by the Government etc.) reasons for termination of employment:-.....
28. Particulars of testimonials:-

<i>Name</i>	<i>Designation</i>	<i>Postal Address</i>

29. Declaration to be signed by the applicant:-

I declare on my honour that answers given to the above questions are true and correct to the best of my knowledge and belief. I have read and understood the procedure which will be adopted and the rules which will apply in respect of those candidates who are selected for commission in the Sri Lanka Air Force published in the *Gazette* of the Republic of Sri Lanka.

.....
Signature of Applicant.

Date.....

30. Declaration to be signed by the Parent or Guardian of the applicant:

- (a) I am the Parent / Guardian of.....who is an applicant for a Cadetship in the Sri Lanka Air Force and who has signed the declaration in cage 27 of the form of application above.
- (b) I hereby undertake to be responsible in the event above named applicant being selected for a course of training for the following.
 - (1) To refund to the Republic of Sri Lanka in the event of the above named applicant voluntarily terminating his / her candidature for a Commission during his / her period of training all expenses incurred up to that time by the Republic of Sri Lanka on account of such applicant.

- (2) To refund to the Republic of Sri Lanka in the event of the above named applicant reported on by the authorities as being unsuitable (For reasons of misconduct or due to causes within his / her own control) for the issue of a Commission all the expenses incurred on his / her account by the Republic of Sri Lanka.

.....
Signature of Parent /Guardian.

Date.....

Name.....

(in block capitals)

Address

.....
Signature of First Witness.

Date.....

Name.....

(in block capitals)

Address

.....
Signature of Second Witness.

Date.....

Name.....

(in block capitals)

Address

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SRI LANKA VOLUNTEER AIR FORCE AIRMEN / AIRWOMEN VACANCIES

1. VACANCIES exist in the Volunteer Force of the Sri Lanka Air Force for Airmen in the trades given below and the required minimum and specific qualifications are stated against.

BASIC EDUCATION QUALIFICATION AND SPECIFIC QUALIFICATION

2. Passing grade 8 is a minimum educational qualification. The specific qualification as per the Trade is as follows.

(a) Civil Engineering Trades (Male)

- (1) Blacksmith Welder
- (2) Contraction Technician
- (3) Water Technician (Plumber)
- (4) Wood Technician
- (5) Electrical Technician
- (6) Air Condition Mechanic

National Vocational Qualification Level III (NVQ level III) will be added advantage for the enlistment criteria for all trades. Minimum two years candidate working experience in relevant field.

(b) **General Engineering Trades. -Operator Motor Transport (Male)**

Passes in 06 subjects at the GCE (O/L) Examination at not more than two sittings including a Simple (S) pass in Sinhala / Tamil language. Pass the driving test conducted by the Sri Lanka Air Force (Possession of a valid light vehicle driving license is essential and priority will be given to possession of a valid heavy vehicle driving licence is respectively.)

(c) **Direct entry Airmen/Airwomen - Civil Engineering Trades**

(1) Draughtsman (Male/Female)

Passes in 06 subjects at the GCE (O/L) Examination at not more than two sittings including an Simple (S) pass in Sinhala / Tamil language.

Successful completion of National Certificate in Engineering Draughtsmanship – The candidates who possess the one year certificate (full time) in Engineering Draughtsmanship. Two years working experience in relevant field. (Rank CPL or LAC)

(2) Forman (Civil/Electrical/Mechanical) - (Male)

Passes in 06 subjects at the GCE (O/L) Examination at not more than two sittings including an Simple (S) pass in Sinhala / Tamil language.

Successful completion of National Certificate in Technology NCT (Civil/Electrical/Mechanical Engineering) the candidates who possess the three - year part time NCT certificate or any other equivalent qualifications awarded by Government Technical Colleges. Two years working experience in relevant field. (Rank CPL or LAC)

(d) **Medical Trades. Medical Laboratory Technician (Male/Female)**

Passes in 06 subjects at the GCE (O/L) Examination at not more than two sittings including simple pass in English language and Credit (C) passes in Sinhala / Tamil/ Mathematics, Science and one other subject.

Completed the Medical Laboratory Technician Diploma Course or Degree course (BSc or Diploma Holders) and registration at Sri Lanka Medical Council (SLMC). (Rank CPL or LAC)

3. **Other Requirements: -**

(a) Candidates must fulfil the following general conditions for enlistment in the Sri Lanka Volunteer Air Force: -

- (1) Nationality - Must be a citizen of Sri Lanka.
- (2) Age as at 15 Jan 2021

Volunteer

Male - Not less than 18 years and not more than 28 years

Female - Not less than 18 years and not more than 26 years

- (3) Height - 5 feet 4 inches (162.6 cm) and above (Male)
Civil Engineering Trades
 - 5 feet 5 inches (165.0 cm) and above (Male)
Medical and General Engineering Trades
 - 5 feet 3 inches (160.0 cm) and above (Female)
- (4) Weight : - 17 < BMI > 26 (Male) Body Mass Index = $\frac{\text{Weight (Kg)}}{\text{Height (m)}^2}$
 17 < BMI > 25 (Female)
- (5) Vision Colour Standard: CP2
- (6) Visual Acuity: 6/6 each eye (without spectacles and lens)
- (7) Chest: 30” **Civil Engineering Trades**
 32” **Other Trades**
- (8) Civil Status: Married / Unmarried

4. Candidates who do not possess the required educational qualifications or fulfil the requirements of paragraph 02 to 03 will be rejected. On arrival for the first interview the height, weight, chest and vision will be measured. Candidates whose height, weight, chest and vision are below the standard specified in the Gazette Notification and who have no exceptional skills will not be interviewed. Any candidate who has special ability / qualifications may at the discretion of the Commander of the Air Force be considered, even though he does not have the pre requisite on any of above, provided that he possess the requisite of the Professional/ Special qualifications for the best interest of the Sri Lanka Air Force.

5. Due consideration will be given to outstanding achievements in the field of sports.

6. Conditions of Service: -

- (a) The candidate is to initially enlist in the Air Force as an Airmen/Airwomen volunteer engagement and will undergo a Basic Combat Training Course. On successful completion of training, the duration of which will depend on the Trade, the status allocated on his /her enlistment as an Other Rank.
- (b) Airmen will be required to undergo training at a place in Sri Lanka or abroad as decided by the Commander of the Air Force in consultation with the Ministry of Defence.
- (c) During the period of training as Airmen / Airwomen and thereafter, personnel will be subject to Air Force Law.
- (d) Every Airmen / Airwomen will be provided all items of uniforms, equipment and medical facilities.
- (e) During the period of training, an Airmen / Airwomen will be accommodated in an Air Force Mess and will be provided with food.
- (f) In the event of a Airmen / Airwomen voluntarily terminating his candidature during training, the parent or guardian will be required to refund to the Republic of Sri Lanka all expenses incurred up to that time by the Republic of Sri Lanka on account of such Airmen/ Airwomen.
- (g) If at any time during his course a Airmen/ Airwomen is reported by the authorities as being unsuitable for reasons of misconduct or due to causes within his/her control to qualify for a commission, his parent or guardian will be required to refund to the Sri Lanka Air Force all expenses incurred on his training and will be required to enter into a bond to this effect with the Commander of the Air Force acting on behalf of the Government of Sri Lanka.

- (h) Parent or guardian will sign a declaration as given in cage 28 of the application form in respect of sub paragraphs (f) and (g) above, and forward them together with the application. Parent or guardian will be required to enter in to a bond subsequently in this form with the Republic of Sri Lanka prior to the appointment of these candidates as Airmen.
- (j) Candidates who possess the requirement as per para 1 to 4 will be called for the Preliminary Interview and if successful will be called for Medical Examinations and all candidates selected will be medically and physically examined under Sri Lanka Air Force arrangements to check the suitability in par with the Sri Lanka Air Force Medical fitness standards. Candidates who successfully complete these tests will be called for the are enlistment. The required number of candidates per Trade will be selected according to merit at these interviews and tests.
- (k) A single airman is required to live in the Airmen barracks. He /She is provided with furnished accommodation and food. A single Airmen's ration allowance is paid to the Mess.
- (l) A married Airmen /Airwomen may be provided with a married quarter if available. Recovery of rental will be as applicable to public servants.
- (m) All Airmen / Airwomen are liable to be posted for duty or training in any part of the world at any time.
- (n) All Airmen / Airwomen are governed by the Air Force Act and orders issued from time to time.

7. Terms of Engagement: -

- (a) **Volunteer Airmen.** Selected candidates will be enlisted to the third class of the rank of Aircraftsman / Aircraftswoman in the Volunteer Air Force and shall be required to serve for two (02) years. Opportunities exist for suitable to extend for further service on completion of two (02) years of service on the discretion of the Commander of the Sri Lanka Air Force.

8. Official Language Requirements. The selected candidates will be required to comply with any rules already made or may hereafter be made for giving effect to the Language Policy of the Republic of Sri Lanka and in particular for implementing the provisions the Official Language Act No 33 of 1956.

9. Pay and Allowances.

- (a) It is to be noted that all consolidated salaries including allowances indicated below are the initial step of particular rank.

<i>Year</i>	<i>Con Pay Rs. cts.</i>	<i>Total Allowances Rs. cts.</i>	<i>Total Income Rs. cts.</i>
<i>Rank</i>			
Air Craftsmen	29,540.00	12,150.00	41,690.00
Leading Air craftsmen	30,440.00	12,150.00	42,590.00
Corporal	31,340.00	12,150.00	43,490.00

- (b) **Pensions/Gratuities.** Payable in terms of the Air Force Pensions and Gratuities Code 1981 and as amended from time to time. All Airmen/ Airwomen are contributors to the Widows and Orphans Pension (Armed Force) Scheme. Rate of contributions are as per Widows and Orphans Pension (Armed Forces) Scheme Regulations 1970.

10. Instructions to Applicants.

- (a) Applications should be submitted in applicants own handwriting in terms of the form specified below. All pages of the application should be filled with much detail as possible. Applications should be sent by registered post addressed to “**COMMAND RECRUITING OFFICER, SRI LANKA AIR FORCE TRADE TRAINING SCHOOL, KOTUGODA**” so as to reach there not later than 1200 noon on 14th December 2020. The Envelope enclosing the application should be marked “**APPLICATION FOR VOLUNTEER AIRMEN/AIRWOMEN**” on the top left corner. Applications received at Sri Lanka Air Force, Kotugoda after closing date and time and not in accordance with the requirement of this notification and not in registered post will not be considered.
- (b) Candidates who are in Government Service/ Corporations/ Boards/ Civil Establishments should forward their Applications through their Heads of Departments / Corporations/ Boards/Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.
- (c) Candidates will be required to produce the originals with certified photo copy of the following documents when summoned for interviews or when called upon to do so.
 - (1) Certificate of Registration of Birth and a photo copy. (Certificate issued for the purpose of the education code will not be accepted).
 - (2) National Identity Card and a photo copy.
 - (3) Original certificates in support of the educational qualifications required for the branch applied and photo copies.
 - (4) Certificates of trade / technical training and / or experience (if any) obtained from a recognized institution and photo copies.
 - (5) Two recent certificates of character (within 06 months obtained). One of these should be from the Principal of the last school attended and the other from a responsible person who has the know of the applicant for more than two years or from the present employer (if employed).
 - (6) Original certificates in support of sports activities and Extra Curricular activities and photo copies.
 - (7) A plain folder with file tag.
 - (8) A colour photo of 2x2½ inches certified by the GS.
- (d) Applications of candidates who fail to produce documents when requested to do so will not be considered.
- (e) No documents or original copies of documents should be attached to the application form.
- (f) The Air Force will not be responsible for loss of any originals of certificates if enclosed with the application form.

11. Preliminary selections will be made amongst those candidates who fulfil the above conditions. Candidates so selected will be required to undergo tests as may be prescribed by the Commander of the Air Force. Candidates considered suitable for the interview will be required to appear for an interview at their own expense before an Air Force Recruiting Board. Such Candidates will be informed individually of place, Date and time.

12. On every occasion an applicant is summoned for interviews, he is to produce the National Identity Card. Candidates who do not have the National Identity Card could produce some other form of the accepted identification. However, no candidates will be enlisted without the National Identity Card.

13. All Candidates who are selected is required to undergo a medical screening test and a physical fitness test as per Sri Lanka Air Force Medical and Fitness Standard during the selection process.

14. The required number of candidates per trade will be selected according to high marks merit at these interviews and tests.

15. Anyone who desires to recommend a candidate should do so by giving his testimonial. Any form of canvassing or attempt to influence the selection of a candidate will result in disqualification of such candidates

16. Candidates who are found unsuitable for enlistment will not be notified.

SK PATHIRANA,
WWV and Bar, RWP and Bar, RSP and three Bars, VSV, USP,
MSc (MOA) USA, MSc (Def Stu) in Mgt, M Phil (Ind), MIM (SL),
ndc (Ind), psc, qfi
Air Marshal,
Commander of The Air Force.

Headquarters,
Sri Lanka Air Force,
PO Box 594,
Colombo.

**APPLICATION FOR AIRMEN /AIRWOMEN IN THE
.....TRADE OF THE SRI LANKA AIR FORCE**

01. Nationality: -
(State whether citizen of Sri Lanka by descent or by registration and if latter, quote number and date of certificate)
02. Full Name (As per the National Identity Card):
03. National Identity Card Number: -
04. Permanent address
05. Postal address: -
06. Date of birth:-
(Age as at 15 Jan 2021) : Years:.....Months:.....Days:.....
07. Height: -cm (.....feetinches)
08. Nearest Police Station to permanent address: -
09. District:-.....
10. Electorate: -.....
11. GS Division: -
12. Telephone number: -
13. Married or Single:-
14. Gender : -
15. School Attended:-.....

16. Particulars of School qualifications obtained:-

<i>Name of School</i>	<i>Type of examination</i>	<i>Year and Index number of the examination</i>	<i>Subjects passed (including grading)</i>
	<u>Ordinary Level</u> <u>Advanced Level</u> <u>Other</u>		

17. Particulars of employment since leaving School: - (if applicable) :

<i>Name and address of employer</i>	<i>Nature of employment</i>	<i>Period of service</i>	
		<i>From</i>	<i>To</i>

18. Particulars of parents:-

<i>Full Name</i>	<i>Place of birth</i>	<i>Occupation</i>	<i>Present address</i>
Father			
Mother			

19. Any special qualification for the post : -
20. Details of current achievements in sports (Give details of teams and competitions participated with dates / years etc. and standards / levels achieved) : -
21. Other achievements of note at School or with outside organizations (Give details with dates / years etc.):.....
22. Any previous service in the Armed Force or Volunteer Force, Cadet Corps or Boy Scout Organization:-.....
23. Have you applied earlier to join the Sri Lanka Air Force or any of the Armed Services or Police, if so give details and the outcome of such applications:-.....
24. Have you being convicted or bound over by a civil or military court, if so give details:-.....
25. If earlier employed in a Government Department or in the Public Sector / Board / Corporation (including the Central Bank, National Bank, Universities, Joint Stock Companies controlled by the Government etc.) reasons for termination of employment:-.....

26. Particulars of testimonials:-

Name	Designation	Postal Address

her period of training all expenses incurred up to that time by the Republic of Sri Lanka on account of such applicant.

- (2) To refund to the Republic of Sri Lanka in the event of the above named applicant reported on by the authorities as being unsuitable (For reasons of misconduct or due to causes within his / her own control) for the continuation of service all the expenses incurred on his / her account by the Republic of Sri Lanka.

27. Declaration to be signed by the applicant:-

I declare on my honour that answers given to the above questions are true and correct to the best of my knowledge and belief. I have read and understood the procedure which will be adopted and the rules which will apply in respect of those candidates who are selected for Commission in the Sri Lanka Air Force published in the *Gazette* of the Republic of Sri Lanka.

.....
Signature of Applicant.

Date.....

Name.....

(in block capitals)

Address.....

.....
Signature of Parent /Guardian.

Date.....

.....
Signature of First Witness.

28. Declaration to be signed by the Parent or Guardian of the applicant:

Date.....

Name.....

(in block capitals)

Address.....

- (a) I am the Parent / Guardian of.....who is an applicant for a Airmen/ Airwomen in the Sri Lanka Air Force and who has signed the declaration in cage 27 of the form of application above.

.....
Signature of Second Witness.

- (b) I hereby undertake to be responsible in the event above named applicant being selected for a course of training for the following.

Date.....

Name.....

(in block capitals)

Address.....

- (1) To refund to the Republic of Sri Lanka in the event of the above named applicant voluntarily terminating his / her candidature during his /

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Examinations, Results of Examinations & c.

JUDICIAL SERVICE COMMISSION

Open Competitive Examination for the Recruitment of Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2020

01. IN terms of provisions set out in the Scheduled Public Officers' Service Minute published in *Extraordinary Gazette* bearing No.2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for the recruitment of Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service – 2020.

It is hereby notified that this examination will be held in Colombo by the Secretary, Judicial Service Commission. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

02. *Conditions of Service :*

- 2.1 A selected applicant shall be appointed to Court Stenographer (English) Grade III of the Court Management Assistants' Service subject to general conditions governing the appointments in Public Service, terms and conditions set out in the Scheduled Public Officers' Service Minute published by the *Extraordinary Gazette* of the Democratic Socialist Republic of Sri Lanka No. 2088/26 dated 11.09.2018, amendments already made and will be made thereto in due course to the said Service Minute, provisions of the Establishments Code and Financial Regulations.
- 2.2 This appointment is subject to a probation period of three years. The Efficiency Bar Examination should be passed before 05 years from the recruitment to Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service as prescribed in the Service Minute.
- 2.3 The appointments of the applicants who fail to assume duties in the post to which they are appointed on the due date and/or applicants who refuse or neglect to assume duties in a post or in an area into which they are appointed, shall be cancelled by the Secretary, Judicial Service Commission on the direction of the Judicial Service Commission.
- 2.4 The proficiency in the other official language should be achieved in accordance with the level relevant to Grade III of the Court Stenographer (English) in the Court Management Assistants' Service of the Scheduled Public Officers' Service should be achieved within 05 years after being appointed to the post as per the Public Administration Circular 01/2014 and amendments that will be made there to and Judicial Service Commission Circular No. 396 and amendments made there to.

03. **Salary :** As per Judicial Service Commission Circular No. 386 dated 24/06/2016 issued subsequent to No. 03/2016 by the Judicial Service Commission, the monthly salary scale prescribed to Court Stenographer (English) Grade III of the Court Management Assistants' Service of the Scheduled Public Officers' Service is (MN 2 – 2016) Rs. 28,940 – 10 x 300 – 11 x 350 – 10 x 560 – 10 x 660 – Rs. 47,990/- (Initial Salary – Rs. 28,940). Salary will be paid from the effective date of the appointment in terms of provisions set out in Schedule II of above circular.

04. This post is permanent and pensionable.

05. **Qualifications :** Following qualifications shall have been completed to be recruited to Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service.

- (a) Be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 35 years of age on the closing date of applications.
- (c) Be a person of excellent moral character.
- (d) All the applicants recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to serve in any part of the Island and to perform the duties of the post.
- (e) Should have fulfilled following educational qualifications.
 - (I) Shall have passed six (06) subjects including Mathematics with credit passes for four (04) subjects including English Language at the G.C.E. (Ordinary Level) Examination at one sitting.
 - and
 - (II) Should have successfully followed and passed a Stenography and Typing Course at the National Youth Services Council, National Apprentice and Industrial Training Authority, Technical College or at a Government Registered Training Institution.

N.B. – It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 27.11.2020 or prior to said date.

06. *Scheme of examination :-*

(a) The examination consists of three (03) question papers

<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01 Language Proficiency	100	40
02 Aptitude	100	40
03 Stenography and Typing	100	*

(* Judicial Service Commission may determine the minimum marks required to pass the subject ‘Stenography and Typing’ taking the number of vacancies into consideration.)

This Examination will be held in Sinhala and Tamil medium. **An applicant may sit for the examination only in one medium as he/she desires.**

Applicant should answer the question papers, “Language Proficiency” and “Aptitude” only in the medium he has applied to sit for the Examination.

Applicant should answer the question paper “Stenography and Typing” only in the English medium. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.

These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.

Syllabus of the Examination :

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Language Proficiency	The question paper may consist of subject related questions designed to test the candidate’s ability of expression, comprehension, spellings, language and essay, drafting letters, making graphs and tables based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.
02	Aptitude	This paper may consist of subject related questions designed to test the candidate’s skill at numbers, power of critical reasoning and general intelligence.
03	Stenography and Typing (English)	Stenography (English) Taking down a passage dictated within 05 minutes at a minimum speed of 80 words per minute, and transcribing the notes at a speed of 08 words per minute. Typing (English) Typing a passage of 600 words at a speed of 30 words per minute.

Note : Illegible handwriting may be penalized.

07. A number of applicants equal to the number of vacancies allocated for said examination may be appointed following descending order, beginning from the highest scorer of marks amongst the applicants who have passed all the subjects of the examination after an interview for verification of qualifications. However, the Judicial Service Commission may determine not to fill a certain number of vacancies.

Results of the Examination. - Results will be issued to the applicants by post by the Secretary, Judicial Service Commission.

08. *Penalty for furnishing false information* .– Any misstatement or suppression of a fact which is considered material will render the applicant liable to disqualification, if such statement or suppression is discovered before the selection and to dismissal or discontinuance if discovered after the selection.

09. *Examination fees*.– The examination fee is Rs.400/= . The receipt obtained by paying said amount to **People's Bank, Dam Street Branch** to the credit of the account of '**Secretary, Judicial Service Commission**' No:297100199025039 should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

10. *Method of applying* :

- (a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 ½" x 12" (A 4) and it should be completed in applicant's own handwriting. Computerized /Typed applications can also be used for this purpose.

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 applicant to make sure that the application form prepared by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

- (b) Application should be prepared in the medium in which the applicant wishes to sit for the examination.
- (c) Applications duly prepared should be sent by registered post to reach the address "Secretary, Judicial Service Commission Secretariat, Colombo 12" on or before 15th January 2021.

The words "**Open Competitive Examination for recruitment to Court Stenographer**

(English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2020" should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received after 15th January 2021 will be rejected.

- (d) Applicant's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner of Oaths, an Attorney at - Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in Staff Grade in the Public Service.
- (e) Applicants who are already in Government service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.
- (f) Applications which have not been duly completed in every respect will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.

11. *Admission to the examination*.– Receipt of applications will not be notified. Admission cards will be issued to the applicants by post. If the admission card is not received it should be brought to the notice of the Judicial Service Commission Secretariat. When informing, the name of the examination applied for, full name of the applicant, address and National Identity Card Number should be mentioned. In case of an applicant outside Colombo, a letter of request consisting of above mentioned details and a fax number for sending a copy of the admission should be faxed to the fax number 011 2 421 206 or 011 2 446 111 Judicial Service Commission Secretariat. Further to that it would be advisable for the candidate to keep the copy of application form, copy of the receipt relevant to payment of examination fee and the postal article of posting of the application to substantiate any information when requested by the Judicial Service Commission Secretariat.

12. *Identity of applicants*.– Applicants will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. Any of the following documents will be accepted for this.

(a) National Identity Card issued by the Department of Registration of Persons

(b) A valid Passport

(c) A valid Driving License

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT OF
COURT STENOGRAPHER (ENGLISH) GRADE III OF THE COURT
MANAGEMENT ASSISTANTS' SERVICE IN THE SCHEDULED PUBLIC
OFFICERS' SERVICE - 2020

13. Sitting for the examination :

(a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.

(b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card relevant to the examination centre attested and present it to the head of the examination hall on the first day they sit for the examination. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.

Note.— The issuance of an admission card to an applicant does not necessarily mean that he/she has the required qualifications to sit for the examination.

14. Any matter not provided for in these rules will be dealt with as determined by the Secretary of the Judicial Service Commission subject to the instructions of the Judicial Service Commission.

15. In the event of any inconsistency or contradiction between the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

By order of the Judicial Service Commission,

H. S. SOMARATNE,
Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
Colombo 12,
24th November 2020.

(For office use only.)

01. Medium

Language medium of examination:

Sinhala - 1 ☐

Tamil - 2 ☐

(Indicate the correct number in the cage)

02. Personal details :

2.1 Name with initials :

Mr/Mrs /Miss

Eg. A.P.K.SIRIWARDANA

(In English block capitals)

2.2 Name in full :

(In English block capitals)

2.3 Name in full :

(In Sinhala / Tamil)

2.4 Personal Address (In Sinhala/Tamil) :

.....

2.5 Residing district :

2.6 Address to which the admission card should be sent (In English block capitals):

.....

2.7 National Identity Card number :

2.8 Date of birth :

Date: Month: Year:

2.9 Age as at 27.11.2020:

Years : Months : Days:

2.10 Sex : Male - 1 Female - 2
(Indicate relevant number in the cage)

2.11 Civil status :
Married - 1 Unmarried – 2 ☐
(Indicate relevant number in the cage)

2.12 Contact number :
Permanent :
Mobile :
Fax:

03. Educational qualifications:

3.1 Particulars of G.C.E (O/L) Examination:

- (1) Year and month of the examination :
(2) Index number :
(3) Results :

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

3.2 Particulars of G.C.E (A/L) Examination:

- (1) Year and month of the examination :
(2) Index number:
(3) Results:

Subject	Grade
1.	
2.	
3.	
4.	
5.	

04. Course followed : (Attach certificate of the course passed) :

05. Other qualifications:

06. Have you ever been convicted for any offence by any Court?
(Indicate the mark (✓) in the relevant box) (if yes, give particulars)

..... Yes No
..... ☐ ☐

07. Particulars of the receipt obtained for the examination fee:

Office to which the payment was made :

Number and date of the receipt :

Amount :

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

08. Applicant'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 bear any consequence 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) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.
- (d) I shall not change any information mentioned herein subsequently.

.....,
Signature of applicant.

Date :

09. Attestation of applicants' 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 applicant has paid the

prescribed examination fee and pasted the receipt on the application.

.....,
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)

Certification of the Head of Department

I hereby recommend that Mr./Mrs./Miss
serving in this has fulfilled educational

qualifications required to apply for Court Stenographer (English) Grade III of the Court Management Assistants' Service **in** the Scheduled Public Officers' Service that he/she could be released from the present post if selected for this post, that he/she is not more than 35 years of age by 27.11.2020, that he/she placed his/her signature in my presence and that I submit his/her application herewith.

.....,
Signature of the Head of Department.
Official Stamp.

Date :

11-444