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

අංක 1,992 – 2016 නොවැම්බර් මස 04 වැනි සිකුරාදා – 2016.11.04

No. 1,992 – FRIDAY, NOVEMBER 04, 2016

(Published by Authority)

### PART I: SECTION (IIA) – GENERAL

(Separate paging is given to each language of every Part in order that it may be filed separately)

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- Note.**— (i) Samata Sarana Sahana Sewa Foundation (Incorporation) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of July 08, 2016.
- (ii) Hand to Stand Foundation (Incorporation) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of July 08, 2016.
- (iii) North Western Association for Restraint of Heart Disease (Incorporation) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of July 22, 2016.

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

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

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 25th November, 2016 should reach Government Press on or before 12.00 noon on 11th November, 2016.

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

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

GANGANI LIYANAGE,  
Government Printer (Acting)

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

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



### 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 Any person 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 other candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Marriages, Births and Deaths in Tamil Medium

##### TRINCOMALEE DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these Posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding educational and other qualifications etc., could be obtained from the notices exhibited in public places such as District Secretariats Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by Registered Post to the address given in the Schedule on or before 05th December, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
12th October, 2016.

##### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Trincomalee	Kuchchavelli	Post of Registrar of Marriages (Tamil) of Kattukulam North Division	District Secretary/ Additional Registrar General, District Secretariat, Trincomalee.

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### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Marriages, Births and Deaths in Tamil Medium

##### TRINCOMALEE DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these Posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding educational and other qualifications etc., could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by Registered Post to the address given in the Schedule on or before 05th December, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
17th October, 2016.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Trincomalee	Kinniya	Post of Registrar of Birth and Deaths (Tamil) of Kurunchankerney Division	District Secretary/ Additional Registrar General, District Secretariat, Trincomalee.

11-185

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Marriages, Births and Deaths

##### BATTICALOA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these Posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding educational and other qualifications etc., could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by Registered Post to the address given in the Schedule on or before 05th December, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
14th October, 2016.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Batticaloa	Koralaipattu, Valaichenai	Post of Registrar of Births and Deaths of Valaichenai Division and Marriages (General) of Eravur Koralaipattu Division (Tamil Medium)	The District Secretary/ The Addl. Registrar General, District Secretariat, Batticaloa.

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### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Marriages, Births and Deaths

##### TRINCOMALEE DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these Posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding educational and other qualifications etc., could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by Registered Post to the address given in the Schedule on or before 05th December, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Trincomalee	Morawewa	Post of Registrar of Birth and Deaths of Morawewa North Division and Marriages (Kandyan and General) of Kattukulam Pattu West Division.	District Secretary/ Additional Registrar General, District Secretariat, Trincomalee.

11-186

### DEPARTMENT OF SPORTS DEVELOPMENT

Assistant Warden or in a Similar Government or affiliated hostel/Institution.

#### Recruitment to Post of Warden (Male/Female)

APPLICATIONS are invited from citizens of Sri Lanka for recruitment to posts of Warden (Male/Female) to fill the existing vacancies in the Department of Sports Development.

1.4 *Physical Qualifications.*— Every candidate should be physically and mentally fit to discharge the duties of the post, in any area of the island.

#### 01. *Educational and Other Qualifications :*

#### 1.5 *Other Qualifications :*

##### 1.1 *Education Qualifications :*

(i) Should be a citizen of Sri Lanka,

1.1.1 Should have passed General Certificate of Education Exam (Ordinary Level) in six (06) subjects with credit passes to Sinhala/Tamil/English language and two other subjects in one sitting.

(ii) Should be of excellent moral character,

(iii) Should satisfy all qualifications required for the post as at 01.07.2016.

1.1.2 Should have passed at least one subject in the General Certificate of Educations Exam (Advanced Level) (Other than the General Common Test)

1.6 Candidates should possess an excellent moral character.

1.2 *Professional Qualifications.*— Professional experience gained in relevant field will be treated as special qualification.

02. *Salary Scale.*— According to Public Administration Circular No. 03/2016 with effect from 01.01.2020 (Rs. 27,140 - 10x300 - 11x350 - 10x495 - 10x660 - Rs. 45,540)

#### 03. *General Conditions :*

1.3 *Experience.*— 02 years' experience as an Assistant Superintendent of a student hostel/

3.1 *Age limit.*— Not less than 18 years and not more than 30 years as at 01.07.2016.

3.2 *Mode of Recruitment :*

## SPECIMEN FORM

## DEPARTMENT OF SPORTS DEVELOPMENT

## APPLICATION FOR POST OF WARDEN (MALE)/WARDEN (FEMALE)

3.2.1 Qualifying persons will be selected through a structured interview by a Board of interview duly established subject to all other conditions laid down in Public Administration Circular No. 15/90 according to this notification.

3.2.2 Conditions of Employment.— This post is permanent and pensionable and subject to policy decisions that may be taken by the government from time to time.

3.2.3 Sections from 10 to 12 of Chapter II of the Establishment Code apply.

3.2.4 Applications prepared according to the specimen format appearing at the end if this notice should be sent to reach Director General, Department of Sports Development, No. 09, Philip Gunawardhane Mawatha, Colombo 07 on or before 22.11.2016.

3.2.5 The top left hand corner of the envelope should bear the legend "Warden (Male)/ Warden (Female) 2016" applications shall be duly perfected in all respects. Delayed applications will be rejected without notifying and complaints regarding loss of applications or related documents in transit will not be entertained. Applicants are advised to send in their applications in time but not on time to avoid any loss or damage that may occur to them receipts of applications will not be acknowledged.

3.2.6 Willful suppression of any fact or information by the candidate or in the event he/she is found to be unqualified during the course of his/her service at any time will result in his/her being dismissed from service.

S. E. R. T. M. S. P. BANDARA,  
Director General,  
Department of Sports Development.

No. 09,  
Philip Gunawardhane Mawatha,  
Colombo 07,  
20th October, 2016.

01. (i) Name with Initials : \_\_\_\_\_.  
(ii) Names denoted by Initials : \_\_\_\_\_.  
02. (i) Private Address : \_\_\_\_\_.  
(ii) Sex : \_\_\_\_\_.  
03. National Identity Card No. : \_\_\_\_\_.  
04. Date of Birth : \_\_\_\_\_.  
Date : \_\_\_\_\_, Month : \_\_\_\_\_, Year : \_\_\_\_\_.  
05. Age as at 01.07.2016 : \_\_\_\_\_.  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.

## 06. (a) Educational Qualifications :

G. C. E. (O/L) Year : \_\_\_\_\_.

Subject	Result
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## 07. Telephone Number :

Fixed : \_\_\_\_\_.

Mobile : \_\_\_\_\_.

## 08. Have you ever been convicted by a Court of Law ?

Yes/No (if "Yes" specify) : \_\_\_\_\_.

## 09. Applicant's Declaration :

I hereby certify that the information provided by me in this application is true and correct to the best of my knowledge.

## 10. I am aware that in the event of any information provided by me in this application is found to be false subsequent to my appointment to this post I am liable to be disqualified and dismissed.

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

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



## Examinations, Results of Examinations & c.

### PUBLIC SERVICE COMMISSION

#### Open/Limited – Competitive Examination for Recruitment to Class III of the Sri Lanka Accountants' Service-2016

IN this notice "Service" means the Sri Lanka Accountants' Service (S.L.Ac.S.)

1. *Date of Examination.*— Examination will be held in February, 2017 in Colombo and in Jaffna by the Commissioner General of Examinations. The Public Service Commission reserves the right to postpone/cancel the Examination.

2. Number of vacancies to be filled through this examination is as follows.

Open - 116

Limited - 82

3. *Method of Recruitment.*— Candidates who have scored 40% of marks or above in each subject at the written examination shall be called for the interview in order of merit of the aggregate marks and the selection for appointment will be made by the Board of Interview appointed by the Public Service Commission on perusal of their qualifications.

3.1 Number of persons to be appointed to the said post and the effective date of appointment to be determined by the order of the Public Service Commission. The Public Service Commission has authority to fill any number of vacancies or all the vacancies.

#### 4. *Qualifications:-*

##### 4.1 Open Competitive Examination :

###### (a) *Educational Qualifications :*

(i) Should possess a Degree in Commerce, Management, Accountancy or Economics from a University recognized by the University Grants Commission ;

or

(ii) Should be a holder of a Higher Diploma in Accountancy or Commerce from the Sri Lanka Technical College or Sri Lanka Institute of Higher Technical Education;

or

(iii) Should have passed the Intermediate or Licentiate or Higher Examination of the

Institute of Chartered Accountants of Sri Lanka or an Institute of Chartered Accountants in any other commonwealth country;

or

(iv) Should have passed the Parts I and II of costs and management Examination or Higher Examination conducted by the Chartered Institute of Management Accountants of the United Kingdom or in any other Commonwealth Country;

or

(v) Should have passed the First Professional Level or Higher Level Examination of the Institute of Certified Accountants of the United Kingdom or any other Commonwealth Country;

or

(vi) Should have passed parts I and II Examination or higher Level Examination of Association of Chartered Certified Accountants of United Kingdom or in any other Commonwealth Country;

or

(vii) Final Examination of the Institute of Chartered Secretaries and Managers of the United Kingdom.

(b) *Physical Fitness.*— All candidates should be physical fit in all aspects to serve in any part of Sri Lanka.

##### (c) *Other qualifications :*

(i) Should be a citizen of Sri Lanka

(ii) Should be of excellent moral character

(iii) No candidate will be permitted to sit for the Open Competitive Examination held for the recruitment to Sri Lanka Accountants' Service more than two occasions.

(iv) A person holding priesthood in any of the religious sects will be ineligible to sit this examination.

(v) A person will be deemed as qualified to sit the Competitive Examination for appointment to the service, if the candidate has fulfilled necessary qualification in Para 4.1 (a) in all respect as at 04th November 2016 (on the date of publication of *Gazette* notification)

- (d) *Age.*— Candidate should not less 22 years and not more than 28 years as at 04<sup>th</sup> November 2016 (on the date of publication of the *Gazette* notification). Accordingly, the candidate shall meet the qualifications only if his/her birthday falls on or before 04<sup>th</sup> November 1994 or on or after 04<sup>th</sup> November 1988.

- (vi) A person will be deemed as qualified to sit the competitive examination for appointment to service, if the candidate has fulfilled necessary qualifications in Para 4.2 (A) in all respects as at 04<sup>th</sup> November, 2016 (on the date of Publication of the *Gazette* notification)

#### 4.2 Limited Competitive Examination :

##### (a) Qualifications for Experience :

- (i) Possession of any of the qualifications set out in Para 4.1 (a) above with not less than 5 years of satisfactory, uninterrupted permanent service in the public service or in the provincial public service on 04<sup>th</sup> November 2016 (The date of publication of the *Gazette* notification calling for applications) having earned a minimum of 5 increments on the due date.

or

- (ii) Possession of not less than 10 years satisfactory period of service in the public service or in the provincial public service in a permanent and pensionable post which carries the salary scale of MN 1- 2006 (A) or above having earned a minimum of 10 increment on the due date.

- (b) *Physical Fitness.*— All candidates must be physically fit all aspects to serve in any part of Sri Lanka.

##### (c) *Other qualifications :-*

- (i) Candidates must be of excellent moral character.
- (ii) Should have earned all the increments on due dates during the immediately preceding five years of the date of gaining eligibility
- (iii) Possession of five years satisfactory service during the immediately preceding five years on 04<sup>th</sup> November, 2016 (on the date of publication of the *Gazette* notification)
- (iv) No person is entitled to sit the Limited Competitive Examination for recruitment to Sri Lanka Accountants' Service more than twice.
- (v) Any person holding priesthood in any of the religious sects will be ineligible to sit this examination

*5. Conditions of Service.*— A selected candidate will be appointed to the Grade III of Sri Lanka Accountants' Service subject to general conditions of governing appointment of the Public Service, conditions prescribed in the minute of the Sri Lanka Accountants Service published in the Extraordinary *Gazette* of Democratic Socialist Republic of Sri Lanka No. 1670/33 dated 10<sup>th</sup> of September, 2010 and the amendments made thereto or to be made hereafter.

- (a) The Post is permanent. You are subjected to the policy decisions taken by the government on the pension entitlement in the future.
- (b) The officers who are appointed shall pass the First Efficiency Bar Examination for the officers of the Sri Lanka Accountant's Services within 03 years from the date of appointment.
- (c) The officers shall prove that they have acquired the proficiency in official language within 5 years in terms of the Public Administration Circular 01/2014 dated 21.01.2014 and circulars incidental thereto.

*6. Structure and Monthly Salary Scales:-* SL 1-2016-Rs. 47,615-10X1,335-8X1,630-17X2,170-Rs. 110,895. (Salaries shall be paid as mentioned in Schedule II in line with the provisions in Public Administration Circular No. 03/2016 dated 25.02.2016)

*7. Examination Fee.*— The fee for the Open Competitive Examination is Rs. 1,000. The Fee for the Limited Competitive Examination is Rs. 1,000. If a candidate applies for both Examinations the total fee is Rs. 1,500. This fee should be paid before closing date of applications at any of the Post/ Sub Post office in the island in order to credit to the Revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt issued from the Post Office should be pasted to the relevant cage in the application form. It is advisable to keep a photocopy of the receipt with the applicants. The fee is nonrefundable. Further, no stamps or vouchers are accepted as the examination fees.

8. *Method of Application:-*

- (a) The applications should be prepared strictly in accordance with the specimen form annexed to this notification; using both sides of a paper size A4 and should be filled by the candidate himself.
- (b) Item No. 01 to 03 of the application should be on the first page. The application should be in the Language in which the candidate is eligible to sit the examination. The name of the examination should be written in English in both Sinhala and Tamil applications. Applications which are not complying to the prescribed specimen application form and incomplete shall be rejected without notice. The loss cause by not completing the application shall be borne by the applicants themselves. It is advisable to keep a copy of the application and the applicant should make sure to prepare the application in line with the specimen form in the notification of examination. Unless, the application may be rejected.
- (c) The applications for the Open Competitive Examination must be sent by Registered Post to reach The Commissioner General of Examinations, Organization and Foreign Examination Branch, P. O. Box 1503 Department of Examinations of Sri Lanka on or before 05<sup>th</sup> December 2016. The envelope containing the application should clearly written “Open Competitive Examination/ Accountants” on the top left hand corner. No application received after that date will be accepted.

**Note.-** Applicants who are already in Public Service/Provincial Public Service/State Corporations should forward their applications through their Head of Departments/Institutions.

- (d) The applications for the Limited Competitive Examination must be forwarded through the Head of Department to reach The Commissioner General of Examinations, Organization and Foreign Examination Branch, P.O. Box 1503, Department of Examinations Sri Lanka on or before 05<sup>th</sup> December 2016. The envelope containing the application should be clearly written “Limited Competitive Examinations/Accountants” on the top left hand corner. No application received after that date will be accepted.

If a candidate is sitting for both examinations the envelope should be written “Open/Limited Competitive Examinations /Accountants.” :

- (a) The post and the working place of the applicants at the time of applying for the examination are related to all matters pertaining to the examination and any change in that respect will not be considered thereafter,
- (b) A press notice to that effect will be published in the newspapers by the Department of Examinations, Sri Lanka as soon as the admission cards are dispatched to the respective candidates. If admission card is not received even after 2 or 3 days of such an 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.* a certified photocopy of the application form and the receipt at your possession, receipt of registration and in case of applicants outside Colombo, letter of request furnishing a fax number to which admission cards should be sent.

9. *Admission to the Examination :-*

- (a) The Commissioner-General of Examinations will issue Admission Cards to every person who has sent a perfected application on the assumption that applications have been sent by those who have completed the qualifications mentioned in the *Gazette*. A candidate presenting himself for the examination must produce his Admission Card with signature certified, to the Supervisor of the Examination Centre. A candidate, who fails to produce his Admission Card, will not be permitted to sit the Examination.
- (b) The candidate must sit the Examination at the Examination Hall assigned to him. Every candidate should hand over their Admission Card of the relevant examination hall to the Supervisor of the Examination Centre on the first day presenting himself for the examination at the hall. A set of rules to be observed by all candidates are published in the *Gazette*.
- (c) The issuance of an Admission Card to a candidate does not necessarily mean that he

or she has the requisite qualifications to sit the examination.

- (d) All candidates are bound to abide by the rules laid down by the Commissioner-General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner-General of Examinations.

10. *Identification of a Candidate.*— A Candidate will be required to prove his identity at the Examination Hall to the satisfaction of the Supervisor of the Examination Centre for each subject he offers. For this purpose one of the following documents will be accepted :

- (a) A National Identity Card issued by the Department of Registration of Persons;
- (b) A valid passport issued by the Department of Immigration and Emigration.

No office Identity Card will be accepted.

11. *Furnishing False Information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by candidate is found incorrect and has been done so within the knowledge of him or if he has willfully suppressed a material fact, he will be liable to dismissal from the Public Service.

12. Any matter not provided in these regulations will be dealt with as determined by the Public Service Commission.

13. *Scheme of Examination:-*

- (i) Language of Examination:

- (a) The Examination will be held in Sinhala, Tamil and English.
- (b) A candidate can sit for the examination in the language he/she passed the examination from which he/she became qualified or in official language.
- (c) If any candidate has passed the subjects of the examination from which he/she became qualified, in two or more languages, he/she shall sit for the examination in the language he/she passed most of the subjects.
- (d) If any candidate who holds a special degree in which he/she passed the main subject in one

language and additional subject in another language, shall sit for the examination in the language he/she passed the main subject.

**Note :-**

- (i) “examination from which he/she became qualified” mentioned in (a), (b) and (c) means the examinations indicated in para. 4.1 (a)
- (ii) A candidate must sit all the papers of examination in one and the same language.
- (iii) A candidate will not be permitted to change the medium of the examination given in his application.

14. *Method of Testing :-*

- (a) A written examination consisting of the following subjects : All the question papers consist compulsory questions and the Candidates should answer all the questions :
- (i) Financial Accounting Paper I  
- 3 hours – 100 marks
- (ii) Financial Accounting Paper II  
- 3 hours – 100 marks
- (iii) Cost and Management Accounting  
- 3 hours – 100 marks
- (iv) Auditing and Investigations  
- 3 hours – 100 marks
- (v) General Intelligence and Comprehension  
- 3 hours – 100 marks
- (vi) Public Finance Management  
- 3 hours – 100 marks

Syllabus is given in at the end of this notice.

- (b) *Interview.*— Only candidates who secured a minimum of 40% marks in each subject at the written examination will be summoned for the interview. The number of candidates to be called for the interview will be determined by the Public Service Commission in order of merit of the marks obtained by the candidates at the written examination and according to the number of existing vacancies as the case may be. Results of the written examination will be sent to all candidates by the Commissioner General of Department of Examination on instructions of the Public Service Commission.

15. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

16. *Method of Selection for Appointment.*— Candidates who have scored higher marks in Order of the merit at the Open and Limited Examinations and duly filled basic qualifications at the interview will be selected. Marks will not be given for interview. In the event of candidate having tied for a place, the final decision on the selection for such a place will be made by the Public Service Commission.

By order of the Public Service Commission,

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

Ministry of Public Administration and Management,  
Colombo 07,  
26th October, 2016.

# PUBLIC SERVICE COMMISSION

OPEN/LIMITED COMPETITIVE EXAMINATION FOR  
RECRUITMENT TO GRADE III OF THE SRI LANKA  
ACCOUNTANTS' SERVICE – 2016

Index No. : (For official use only)	
Town in which the applicant sits for the examination	Town No.
Indicate the Town Number in which the applicant sit for the examination and the number of the same. (Colombo 1, Jaffna 2)	
Medium of the Examination : Sinhala 2, Tamil 3, English 4 (Please write relevant number in the cage) Changing of given medium is not permitted	<input type="text"/>
Indicate whether the candidate applies for Open/Limited Examination or Both Limited - 1 Open - 2 Both - 3 (Please write relevant number in the cage)	<input type="text"/>
* It is not allowed to change the examination applied for, at a later occasion	

1.0 Name:

1.1. Full Name (In English Block Letters) :\_\_\_\_\_.  
(Ex. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with initials at the end (In English Block Capitals) :\_\_\_\_\_.  
(Ex.: GUNAWARDHANA, H.M.S.K.)

1.3 Full Name:\_\_\_\_\_.  
(In Sinhala/Tamil)

1.4 National Identity Card No. :

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2.0 Permanent Address :\_\_\_\_\_.

(In capital letters)

2.1 Permanent Address :\_\_\_\_\_.  
(In Sinhala/Tamil)

2.2 Official address :\_\_\_\_\_.  
(In English capital letters)

2.3 Official address :\_\_\_\_\_.  
(In Sinhala/Tamil)

2.4 Address to which the Admission Card should be sent:(In English Capital Letters) :\_\_\_\_\_.  
(Officer in Public Service/Provincial Public Service/Corporations should mention his official address and any subsequent change should be notified immediately.)

3.0 3.1 Sex :

Female - 1, Male - 2  
(Please write relevant number)

3.2 Marital Status:

Married -1 Single - 2  
(Please write relevant number)

3.3 Date of Birth :

Year  Month  Date

3.4 Age as at 04<sup>th</sup> November 2016 :

Years:  Months:  Days:

4.0 (To be filled by candidates for the Open Competitive Examination) Please State.

4.1 The qualification obtained to be eligible to sit this Examination under Para 4.1 :\_\_\_\_\_.

4.2 The Institutions from which such qualification has been obtained :\_\_\_\_\_.

5.0 (To be filled by candidates for the Limited Competitive Examination) Please State.

5.1 The qualification obtained to be eligible to sit this Examination under Para 4.2 :\_\_\_\_\_.

5.2 The Institutions from which such qualification has been obtained :\_\_\_\_\_.

(a)

Department	Post	From	To	Period

(b) (i) Service/Post :\_\_\_\_\_.

(ii) Class : From \_\_\_\_\_ to \_\_\_\_\_

(iii) Class : From \_\_\_\_\_ to \_\_\_\_\_

(iv) Total Service period under the Government as at 04<sup>th</sup> November 2016.(On the date of publication of *Gazette* Notification) :

Years :\_\_\_\_\_. Months :\_\_\_\_\_.

(a) Service in ii above :

Years :\_\_\_\_\_. Months :\_\_\_\_\_.

(b) Service in iii above :

Years :\_\_\_\_\_. Months :\_\_\_\_\_.

(v) Annual Salary as at 04<sup>th</sup> November 2016 (on the date of publication of *Gazette* Notification)

6.0 6.1 The years in which you have sat the Limited Competitive Examination for recruitment to the Sri Lanka Accountants' Service.

Years:

1. ....

2. ....

3. ....

6.2 The years in which you have sat the Open Competitive Examination for recruitment to the Sri Lanka Accountants' Service.

Years:

1. ....

2. ....

3. ....

7.0 The cash receipt should be pasted to the application firmly :

To affix the receipt of the examination fees  
(Keep a photocopy of the receipt)

(i) Amount Paid : .Rs. :\_\_\_\_\_.

(ii) Place of amount paid :\_\_\_\_\_.

(iii) Receipt No. :\_\_\_\_\_.

(iv) Date of payment :\_\_\_\_\_.

8.0 Certificate by Candidate :

8.1 I declare that to the best of my knowledge and belief, the information given in this form is true and that I have affixed receipt No..... dated ..... being payment of the Examination Fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to during or after the examination if it is found that I am ineligible according to the regulations of the examination. Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations with regard to issuance of the results.

8.2 I declare that during the five years preceding 04<sup>th</sup> November 2016 (on the date of publication of *Gazette* Notification) I have earned all the increment (excluding those conditional to passing service or departmental examination) and that I have not been subject to any form of disciplinary punishment (excluding warning) for any offence committed during the immediate proceeding five years.

\_\_\_\_\_,  
Signature of Candidate.

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

9.0 9.1 Certificate of the Head of Department:(To be filled by candidates for the Open Competitive Examination only where relevant and by all Candidates for the Limited Competitive Examination) the Head of Institution in which the applicant personal file is been maintained, should sign as the Head of the Institution.

I hereby certify that the candidate named .....has been serving in this office since ..... and his/her work and conduct has been satisfactory and I have checked all the particulars mentioned in Para 6 above with the records available in the office and found that they are correct and He/ She has paid the prescribed examination fee and affixed the relevant receipt herein and that she/he has signed in my presence on ..... 2016.

\_\_\_\_\_,  
Signature of the Head of the Department.

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

Attester's Full Name :\_\_\_\_\_.

Post :\_\_\_\_\_.

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

(Should be supported by a Rubber Stamp)

9.2 Attestation (To be filled by candidates for the Open Competitive Examination only where relevant.)

I do hereby certify that Mr./Mrs./Miss ..... who forwards this application is known to me personally and placed his/her signature in my presence on this .....day of ..... and that he/she has paid the relevant examination fee and affixed the receipt obtained thus.

\_\_\_\_\_,  
Signature of the Attester and Seal.

Attester's Full Name : \_\_\_\_\_.

Post : \_\_\_\_\_.

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

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

**Note :** The signature of the applicant should be attested in the application and also in the admission card. An applicant who is forwarding the application through any institution should get his/her signature attested by the Head of the Institution or by any other officer authorized by him and other applicants should get their signature attested by a Head of a Government School, Grama Nladhari of the relevant division, a Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public or Government Servant drawing an annual consolidated salary not less than Rs. 240,360.

### Appendix I

Particulars regarding Open/Limited Competitive Examinations conducted for appointment to the Sri Lanka Accountants Service.

The examination will consist of the following examination papers.

No.	Subjects	Maximum Marks	Pass Marks	Time
1	Financial Accountancy -I	100	40	03 hours
2	Financial Accountancy -II	100	40	03 hours
3	Cost and Management Accountancy	100	40	03 hours
4	Auditing and Investigation	100	40	03 hours
5	General Intelligence and Comprehension	100	40	03 hours
6	Public Financial Management	100	40	03 hours

#### Syllabus:

##### Subject No. 01 and 02 - Financial Accountancy I and II

Purpose of Financial Accountancy and users of accounts and information required by them.

Accounting Principles:

Accounting Equation, Double Entry Book keeping and Accounting Systems, Prime Entry Books and Ledgers. Trial balance, Accumulated pre-payments and Adjustments, Capital Expenditure and income, Depreciations, Suspense Accounts, Correction of Errors, Control Accounts, Reconciliation Statements, Incomplete records.

Final Accounts :

Manufacturing Accounts, Trading Profit and Loss Accounts, Balance Sheet, Fund Flow Statement and Appropriation Account.

Accounting for Partnerships:

Partnership Agreements, Book keeping for partnerships, Fixed Capital Accounts, Current Accounts, Accounting for debts, Drawing Accounts, Preparation of Final Accounts for Partnerships, Changes in the composition of a Partnership, Treatment of goodwill and action on other assets and liabilities in admission of partners and dissolution of partnerships, Joint ventures.

### Accounting for Limited liability Companies:

Nature of Limited liability Companies, Public listed Companies and Share market/share and loan capital, Distributable profits, Final Accounts for internal and external use, Defining Statements of Accounts, Interpretation of financial statements, Accounting ratios.

### Accounting for Specialized Transactions:

Societies and associations, consignments, Branches, hire purchase and credit sale, Leasing, investments, bill of exchange, long-term contracts, royalties, container accounts, foreign currency transactions.

### Application of Computers for accounting:

Types of Computer/Hardware and software, Computer Operating Software, Electronic Spreadsheets, Computer based Accounting.

### **Subject No. 03 – Cost and Management Accounting**

Cost Accounting, Financial Accounting and Management Accounting, Purpose of Cost accounting. Accounting as a management aid.

#### Material Cost:

Purchasing procedures, Store Routines, Methods of valuing material issues, Incentive allowances, and bonuses.

#### Labour Cost:

Time keeping, time allocations, methods of remuneration, payment of incentive allowances and bonuses, Accounting for salaries and wages.

#### Overhead Costs:

Allocation and apportionment of costs, Absorption methods, Overhead administration & distribution, Selling and Distributions.

#### Integrated and non-integrated Accounts.

Cost control account, reconciliation of costs and financial accounts, integral accounts.

#### Methods of Costing:

Contract Costing, Job Costing, Departmental Costing, Batch Costing, Process Costing, Unit Costing, Services Costing, unrealized profits under different methods of costing.

#### Marginal Costing:

Contributions/Sales, break-even charts, application of marginal costing, accounting entries in marginal costing.

### Standard Costing:

Standard Costs, actual Costs, basic variances, accounting procedures.

### Budgetary Control:

Functional budgets, master budgets, flexible budgetary control, continuous budgeting, Operation of budgetary control.

### **Subject No. 4. Auditing and Investigation**

The nature and objectives of auditing - The role of the Auditor

Internal audit, external audit, statutory – in relation to the Government Departments, Ministries and Corporations Under the Constitution of Sri Lanka and Finance Act, No. 38 of 1971 relating to Non-statutory-under companies Act, No. 17 of 1982 – Auditing Standards, Auditing Opinions, Auditing concepts, Independence and other personal qualities of Auditor, Evidence, Truthfulness and Fairness, Materialism, Audit Risk, Auditors Responsibilities, Responsibilities of person subjected to Auditing.

#### Scope and Limitations

Determining the Scope, Assumptions and limitations, Role of Auditing standards and Guidelines.

The role of engagement letters, Management letters and representation letters, Basic auditing methods and Evaluation of internal control procedures.

#### Quantity Charts, Questionnaires

#### Audit Planning and Control

Audit Planning, timing, interim and final audits, assignment of responsibilities for functions, Audit Control, Recording the work done including the use of internal control, prepared questionnaires and forms for evaluation of internal control.

Values, Concepts and Characteristics for financial auditing.

Its relevance to the Public Sector, Analytical auditing.

Auditing of Computerized Accounting Systems – Auditing Limited Companies

Statutory books, powers and duties of Directors, Divisional profits, Appointment of auditors, wages and



removals. Action to be taken before accepting new Auditors, Powers and duties of Auditors.

Nature and extent of inspections.

Compliance inspections, independent inspections, Sample techniques, Balance sheet verifications, Verification of income and expenditure accounts.

Professional responsibilities of Auditors and Accountants

Professional conduct and ethics legal rights and responsibilities, Legal responsibility of Accountant and Auditor and Law relating to the subject of knowledge on incidents.

Investigations:

Planning the scope of investigations, Techniques and procedures to be used, Examples of intention for conducting investigations, Feasibility studies Evaluation of business institutions for the purchase, Sale, Credit rating etc., Accountant's and Auditor's reports for prospectus, Reporting activities, fraud investigations, Project evaluations.

Reporting Functions

Reporting to the management about the weaknesses in the internal control systems, special reporting functions relating to Government and corporation audits, Reports for the prospectus, Reports on investigations.

## **Subject No. 5 – General Intelligence and Comprehension**

Part 'A'

Questions will be asked from candidates based on a passage given in the comprehension question paper. Another passage is given and the candidates have to summarize it to one third of the original number of words giving its prime meaning.

## **Subject No. 4 - Public Financial Management**

Legal framework of Public Finance

The Consolidated Fund, Special Law Expenditure, Contingencies Fund, Public Debt. Foreign aid, Fiscal Measures.

The Role of the Parliament, The Minister of Finance, The Treasury, The Auditor General, Public Accounts Committee, Committee on Public Enterprises, The Chief

Accounting Officer, Department of national Planning Monetary Board.

The Annual Appropriation Bill.

Budgetary System and Procedures, Annual estimates of Revenue and Expenditure.

Budget Implementation

Organizational Structure for the implementation of the budget, Revenue collection procedures, Imprest for making payments, Supervision of financial operations, Delegation of functions, Virement procedure, supplementary estimates, Budgetary control, Procurement Procedure.

Government Accounting Systems and Procedures

Custody, security and control of government properties, Accounting for revenue and other receipts, Accounting for foreign aid, Accounting for losses, waivers and write-offs.

Review

Flash reports summary of monthly accounts, Review of financial and physical performance, the annual appropriation account, The Auditor General's report on the island's accounts, the report of the Public Accounts Committee, The report of the Committee on Public Enterprises.

**Note:-**

- (i) Term a qualifying examination in (b) and (c) above refers to any of the examination referred to in para 4.
- (ii) A candidate must sit all the papers of examination on one and the same language
- (iii) A candidate will not be permitted to change the medium of the examination given in his application.
  - (a) A candidate should sit the examination in the language in which he passed the qualifying examination or in the official language
  - (b) A candidate who has passed subjects at the qualifying examination on more than on language should sit the examination in the language on which he passed the majority of subjects at such examination or in the official language.
  - (c) A candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language should sit the examination in which he passed the principal subject or in the official language.

**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE  
“GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA”  
EFFECTIVE AS FROM JANUARY 01st, 2013**

**All the Gazettes could be downloaded from the [www.documents.gov.lk](http://www.documents.gov.lk)  
(Issued every Friday)**

1. All Notices and Advertisements are published at the risk of the Advertisers.
2. All Notices and Advertisements by Private Advertisers may be handed in or sent directly by post together with full payments to the **Government Printer, Department of Government Printing, Colombo 8.**
3. The office hours are from 8.30 a.m. to 4.15 p.m.
4. Cash transactions will be from 9.00 a.m. to 3.00 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements sent directly by post should be accompanied by Money Order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements. Post Office - Borella will be the paying office for Money Orders.
6. To avoid errors and delay “copy” should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale of charges for Notices and Advertisements is as follows from January 01st, 2013 :-**

Rs.	cts.
One inch or less	137 0
Every addition inch or fraction thereof	137 0
One column or 1/2 page of <i>Gazette</i>	1,300 0
Two columns or one page of <i>Gazette</i>	2,600 0

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

11. The “**Gazette of the Democratic Socialist Republic of Sri Lanka**” is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.
12. All Notices and Advertisements should reach the **Government Printer, Department of Government Printing, Colombo 8**, as shown in Schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.
13. All communications regarding non-receipt, change of address and of the *Gazette* of the Democratic Socialist Republic of Sri Lanka should be addressed to the Government Printer, Department of Government Printing, Colombo 08.
14. **REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 2013 :**

**\*Annual Subscription Rates and Postage**

	Price Rs. cts.	Postage Rs. cts.
Part I :		
Section I	4,160 0	9,340 0
Section II (Advertising, Vacancies, Tenders, Examinations, etc.)	580 0	
Section III (Patent & Trade Mark Notices etc.)	405 0	750 0
Part I (Whole of 3 Sections together)	890 0	2,500 0
Part II (Judicial)	860 0	450 0
Part III (Lands)	260 0	275 0
Part IV (Notices of Provincial Councils and Local Government)	2,080 0	4,360 0
Part V (Stage carriage permits and Book List)	1,300 0	3,640 0
Part VI (List of Jurors and Assessors)	780 0	1,250 0
Extraordinary Gazette	5,145 0	5,520 0

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

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

	Price Rs. cts.	Postage Rs. cts.
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Section II	25 0	60 0
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Part I (Whole of 3 Sections together)	80 0	120 0
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Part III	12 0	60 0
Part IV (Notices of Provincial Councils and Local Government)	23 0	60 0
Part V	123 0	60 0
Part VI	87 0	60 0

**\*All single copies could be obtained from Government Publications Bureau, No. 163, Kirulapone Mawatha, Polhengoda, Colombo 05.**

### IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

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

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

**The Government Printer does not accept payments of subscription for the Government *Gazette*.**

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

#### THE SCHEDULE

<i>Month</i>	<i>Date of Publication</i>	<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>
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#### 2016

<b>NOVEMBER</b>	04.11.2016	Friday	—	21.10.2016	Friday	12 noon
	11.11.2016	Friday	—	28.10.2016	Friday	12 noon
	18.11.2016	Friday	—	04.11.2016	Friday	12 noon
	25.11.2016	Friday	—	11.11.2016	Friday	12 noon
<b>DECEMBER</b>	02.12.2016	Friday	—	18.11.2016	Friday	12 noon
	09.12.2016	Friday	—	25.11.2016	Friday	12 noon
	16.12.2016	Friday	—	02.12.2016	Friday	12 noon
	23.12.2016	Friday	—	09.12.2016	Friday	12 noon
	30.12.2016	Friday	—	16.12.2016	Friday	12 noon

#### 2017

<b>JANUARY</b>	06.01.2017	Friday	—	23.12.2016	Friday	12 noon
	13.01.2017	Friday	—	30.12.2016	Friday	12 noon
	20.01.2017	Friday	—	06.01.2017	Friday	12 noon
	27.01.2017	Friday	—	13.01.2017	Friday	12 noon

**GANGANI LIYANAGE,**  
Government Printer. (*Acting*)

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