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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,825 - 2013 අගෝස්තු 23 වැනි සිකුරාදා - 2013.08.23
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PART I : SECTION (IIA) — ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 13th September, 2013 should reach Government Press on or before 12.00 noon on 30th August, 2013.

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.”

P. H. L. V. DE SILVA,
Acting Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2013.

This Gazette can be downloaded from 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 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.

Department of Examinations,
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

NUWARA ELIYA 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 23rd September, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
07th August, 2013.

THE 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>
Nuwara Eliya	Ambagamuwa	Post of Medical Registrar of Birth and Deaths of Hatton Dickoya Town Division	District Secretary/Additional Registrar General, District Secretariat, Nuwara Eliya.

08-782

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

KALUTARA 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 23rd September, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
06th August, 2013.

THE 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>
Kalutara	Horana	Post of Registrar of Marriages (General) in Raigama Korale Division and Birth and Deaths of Munagama Division.	District Secretary/Additional Registrar General, District Secretariat, Kalutara.

08-742

MINISTRY OF INDIGENOUS MEDICINE

Inviting Applications from the Officers of Sri Lanka Ayurvedic Medical Service to be Promoted into Supra Grade

APPLICATIONS are invited from the officers of Sri Lanka Ayurvedic Service, who serve in Central Government/Provincial Council/Local Government Institutions and have fulfilled the following qualifications stipulated in the Service Minute of the Sri Lanka Ayurvedic Medical Service and to be promoted into Supra Grade.

1. (a) Ayurvedic Medical Officer Category of the Department of Ayurveda :

(i) Completion of a satisfactory service period of eight years (08) in Grade II of the Ayurvedic Medical Officer category of the Department of Ayurveda ; and

(ii) A "Post Graduate Diploma" or a higher educational qualification obtained from a recognized university or a Post Graduate Institute as stipulated in Appendix

II of the Service Minute of the Ayurvedic Medical Service.

(b) Medical Officer (Research) Category of the Ayurveda Research Institute :

(i) Not less than eight (08) years of service in Grade II of the Medical Officer (Research) category of the Ayurveda Research Institute ; and

(ii) A Masters Degree obtained from a recognized university or a Government accepted Post Graduate Institute as stipulated in Appendix III of the Service Minute of the Sri Lanka Ayurvedic Medical Service ; or

(iii) Not less than eight (08) years of satisfactory service in Grade II of Medical Officer (Research) category of the Ayurveda Research Institute ; and

(iv) A "Masters Degree" obtained from a recognized university or a Government accepted Post Graduate Institute as stipulated in Appendix III of the Service Minute of the Sri Lanka Ayurveda Medical Service ; or

- (v) Not less than fifteen (15) years of satisfactory service as a Medical Officer in Government or Provincial Government Service ; or not less than fifteen (15) years of satisfactory service as a Medical Officer in Government and Provincial Government Service ; and
- (vi) A "Masters Degree" obtained from a recognized university or Government accepted Post Graduate Institute as stipulated in Appendix III of the Service Minute of the Sri Lanka Ayurvedic Medical Service ; and
- (vii) Being an exceptionally experienced Medical Officer regarding Ayurvedic researches.
- (c) Medical Officer (Education) Category of the National Institute of Traditional Medicine :
- (i) Grade I officer of the Medical Officer (Education) category in the National Institute of Traditional Medicine ; and
- (ii) A "Masters Degree" obtained as stipulated in Appendix III of the Service Minute of the Sri Lanka Ayurvedic Medical Service ; or
- (iii) Not less than eight (08) years of satisfactory service in Grade II of Medical Officer (Education) category of the National Institute of Traditional Medicine ; or
- (iv) Not less than fifteen (15) years of satisfactory service as a Medical Officer in Government or Provincial Government Service ; or not less than fifteen (15) years of satisfactory service as a Medical Officer in Government and Provincial Government Service ; and
- (v) A "Masters Degree" obtained from a recognized university or Government accepted Post Graduate Institute as stipulated in Appendix III of the Service Minute of the Sri Lanka Ayurvedic Medical Service ; and
- (vi) Being a Medical Officer with satisfactory experience in teaching.

2. Approved Cadre

	No.
Deputy Director (Technical)	01
Ministry of Indigenous Medicine	
Assistant Commissioner (Technical)	01
Department of Ayurveda	
Provincial Commissioner of Ayurveda	
(Provincial Council)	09
Director (Teaching Hospitals)	03
Director (Provincial Hospitals)	09
Deputy Director (Teaching Hospitals)	03
	26

Since promotions are being made once in every six months to fill the vacancies in the Supra Grade from 01.01.1996 (Eg.- 01.01.1996, 01.07.1996 etc.), the Medical Officers who have fulfilled the above qualifications by the said dates can apply for this.

Medical Officers who have fulfilled the above qualifications at the retirement also could apply.

3. Applicants who satisfy the requirements as stipulated above could forward their applications prepared according to the specimen given (application could be obtained from www.ayurveda.gov.lk) through the Head of the Institution while the retired Ayurvedic Medical Officers could personally submit their applications to reach the Commissioner of Ayurveda, Department of Ayurveda, Navinna, Maharagama on or before 21.09.2013. "Applications for promoting the Officers of the Sri Lanka Ayurvedic Medical Service in to Supra Grade" should be indicated on top left hand corner of the envelope.

4. As per Public Administration Circular No. 06/2006, the initial salary step of a post in Supra Grade is the 20th salary step relevant to SL-1-2006 salary scale (Rs. 22,935 -10x645 -8x790 -17x1,050 - Rs. 53,555).

5. Marking criteria relevant to the interview of promoting into the Supra Grade of the Sri Lanka Ayurvedic Medical Service will be as follows :

1. Seniority (Maximum 50 marks)

03 marks for each year served in Grade II of the Ayurvedic Medical Service and 05 marks for each year served in Grade I apart from the eight (08) years of satisfactory service in Grade II of the Ayurvedic Medical Service.

2. Educational Qualifications : (Maximum 20 marks)

For post graduate qualifications obtained from a recognized local/foreign university or a Government accepted Local/Foreign Post Graduate Institution on a subject stipulated in Appendix III of the Service Minute of the Ayurvedic Medical Service.

- | | |
|-------------------------------------|------------|
| (a) Master in Science (MSc.) | - 05 marks |
| (b) Doctor of Medicine (MD) | - 10 marks |
| (c) Master of Philosophy (M. Phil.) | - 12 marks |
| (d) Doctor of Philosophy (Ph. D.) | - 15 marks |

(If only a Masters Degree has been obtained without a Post Graduate Diploma, it should be considered as the minimum qualification.)

3. Efficiency (Maximum 20 marks)

- | | |
|---|------------|
| (a) These published for the welfare of the field of Ayurveda Medicine and accepted by the Ayurvedic Medical Council | - 10 marks |
| (b) Reports/books published in relation to the field | - 05 marks |

4. Experience (Maximum 10 marks)

02 marks for each year for the experience in relation to hospital administration.

(Total marks 100)

By order of the Public Service Commission,

LALITH KANNANGARA,
Secretary,
Ministry of Indigenous Medicine.

Colombo 08.
07th August, 2013.

Institution	Name of the Course	Duration	Date completed (including the period of training)

9. In which subject stream the Post Graduate/Post Graduate Diploma obtained is included as per Appendix II/III of the Service Minute of the Sri Lanka Ayurvedic Medical Service : _____.

I hereby certify that the above particulars furnished by me are true and accurate.

_____,
Signature.

SPECIMEN APPLICATION

APPLICATION FOR PROMOTION INTO THE SUPRA GRADE OF THE
SRI LANKA AYURVEDIC MEDICAL SERVICE

- Name with initials : _____.
- Full name : _____.
- Date of birth : _____.
- National Identity Card No. : _____.
- Telephone No. : _____.
- Address of the place of work : _____.
- (a) Date of first appointment : _____.
(b) Present Grade : _____.
(c) Date appointed to Grade II : _____.
(d) Period of Service in Grade II (years) : _____.
(e) Date appointed to Grade I : _____.
(f) Period of service in Grade I (years) : _____.
- Post graduate qualifications obtained :
(As per Service Minute of the Sri Lanka ayurvedic Medical Services)

Date : _____.

Recommendation of the Head of the Institution :

Application submitted by Mr./Mrs./Miss for promotion in to Supra Grade of the Sri Lanka Ayurvedic Medical Service is forwarded herewith and I certify that the particulars mentioned therein are accurate and disciplinary action has been taken*/has not been taken against the officer within 05 immediate years.

_____,
Signature and Official stamp of the
Head of the Institution.

Date : _____.

*Any disciplinary action taken should be mentioned.

(Further be informed that applications not duly perfected will not be submitted to the interview board).

08-775

PUBLIC SERVICE COMMISSION

Recruitment to the Posts of Superintendent of Translations (Sinhala/English), (Tamil/English) and (Sinhala/Tamil) to the Department of Official Languages - 2013

APPLICATIONS are invited by the Department of Official Languages from the citizens of Sri Lanka who are eligible to be recruited to the following posts.

- Superintendent of Translations (Sinhala/English) - 1 post
- Superintendent of Translations (Tamil/English) - 1 post
- Superintendent of Translations (Sinhala/Tamil) - 1 post

02. Selection will be made on the results of a structured interview conducted by a Board of Interview approved by the Public Service Commission.

03. Monthly Salary Scale - Rs. 20,030 - 365 x 11 - 500 x 18- 33,045
Initial Salary : Rs. 22,200

04. This post is permanent and pensionable.

05. *Qualifications.* - The following qualifications are applicable for the recruitment to the posts of Superintendent of Translations (Sinhala/English), (Tamil/English) and (Sinhala/Tamil).

5.1 *Educational Qualifications :*

Superintendent of Translations (Sinhala/English) :

Having obtained a degree with Sinhala language as a subject from a University recognized by the University Grants Commission ; or

Having obtained a degree in translations from a university recognized by the University Grants Commission ; and

Having Obtained a Distinction pass for English language in the G. C. E. (Ordinary Level) Examination or having obtained an ordinary pass for English Language in the G. C. E. (Advanced Level) Examination.

Superintendent of Translations (Tamil/English) :

Having obtained a degree with Tamil Language as a subject from a University recognized by the University Grants Commission ; or

Having obtained a degree in translation from a University recognized by the University Grants Commission ; and

Having obtained a Distinction pass for English Language in the G. C. E. (Ordinary Level) Examination or having obtained an ordinary pass for the English Language in the G. C. E. (Advanced Level) Examination.

Superintendent of Translations (Sinhala/Tamil) :

Having obtained a degree with Sinhala Language or Tamil Language as a subject from a University recognized by the University Grants Commission ; or

Having obtained a degree in translation from a University recognized by the University Grants Commission ; and

For Tamil medium applicants :

Having obtained a Distinction pass for Sinhala Language in the G. C. E. (Ordinary Level) Examination or having obtained an ordinary pass for the Sinhala Language in the G. C. E. (Advanced Level) Examination.

For Sinhala medium applicants :

Having obtained a Distinction pass for Tamil Language in the G. C. E. (Ordinary Level) or having obtained an ordinary pass for the Tamil Language in the G. C. E. (Advanced Level) Examination.

5.2 *Experience :*

- (i) Applicant should have completed an active and satisfactory service of six years in the capacity of a Translator in Class I or Special Grade of the Combined Service ; or
- (ii) Applicant should have completed an active and satisfactory service of 05 years in the capacity of a Translator in the Department of Official Languages ; or
- (iii) Applicant should have completed an active and satisfactory service of 10 years in the capacity of a Translator Assistant in the Department of Official Languages.

5.3 *Physical Qualifications :*

Every applicant should be mentally and physically fit enough to perform duties in the post and to serve in any part of Sri Lanka.

5.4 *Others :*

All qualifications required for the recruitment to the post should have been completed in all respects as at the date stipulated in the notification/*Gazette* calling applications.

06. *Method of Recruitment.*— Recruitment will be made on the results of a structured interview.

<i>Major fields of assessment</i>	<i>Maximum Marks</i>
1. Additional Educational Qualifications	25
2. Professional Qualifications that have been achieved in relation to the post	35
3. Additional Experience that has been achieved within the field related to the post	35
4. Skill assessed at the interview	05
Total	<u>100</u>

6.1 Vacancies will be filled among applicants who have obtained highest marks on the basis of merit obtained at the structured interview.

1. Additional Educational Qualifications (Maximum Marks 25)	(i) Studying both languages as subjects for the Degree - 10 marks (ii) Post graduate Qualifications : (a) At least a master level qualifications with a thesis by research relevant to the language applied for - 15 marks, or (b) At least a master level qualification without a thesis by research relevant to the languages applied for - 10 Marks, or (c) Any other postgraduate qualification - 05 marks.
2. Professional Qualifications relevant to the post (Maximum Marks 35)	(i) Having completed at least one year Postgraduate Diploma Course on translations - 20 Marks, or Having completed at least one year Diploma Course on translations - 10 Marks, or Having completed any other course on translations - 05 Marks, (ii) Having a Diploma Qualifications for one language out of two languages applied for, without studying that as subject for the Degree - Maximum 05 marks (iii) A qualification which confirm the proficiency of source languages or the two languages applied for (02 for each language) - 06 Marks. (iv) Knowledge of languages not included among the two languages applied for or their source languages (02 for each language) - Maximum 04 marks.
3. Additional experience gained relevant to the post (Maximum Marks 35)	(i) Experience in Translation works of government service in addition to the compulsory experience required relevant to the post - 01 mark for each additional years- Maximum 10 marks. (ii) Having worked as a Translation supervisor - Maximum 04 marks. (iii) Having worked as a Trainer of Translations - Maximum 03 marks. (iv) One mark for each Translations or a Transliteration of books with a standard acceptable to the interview board - Maximum 03 marks. (v) A presentation in confirmation of the ability to work as a Superintendent of Translations - 15 Marks

4. Competency shown at the interview (Maximum 05 Marks)	(Way of solving issues on Translation, theoretical knowledge in Translation, access and entries to translation, language interpretation collection of technical terms and glossary compilation, contribution to large Translation Projects and coordination, leading and advising Translators according to categories and types of translations will be considered. A high calibre of text processing in respect of computer technology usage for Translation work supervision and coordination and translations (MS Word, Excel etc. and also knowledge and experience in Computer related translation software such as Trados, Omegat, and Wordfast will be considered.
	Attention will be paid to the facts such as leadership personality and the way of presenting - 05 marks.

07. Applications should be completed carefully with accurate information. If a candidate is found to be disqualified as per the rules and regulations of the recruitment examination, his/her candidature can be cancelled before, during or after the interview or in any instance thereafter. If any information furnished by the applicant is found to be false in any instance, he or she is liable to be dismissed from the Public Service.

08. Applications should be prepared in the papers of A4 size (24cm. x 29 cm)

(a) Para Nos. 01 to 3.4 should be included in the first page

(b) Para Nos. 4.0 onwards should be included in the other pages

(c) In the preparation of applications, the title on the top of the application filled by Sinhala Medium applicants should be mentioned in English language in addition to Sinhala Language and the title on the top of the application filled by Tamil medium applicants should be mentioned in English Language in addition to Tamil Language.

8.1 The heading 'Recruitment to the Posts of Superintendents of Translations (Sinhala/English), (Tamil/English) and (Sinhala/Tamil) - 2013" should be mentioned at the top left hand corner of the envelope enclosing the application.

8.2 Perfected application forms should be sent by registered post to the following address on or before - 23.09.2013.

Commissioner of Official Languages,
Department of Official Languages,
No. 341/7" "Bhasha Mandiraya"
Kotte Road,
Rajagiriya.

09. The Commissioner of the Official Languages shall determine any matter that has not been mentioned in this notification. All applicants should abide by general rules and regulations laid down in this *Gazette* notification.

By order of the Public Service Commission,

M. S. WICKRAMASINGHE,
Secretary,
Ministry of Official Languages and Social Intergration.

No. 40, Buthgamuwa Road,
Rajagiriya,
06th August, 2013.

**APPLICATION FOR THE POSTS OF SUPERINTENDANT
OF TRANSLATIONS (SINHALA/ENGLISH)
(TAMIL/ENGLISH) AND (SINHALA/TAMIL)**

For Office use

Post applying for

(Indicate the relevant number)

1. Superintendent of Translations (Sinhala/English)
2. Superintendent of Translations (Tamil/English)
3. Superintendent of Translations (Sinhala/Tamil)

01. Name :

1.1. Name with Initials : Mr/Mrs/Miss : _____.
(In English block Capitals)

1.2. Name in full : _____.
(In English block capitals)

1.3. Name in full : _____.
(In Sinhala/Tamil)

1.4. National Identity Card Number :

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02. Address :

2.1. Permanent Address : _____.
(In English block capitals)

2.2. Official Address : _____.
(In English block capitals)

2.3. Official Address : _____.
(in Sinhala/Tamil)

2.4. Address two which the admission card should be sent : _____
(In English block capitals)

03. 3.1 Sex :

Female - 01 Male - 02
(Indicate the relevant number)

3.2 Civil Status :

Married - 1 Unmarried - 2
(Indicate the relevant Number)

3.3. Date of Birth :

Year : Month : Date :

3.4 Age as at 23.09.2013 :

Years : Months : Days :

04. Education Qualifications :

4.1 (a) Degree : _____.

(b) University and year in which the degree had been obtained : _____.

(c) Subjects of the degree : _____.

4.2 G. C. E. (Advanced Level) :

Subject	Pass

4.3 G. C. E. (Ordinary Level) :

Subject	Pass

05. 5.1 Service/Post : _____.

5.2 Class : _____.

5.3 Total period of service under the government as at 23.08.2013 (as the date of publishing the notification in the *Gazette*)

Year :

Months :

5.4 Present Annual salary : - Rs. : _____.

I declare that particulars furnished in this application are correct to the best of my knowledge and belief and I agree with any decision taken to cancel my candidature if it is detected that I am disqualified before, during or after he examination as per the conditions of the recruitment examination.

I hereby that I have earned all the increments during the 5 years immediately prior to the date of 2013 and I haven't undergone any punishment (except warnings) imposed as a result of a disciplinary action.

Signature of the Applicant.

Date : _____.

Certification of the Head of the Department

I hereby certify that Mr./Mrs./Miss..... who submits this application has been employed in this office since..... and his/her work and conduct is always satisfactory and I have examined all the above information using the records maintained in this office personally and I found that they are correct and he/she signed before me on..... //2013.

Signature of the Head of the Department.

Date : _____.

Name : _____.

Designation : _____.

Official Frank : _____.

Examinations, Results of Examinations &c.

MINISTRY OF CHILD DEVELOPMENT AND WOMEN'S AFFAIRS

First Efficiency Bar Examination – 2013 for Women Development Officers

FIRST Efficiency Bar Examination for Women Development Officers of Ministry of Child Development and Women's Affairs will be held in Colombo in November, 2013 by the Commissioner General of Examinations.

It is notified that the closing date for applications of this examination will be 20.09.2013 :

02. *Examination Procedure.*— This Efficiency Bar Examination will consist of the following subjects. The examination will be held Sinhala, Tamil and English. The language medium of examination indicated initially shall not be allowed to change subsequently.

Subject No. 1 : Financial Regulations/ Office Methods	Time – 02 hours Marks – 100
Subject No. 2 : Gender and Women's Rights	do
Subject No. 3 : Sociology and Psychological Counseling	do

Note :-

- An officer is allowed to sit for all the subjects at one sitting or on different sittings separately.
- For a pass, 40% marks or above should be obtained from each paper.
- Each paper contains questions that are compulsory to be answered.

03. *Subjects :*

03.01 *Part A.*— Financial Regulations
Public Management Structure in Sri Lanka
Financial Control and Annual Estimates
(Financial Regulations of the Government Volume I – excluding Paragraph X)

Part B.— Office Methods
Regulations in the Establishment Code
Office Management covers the following chapters of the Establishment Code.
(I, II, IV, V, VII, IX, XII, XV, XXIII, XXVI, XXVII, XXX, XXXI, XXXII, XXXIII)

03.02 Gender and Women's Rights
Treatment against women

Gender in Sri Lankan Society
Sri Lankan Women's Convention and Women's Rights.

- 03.03 Sociology and psychological counselling :
- Rural Sociology
 - Urbanization in Sri Lanka
 - Rural Development
 - Basic characteristics and principles of psychological counseling
 - Woman and mental irregularities
 - Counseling movement and counseling opportunities in Sri Lanka.

04. A specimen application for this examination is published at the end of this notification.

The applicants should prepare their own applications in accordance with the specimen application. The application should be prepared including numbers 01 to 06 on the first page and the other parts on the second page of an A4 size paper. The application should be completed by the applicant in his/her own handwriting.

The application shall be in the language in which the candidate intends to sit the examination. It is essential to mention the name of examination in English language as well, in applications prepared in both Sinhala and Tamil mediums.

The applicant's designation and the place of work at the moment of applying for the examination are relevant to all the matters connected to the examination and the changes that occur after sending the applications will not be taken into consideration.

05. The applications should be sent through Department Heads (through Divisional Secretary if in Divisional Secretariats) under registered cover to reach the "Commissioner General of Examinations", Sri Lanka Examinations Department, Organizations and External Examinations Branch, Pelawatta, Battaramulla on or before 20.09.2013.

The name of the examination should be indicated in the top left hand corner of the envelope. Applications received after the closing date and applications that are incomplete will be rejected.

New entrants connected with official language policy can complete their applications in the official language or in Tamil/English languages in accordance with their medium of recruitment to service.

06. (i) A notice will be published in the news papers by the Department of examination as soon as admission card are issued to applicants. If the admission card is not received even after 2 or 3 days of such advertisement, steps shall be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to send certified photocopies of the application

form and the receipt kept at your possession, receipt of registration attached to your letter to reach the Department of examination through Fax, in case of applicants outside Colombo, a Fax Number shall be indicated in the letter of request for sending the admission Card.

(ii) Every candidate must get his/her signature on the admission card in attested in advance and hand it over to the supervisor on the first day he/she presents himself/herself for the examination.

(iii) The issuance of an Admission Card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

07. *Identity.*- Candidates need to prove their identity to the supervisor in the examination hall for each subject taken. Any of the following documents will be accepted for that purpose.

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

(ii) Valid Passport.

Commissioner General of Examinations has the authority to reject or to cancel the candidature of an applicant who fails in submitting any documents above.

08. *Examination fees.*- According to the following basis, fees are charged from the applicants who sit for this examination.

Examination fees *Rupees Cents*

- | | |
|--|-------|
| (a) No. examination fee for the first sitting | - - |
| (b) For the complete examination after the first sitting | 400 0 |
| (c) For one subject | 200 0 |

Examination fees should be paid to the Divisional Secretariat, to be credited to the Expenditure Head 2003-99-00 of the Secretary to the Ministry of Child Development and Women's Affairs and the receipt obtained should be properly pasted in the allotted space. Keeping a photocopy of the receipt would be useful.

09. (i) This examination is conducted by the Commissioner General of Examinations and the candidates are subject to the rules and regulations specified by the Commissioner with relevance to conducting the examination. If the said rules and regulations are violated by any candidate, he/she will be subject to a punishment imposed by the Commissioner General of Examinations.

(ii) The result sheet containing the total marks and marks secured by all the candidates shall be provided to Secretary, Ministry of Child Development and Women's Affairs.

10. Duty leave should be granted by the Heads of Departments/ Offices for the officers of their Departments/Offices who have been qualified to sit for the examination and who have been issued an admission card by the Commissioner General of Examinations, to sit for the examination.

11. If any matter is not included in these rules and regulations, such will be dealt with at the discretion of the Secretary to the Ministry of Child Development and Women's Affairs.

Secretary,
Ministry of Child Development and
Women's Affairs.

Ministry of Child Development and Women's Affairs,
No. 175A, Nawala Road,
Nugegoda,
06th August, 2013.

APPLICATION FORM

(For office use only)

FIRST EFFICIENCY BAR EXAMINATION 2013 FOR WOMEN
DEVELOPMENT OFFICERS OF THE MINISTRY OF CHILD DEVELOPMENT
AND WOMEN'S AFFAIRS

Medium of Examination

Sinhala	-	2
Tamil	-	3
English	-	4

(Write the relevant number in the box)

1. Name :

1.1 Name with initials : _____.
(Initials at the end in Block Capitals)
(Eg.- SILVA, A. B.)

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

1.3 National Identity Card No. :

2. Official Address : _____.

(In Block Capitals)

2.1 Official Address : _____.
(in Sinhala/Tamil)

2.2 Admission card should be addressed to : _____.
(English Block capitals)

2.3 Telephone Number : _____.

3. 3.1 Sex :

Female	-	1
Male	-	0

3.2 Civil Status :

Married	-	1
Single	-	2

3.3 Date of birth :

Year : Month : Date :

3.4 Age as at closing date (20.09.2013) :

Years : Months : Days :

4. Date of appointment for the post of Women Development Officer in the Ministry of Child Development and Women's Affairs : _____.
(The date on which duties were assumed should be indicated).

5. Whether an old entrant or a new entrant to the prime objectives of Official Language Policy : _____.

6. Name of the Department (If it is a Divisional Secretariat, indicate its name) : _____.

7. Subjects and subject numbers applied for in accordance with paragraph 02 of the *Gazette* Notification :

Subject	Subject No.
01.	
02.	
03.	

8. Whether it is the first sitting ? : _____.

9. Details of the receipt of the payment of examination fees :

(i) Divisional Secretariat to which the payment has been made : _____.

(ii) Receipt number and date : _____.

(iii) Date of payment : _____.

Attach the Receipt here
(Keep a photocopy)

10. I do hereby declare that the above particulars are true and correct and I am entitled to sit for the examination in the above mentioned medium. I also declare that I am subject to the rules and regulations implemented by the Commissioner General of Examinations with relevance to conducting the examination and to the decisions taken with relevance to the issue of results.

Signature of the Applicant.

Date : _____.

N. B.— Applicant's signature should be placed in the presence of the Head of the Department or an officer who is authorized to sign for the Head of the Department.

Certification of the Applicant's Signature

I do hereby certify that Miss/Mrs. who is an employee in my office and whom I personally know placed her signature in my presence on 2013.

_____,
Signature of the Attester.

Name : _____.

Designation : _____.

Address : _____.

Certificate of the Head of Department

I certify that,

(i) I examined all the particulars furnished, they are accurate, relevant examination fees have been paid, the receipt has been attached, and applicant sit for the examination for the first time.

(ii) The applicant is eligible to sit for the examination.

_____,
Signature of Head of Department.
(Official Stamp)

Title : _____.

Date : _____.

08-800

PUBLIC SERVICE COMMISSION

**Examination for Promotion of the Officers in Class I of
Sri Lanka Technological Service to Special
Class – Year 2013**

IT is hereby notified that, in accordance with the Approved Service Minute of Sri Lanka Technological Service, the examination for promotion of officers in Class I of Sri Lanka Technological Service to special class will be held by the Commissioner General of Examinations, in Colombo, on in the month of December, 2013. Officers who have possessed a satisfactory service of four years in Class I of Sri Lanka Technological Service as at the closing date of applications shall become eligible for applying for this examination :

(i) The vacancies in Special Class of Sri Lanka Technological Service remaining from 03.07.2012 to 02.07.2013 are filled on the results of this examination.

(ii) In filling the vacancies, the officers who have satisfied the qualifications as at the date on which post has fallen vacant shall strictly be considered for promotion.

02. Following salary scale shall be applicable to the officers in Special Class :

(MN-7-2006-A Step 4)

Rs. 21,125- 8x365 -18x500 - Rs. 33,045.

03. (i) Promotion from Class I to Special Class of Sri Lanka Technological Service shall be in the following manner :

(a) 40% of the vacancies in the Special Class shall be filled by the officers who pass the examination and possess 04 years' service in Class I and a satisfactory service as at the date of promotion.

(b) 60% of the vacancies in the Special Class shall be filled by the officers who possess satisfactory service of 06 years in Class I and a satisfactory service of 05 years immediately preceding the date of promotion on their seniority and merit.

(c) In case where the number of approved posts in Special Class is less than 05 the percentages mentioned in sub-para "a" and "b" above shall not be made applicable. Relevant vacancies shall be filled on the seniority and merit of the officers.

(d) In case where number of the approved posts in Special Class is five or above and the number of posts fallen vacant in the year is four or less, the filling of vacancies shall be made on the seniority and merit of the officers who become eligible for promotion.

(e) When filling of vacancies under sub-para "a" and "b" above, action shall be taken to fill the number of vacancies existing under para "b" first and then to fill the number of vacancies existing under para "a".

(g) When the officers of Class I of the Sri Lanka Technological Service are promoted to Special Grade, the Head of Departments shall take actions to include the marking scheme prepared on the approval of the Public Service Commission for determining the merit in relevant scheme of recruitments.

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

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

05. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their applications in accordance with the specimen form and officers in the Public Service should forward their applications through

the respective Head of Department and officers in the Provincial Public Service should forward their applications through the Secretary of PSC in the Provincial Council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, Pelawatta, Battaramulla on or before 23rd of September, 2013. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of applications will be rejected.

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

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

(b) A valid passport.

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

07. *Application :*

(i) Applications should be prepared in a paper A4 in size. No. 01 to 06 should appear on the first page. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting and in the language medium in which the candidate sit this examination.

When preparing the application, the title of the examination should be written in English in addition to Sinhala on Sinhala applications and Tamil on Tamil applications.

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

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

(iii) Candidates who appear for this examination for the first time are not required to pay any examination fee. However, if a subsequent sitting, an examination fee of Rs. 500 should be paid at any District/Divisional Secretariat to be credited to Revenue Head 2003-02-13. The receipt obtained thus

from the District/Divisional Secretariat should be affixed in the relevant cage of the application form.

It will not be allowed to transfer such fee for any other examination.

08. The Commissioner General of Examinations will issue admission cards along with a copy of the time table to all candidates whose applications have been received. A candidate sitting for the examination must get his signature on the admission card attested in advance and produce the supervisor of the examination center. It will not be allowed to sit the examination without such admission card. Further, issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit the examination.

As soon as the admission cards are issued to candidates, Department of Examinations will publish a paper notice announcing it. If the admission card is not received even after 2-3 days of such notice, it should be informed the Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations the following information without delay :

- (i) Name of the Examination ;
- (ii) Full name of the candidate ;
- (iii) Full postal address ;
- (iv) Date of posting the application, registered number and Post Office.

It would be useful to have the following documents in hand at the time of calling Department of Examinations, *i. e.* a certified photocopy of the original application form, receipt of registration and in case of applications outside Colombo, the letter of request with the fax number to which the admission card should be sent.

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

10. *Issue of the Results of the Examination.* - In accordance with the particulars indicated in Para. 5 above, the results of the candidates belonging to Provincial Public Service will be issued to the Secretary of the respective Provincial Public Service Commission and the results of the candidates belonging to public service will be issued to the Secretary of the Ministry of Public Administration.

11. *Scheme of Examination :*

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

Aptitude Test - Duration 1 1/2 hours - 100 marks
Management - Duration 2 1/2 hours - 100 marks

Candidates will be required to obtain a minimum of 40 percent of the marks assigned to each of the subjects to pass the examination.

Syllabus of the first question paper will be as follows :
All the questions should be answered.

Aptitude -Subject No. (1)

The paper will be designed in such a way that the applicant's power of critical reasoning, analytical skills and ability of decision making is measured.

Syllabus of the second question paper will be as follows :

Management - Subject No. (2)

- (i) Principles of Management
- (ii) Management functions
 - Planning
 - Decision making
 - The process of decision making
 - Organization
 - Staffing
 - Monitoring
 - The process of motivation
 - Leadership
 - Administration
 - The process of administration policies
- (iii) Participatory Management
- (iv) Management Environment
- (v) Case study

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

12. Candidates are bound by the rules and regulations imposed by the Commissioner General of Examination in conducting this examination and issuing the results. Candidates are liable to be subjected to a punishment imposed by the Commissioner General of Examination for breach of these rules.

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

14. In case of an inconsistency among Sinhala, Tamil and English texts. The Sinhala text shall prevail.

On the order of the Public Service Commission,

P. B. ABHEYKOON,
Secretary,
Ministry of Public Administration and
Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
07th August, 2013.

SPECIMEN FORM OF APPLICATION

(ii) Age as at 02.07.2013 :

(For office use only)

Years : Months : Days :

EXAMINATION FOR PROMOTION OF THE OFFICERS IN CLASS I OF THE
SRI LANKA TECHNOLOGICAL SERVICE TO SPECIAL
CLASS - YEAR 2013

Paste the receipt of the examination fee of Rs. 500 firmly, if not the first sitting. (It is advisable to keep a photocopy).

01. (a) Medium in which the officer appears for the examination :
(Sinhala - 2, Tamil - 3, English - 4)

(Write in the relevant cage)

(b) Name with initials at the end : _____.

(in English block capital letters) Eg. - SILVA, A. B.

(c) Name in full : _____.

(in English block capital letters)

(d) Name with initials : _____.

(in Sinhala/Tamil)

(e) Official address (Admission will be posted to this address)

(in English) : _____.

(in Sinhala/Tamil) : _____.

(f) Sex :

(Male - 0, Female - 1)

(Indicate the relevant number in the cage)

(g) National Identity Card No. :

(h) Telephone Number :

02. (i) Whether you belong to the Provincial Public Service or Public Service

(Indicate the relevant number in the cage)

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

03. Department which you belong to : _____.

04. (i) Designation : _____.

05. Period of service as at 02.07.2013 :

Years : Months : Days :

06. (i) Date of birth :

Year : Month : Date :

Receipt number of the examination fee : _____.

Office paid : _____.

Amount paid : _____.

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

_____,
Signature of the candidate.

Date : _____.

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

ATTESTATION OF CANDIDATE'S SIGNATURE

I hereby certify that Mr./Mrs./Miss _____ is presently employed in my office and is personally to me and he/she placed his/her signature in my presence on _____ 2013 and he/she has paid the examination fee and affixed the relevant receipt.

_____,
Signature of the attester.
Official Seal.

CERTIFICATION OF THE HEAD OF THE DEPARTMENT

I hereby certify that the particulars given in paragraphs 01 - 06 above are correct that this candidate is eligible to sit for the examination, that he/she is eligible to sit for the examination in the language medium mentioned above that the stamps have been affixed to the value corresponding to examination fee and the signature and date has been placed.

_____,
Signature and designation of
Head of Department.
Official Seal.

Date : _____.

Note. - A certified copy should be sent to the personal file of the candidate and the other copy should be sent to reach the Department of Examinations of Sri Lanka promptly.

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