

N. B.— (i) Part IV (A) of the *Gazette* No. 2,131 of 05.07.2019 was not published.



ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,132 – 2019 ජූලි මස 12 වැනි සිකුරාදා – 2019.07.12
No. 2,132 – FRIDAY, JULY 12, 2019

(Published by Authority)

PART I: SECTION (IIA) – ADVERTISING

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

PAGE				PAGE		
Post - Vacant	2290	Examinations, Results of Examinations &c.	...
						2294

- Note.**— (i) Holidays (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of June 28, 2019.
- (ii) Chartered Institute of Transport of Sri Lanka (Incorporation) (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of June 28, 2019.

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 02nd August, 2019 should reach Government Press on or before 12.00 noon on 19th July, 2019.

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.

Department of Govt. Printing,
Colombo 08,
01st January, 2019.

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.

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

Posts – Vacant

PARLIAMENT OF SRI LANKA

Post of Driver

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of “Driver” on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the “Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte” on or before August 03, 2019. The “Post of Driver” should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: www.parliament.lk)

1. *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, monthly salary scale specified for this post is Rs. 30,350 – 11 x 330 / 10 x 380 – Rs. 37,780/- . The selected candidates will be placed initially at the monthly salary step of Rs. 27,214 according to the Schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 57,000.00)

2. *Age Limit.*— Should be not less than 25 years and not more than 40 years of age by the closing date for applications. (The upper age limit shall not apply to those who are already in Public/ Provincial Public Service)

3. *Educational Qualifications.*— Should have passed G.C.E O/L examination in 6 subjects including Sinhala/ Tamil in not more than two sittings.

4. *Professional Qualifications.*— Applicants should have a license to drive all classes of vehicles including heavy vehicles. The applicants must be able to handle minor repair work of vehicles that may arise when performing their duties (Preference will be given to applicants who have knowledge in motor mechanism).

5. *Experience.*— Applicants should have a minimum of 05 years working experience in a government institution or a recognized private establishment.

6. *Method of Recruitment.*— Through a written test, trade test and an interview.

7. Terms and Conditions of Service :

- This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.
- Selected candidates will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- Selected candidates should contribute to the Widows’ and Orphans’/Widowers’ and Orphans’ Pension Fund from his/her salary with a percentage specified by the Government.
- Selected candidates will be subject to a medical examination.
- A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

8. Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, when called upon to do so.

- Birth Certificate,
- Certificates of Educational Qualifications,
- Certificates of Professional Qualifications,
- Certificates of Experience,
- Driving License.

9. Applicants serving in the Public/ Provincial Public Service or on the staff of the Secretary – General of the Parliament should send their applications through relevant Heads of Departments / Institutions.

10. Canvassing in any form will be a disqualification.

11. Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.

12. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments / Institutions will be rejected.

Date :_____

Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/
Provincial Public Service)

Secretary General of Parliament,

I recommend and forward the application of Mr / Mrs / Miss holding the post of in this Institution. I certify that He/she has been confirmed in the post, his/her work and conduct are satisfactory and he/she has not been subject to any disciplinary action and there is no intention to make such inquiry. He/She can be released/cannot be released from the service if selected for this post.

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

Date : _____.

07-615/1

PARLIAMENT OF SRI LANKA

Post of Cook

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of “Cook” on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the “Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte” on or before August 03, 2019. The “Post of Cook” should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: www.parliament.lk)

1. *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, monthly salary scale specified for this post is Rs. 30,350 – 11 x 330 / 10 x 380 – 37780/- The selected candidates will be placed initially at the monthly salary step of Rs. 27,214 according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 57,000.00)

2. *Age Limit.*— Should be not less than 25 years and not more than 40 years of age by the closing date for applications.

3. *Educational Qualifications.*— Should have passed General Certificate of Education (Ordinary Level) Examination in six subjects including credit pass for Sinhala or Tamil language and passes for Mathematics and English at not less than two sittings.

4. *Professional Qualifications.*— A Certificate in basic level cookery obtained from Sri Lanka Institute of Tourism and Hotel Management (SLITHM)/ Vocational Training Institute (VTA)/ any other institute recognized by the Government

5. *Experience.*— Not less than 5 years of working experience as a cook in a star class hotel/ Government recognized institution.

Note: Skills in butchery and experience in western cuisine in addition to Sri Lankan cuisine will be an advantage.

6. *Method of Recruitment.*— Through a trade test and an interview

7. *Terms and Conditions of Service :*

- This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.
- Selected candidates will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- Selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
- Selected candidates will be subject to a medical examination.
- A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

8. Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, when called upon to do so.

- Birth Certificate
- Certificates of Educational Qualifications

(c) Please indicate the address the admission to be posted :

9. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.

10. Canvassing in any form will be a disqualification.

11. Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.

12. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments / Institutions will be rejected. Applications sent through Heads of Departments /Institutions but received after the closing date, and applications not prepared in accordance with the specimen will also be rejected.

W. M. N. P. IDDAWALA,
Acting Secretary,
General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura, Kotte,
12th July, 2019.

SPECIMEN APPLICATION FORM

PARLIAMENT OF SRI LANKA

POST OF COOK

01. (a) Name with initials (in Sinhala/Tamil) :_____.

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

(c) Full Name (in block capitals) :- (Mr/Mrs /Miss) :

02. N. I. C :-

[illegible]

03. (a) Private Address :_____.

Telephone Number :-

[illegible]

(b) Official Address :_____.

Telephone Number :-

[illegible]

04. (a) Date of Birth:-

(A copy of the birth certificate should be attached)

(b) Age as at the closing date of applications:-

Year : _____, Month : _____, Date : _____.

05. Civil Status :- (Married/ Unmarried) :_____.

06. Gender :- (Male/ Female) :_____.

07. State whether a citizen of Sri Lanka :————.

(Yes/No)

08. Educational Oualifications :-

(Copies of the certificates should be attached)

[illegible]

09. Professional Qualifications :_____.

(Copies of the certificates should be attached)

10. Experience :_____.

(Copies of the certificates should be attached)

11. Specialized Field (Please ✓ in the relevant field) :

Sri Lankan Cuisine ()

Western Cuisine ()

Butchery ()

12. Details of the Present Employment :

(a) Name and Address of the Institution : _____

(b) Date of first Appointment :_____.

(c) Present Post :_____.

(d) Monthly basic salary :_____.

(e) Allowances :_____.

(f) Gross Salary :_____.

13. Have you been convicted for a criminal offence by a Court of Law? (Yes/No) :_____.
If yes, give details :_____.

Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/
Provincial Public Service)

14. Have you served under the Government before?
(Yes/No)
If yes, give details :_____.

Secretary General of Parliament,

I do hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

I recommend and forward the application of Mr / Mrs / Miss holding the post of in this Institution. I certify that He/she has been confirmed in the post, his/her work and conduct are satisfactory and he/she has not been subject to any disciplinary action and there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post.

_____,
Signature of the Applicant.

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

Date :_____.

Date :_____.

07-615/2

Examinations, Results of Examinations & c.

MINISTRY OF FOREIGN AFFAIRS

1st and 2nd Efficiency Bar Examination and Second Language Test for the Officers of the Sri Lanka Foreign Service – 2018 (2019)

IT is hereby notified that the 1st and 2nd Efficiency Bar Examination and the Second Language Test for the Officers in the Sri Lanka Foreign Service will be held in Colombo and in Sri Lanka Missions abroad in October 2019. The oral test will be held only in Colombo.

02. The Time Table would be prepared enabling the candidates to sit for both Efficiency Bar Examinations at the same time.

03. *Syllabus.*– Syllabus and the other Provisions by which the First and Second Efficiency Bar Examinations are Governed are indicated in the respective Service Minute.

The syllabus and the other provisions for the Second Language Test are indicated in Appendix “A” while the syllabus and the other provisions and for the First and Second Efficiency Bar Examinations and for the foreign languages are indicated in Appendix “B”.

The officers are allowed to sit for the subjects of the Efficiency Bar Examination at one or more sittings. Action will be taken to conduct Oral Tests for the officers who sit for the Second Language Test at the same venue at the same time.

04. The subjects for which the officers should appear in the Efficiency Bar Examination are as follows:

1ST EFFICIENCY BAR EXAMINATION

PART I		
Subject No.	Subject	Duration hours
01.	Finance	03
02.	History and Geography of Sri Lanka	03
PART II		
03.	Elementary Constitutional Law and International Law	03
04.	Diplomatic Practice	03
05.	International Affairs	03
06.	The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Compute Literacy	03

2ND EFFICIENCY BAR EXAMINATION

PART I		
Subject No.	Subject	Duration hours
21.	Economic & Social Development in Sri Lanka	03
22.	Administration	03
(a) Office systems & Organizational Methods (b) Establishments Code (Volume I & Volume II)		

PART II		
Subject No.	Subject	Duration hours
23.	Elementary Constitutional Law and International Law	03
24.	Diplomatic Practice	03
25.	International Affairs	03

FOREIGN LANGUAGES

Subject No.	Subject	Duration hours
07.	Arabic	02
08.	French	02
09.	Russian	02
10.	Spanish	02
11.	Hindi	02
12.	Chinese	02
13.	German	02
14.	Japanese	02
15.	Italian	02
16.	Korean	02

SECOND LANGUAGES

Subject No.	Subject	Duration hours
30	Sinhala (Written)	02
31	Tamil (Written)	02
32	English (Written)	02
33	Sinhala (Oral)	
34	Tamil (Oral)	
35	English (oral)	

05. The attention of the Officers sitting for these Efficiency Bar Examinations is drawn to the Paragraph 5 of the Treasury Circular No. 701 dated 04th September 1966 which is reproduced below:

“Departmental examinations (including Promotional and Efficiency Bar Examinations) - The medium for Promotional Examinations as well as Efficiency Bar Examinations should be the language in which the officer sat for the Competitive Examination to enter the Public Service or the Official Language. In case where initial recruitment has been taken place without a competitive examination, the medium for Promotional/Efficiency Bar Examination should be the language in which the officer was qualified for entry into the Public Service or the Official Language.”

05.1 Issuance of Results:

Candidates are required to obtain 40% marks or above for each subject for a pass. Two separate result sheets, containing results of individual candidates, pertaining to both First & Second Efficiency Bar Examination will be sent to Secretary Foreign Affairs by the Commissioner General of Examinations.

06. Arrangements will be made by the Commissioner-General of Examinations for the candidates to answer the question papers in Sinhala, Tamil or English, except for the question papers on foreign languages. Medium applied to sit for the exam cannot be changed.

07. If a candidate is later found to have sat in a medium in which he is not entitled to sit, his candidature will be cancelled.

08. Application forms should be prepared in an A-4 size paper as per the specimen appended to this notification, containing items 1-8 on the first page and the rest on the second page. Both sides of the paper should be used. Applications should be filled clearly in applicant's own handwriting. Applications prepared in Sinhala and Tamil medium should also bear the name of the examination in English. Candidates appearing for both Examination should submit separate applications in respect of each Examination.

Since the applications which are not in conformity with the specimen and not provided with the required details will be rejected without notification. The applicants are advised to keep a photocopy of the application. Before sending the application, the applicant should verify whether the completed application is in conformity with the specimen form given in the notification regarding the examination and all the details have been included in it and the receipt has been affixed to it.

08.1. Penalty for furnishing false information:-You should be careful to provide correct information in perfecting the application. According to the laws and regulations, if an applicant is found to be ineligible at any time before, during or after the examination his/her candidature is liable to be cancelled.

09. The examinations will be conducted by the Commissioner General of Examinations and the candidates will be bound by the rules and regulations prescribed by the Commissioner General for conducting the examination.

Candidates are subject to the laws and regulations imposed by the Commissioner General of the Examinations in relation to examination procedure and issuance of the results. In case of any violations of such laws and regulations, the candidate will be subject to a penalty imposed by the Commissioner General of the Examinations.

10. All applicants should send their applications to the Human Resources and Mission Management Division of the Ministry of Foreign Affairs for forwarding them to the Commissioner General of the Examinations, on or before 09th August 2019. Those who are serving in Sri Lanka Missions abroad should send their applications through the relevant Heads of Mission. Any Application received after the closing date will be rejected.

11. Admission cards will be issued by the Commissioner General of Examination to all the applicants who had submitted duly perfected applications on or before the closing date of applications and receipts for the payment of the required examination fees as per the notification attached, on the presumption that only those who possess the qualifications have applied. A notice will be published in newspapers and official website to that effect by the Department of Examinations as soon as admission cards are issued. In case the admission card of any candidate is not received within 02 or 03 days after the appearance of the notification, it would be more effective to send a letter by fax to the Sri Lanka Department of Examinations along with the photocopies of the application forms and the receipt (if the payment of an examination fee is relevant) mentioning a fax number enabling the same department to fax a copy of the admission card to the candidate.

11.1 Issuing an admission card to a candidate should not be considered as that he/she has fulfilled the required qualifications to sit for the examination or for the post.

11.2 The applicant should get his/her signature placed in the application and the admission card attested by the head of institution or an officer to whom the power is delegated by him.

12. Subsequent appeals by the candidates who fail to comply with the requirements as stipulated in paragraph 11 above will not be entertained. Candidates should sit for the examination at the examination hall assigned to him/her. Every candidate who appears for the examination should produce to the Supervisor of the examination hall, candidates who have failed to produce his/her admission card will not be allowed to sit for the examination.

13. The following are the documents of Identity acceptable at the examination centre:

- (i) National Identity Card,
- (ii) Valid Passport,
- (iii) Valid Driving Licence.

14. The candidates who sit for the examination for the first time are exempted from the examination fees, while in the case of the subsequent sittings fees will be levied on the following basis;

(a) First sitting (whole examination or part thereof): free of charge

(b) Each subsequent sitting :

	<i>Rs. cts.</i>
Complete examination	1,200 00
One Subject	600 00
Oral Test	300 00

The receipt obtained for the payment of fees at any post office/sub post office in the island or at a Foreign Mission/Post to the credit of to Revenue Head 20-03-02-13 of the Commissioner General of Examinations should be affixed firmly to the application in the place provided.

You are kindly informed that no fees other than the examination fees will be charged. Money orders or stamps will not be accepted for the payment of examination fees. Under no circumstances will the examination fees be rejected or transferred in respect of another examination. It will be useful to keep a photocopy of the receipt.

15. The decision of the Public Service Commission will be final with regard to any matter that has not been mentioned in this notification. The decision of the Commissioner General of Examinations will be the final with regard to the examinations.

16. In case of any divergence or inconsistency among different texts of this notification published in Sinhala, Tamil and English languages, the Sinhala text shall prevail.

RAVINATHA ARYASINHA,
Secretary,
Foreign Affairs.

Ministry of Foreign Affairs,
Republic Building,
Colombo 01.

SPECIMEN APPLICATION FORM

MINISTRY OF FOREIGN AFFAIRS

For office use only

1ST AND 2ND EFFICIENCY BAR EXAMINATIONS AND
SECOND LANGUAGE TEST FOR THE OFFICERS OF
THE SRI LANKA FOREIGN SERVICE – 2018 (2019)

The medium in which the candidate is appearing for the
examination :

(Please mark the relevant number in the cage)

Sinhala - 2
Tamil - 3
English - 4

01. The examination applied for

(Please mark the relevant number in the cage)

Examination	Relevant No.
Efficiency Bar 1	1
Efficiency Bar 2	2
Second language	3
Foreign language	4

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

(Eg: HERATH MUDIYANSELAGE SAMAN
KUMARA GUNAWARDHANA)

(ii) Last name with initials : _____.

(In English block capitals. Put the initials after the
last name Eg. GUNAWARDHANA, H.M.S.K.)

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

03. Address (for the dispatch of the admission card) : _____.

(In English block capitals)

04. Date of Birth:

Date: Month: Year:

05. National Identity Card No.

06. Mobile Telephone No. :

07. Sex:

(Please mark the relevant number in the cage)

Male - 0
Female - 1

08. Date of appointment to the Sri Lanka Foreign Service

Date: Month: Year:

09. Present post : _____.

10. Subjects offered should be clearly stated with the subject
numbers given in paragraph 04 of the notification.
(Applicants will be allowed to sit only for subjects
indicated in the application.)

Subject	Subject No.
i.	
ii.	
iii.	
iv.	
v.	
vi.	

11. State whether the applicant has appeared for the whole
examination or part thereof previously. If so, state the
index number, subjects, year and month : _____.

I, declare that the information furnished above is accurate
and that, I am eligible to sit for this examination in the
language medium indicated above. Further, I abide by
the rules and regulations laid down by the Commissioner
General of Examinations with regard to the conduct of the
examination.

The receipt No. for payment of
examination fee is annexed.

Fee paid :Rs.

Signature of applicant.

Date : _____.

Examination fees :

(i) Post office/sub post office/Foreign Diplomatic
Mission where the examination fee was paid.
_____.

(ii) Amount paid : _____.

(iii) Date : _____.

(iv) Receipt number : _____.

Commissioner General of Examinations,

TAMIL

I, do hereby certify that the information furnished above is accurate and that Mr./Mrs./Miss..... is eligible to appear for this examination in the language medium indicated by him/her. I also attest the applicant's signature and the examination fees have been paid and the receipt is attached herewith.

_____,
Signature and Designation of the
Head of Department.

Date : _____.
(Official Stamp)

Appendix "A"

SINHALA

The written paper will be of a 02 hours duration and candidates are required to obtain 40% marks or above for a pass in this paper.

It will contain questions on:

- (i) Grammar
- (ii) Translation of the petitions or Grama Niladhari's reports written in Sinhala into English.
- (iii) Translation of an official letter or a document in English into Sinhala

The oral Test will consist of the following:

- (i) Interpret an official material written in English to Sinhala, so that it could be understood and taken down in writing by a Sinhala speaking person.
- (ii) Reading a petition in Sinhala.
- (iii) Conversation and Interpretation

The purpose of the test will be to assess the candidates' ability of understand the Sinhala Language as it is spoken by different native speakers and of making him/herself understood both in common conversation and in the course of usual official business.

The Test in Tamil will consist of a written part and an oral part.

The written paper will be of a 02 hour duration and candidates are required to obtain 40% marks or above in this paper for a pass. It will contain questions on:

- (i) Grammar
- (ii) Translation of petitions or Grama Niladhari's reports written in Tamil into English.
- (iii) Translation of an official letter or a document in English into Tamil.

The oral Test will consist of the following:

- (i) Interpret to Tamil an official material written in English to Tamil, so that could be understood and taken down in writing by a Tamil speaking person.
- (ii) Reading a petition written in Tamil.
- (iii) Conversation and Interpretation.

The purpose of the test will be to assess the candidates' ability to understand the Tamil Language as it is spoken by different native speakers and of making him/herself understood both in common conversation and in the course of usual official business.

ENGLISH

The English paper will be of a 02 hour duration and the candidates are required to obtain 40% marks or above in this paper for a pass. It will contain questions on:

- (i) Grammar
- (ii) Comprehension
- (iii) Precis writing
- (iv) Report and letter writing
- (v) Vocabulary

A prototype of the question paper is given below for the information of the candidates.

PART A

- (a) Fill in the blanks with the correct form of the verb given within brackets:-

During the last war our country 1 (be)
a British Colony2 (take) a full part in
the war effort. Consequently our tea, rubber and
coconut 3 (ship) to Britain
at very favourable prices and the foreign exchange
we 4 (earn)
5 (accumulate) as assets. Again during the
Korean war in the early fifties our products
..... 6 (fetch) good prices and we
..... 7 (not have) any exchange
problem. However, political
independence 8 (not given
rise) to any effort to 9 (build up)
our economy we 10 (be)
a nation of consumers and we
11 (Squander) our foreign exchange on consumer
goods which 12 (can
produce) locally and incidentally diversified our
economy. Over the last decade we
13 (begin) to feel the pinch when our primary
products 14 (fail) to command
good prices in the world market while our
requirements of food both rice and subsidiary food
stuffs 15 (rise) in price.

- (b) Fill in the blanks with the correct preposition
(where necessary):

As Assistant Secretary 16
charge 17 subjects. It was
my duty to convene groups of officers dealing
..... 18 different aspects
of development work in the Ministry
19 time to time. They discussed
20 various problems that they confronted and
which they could not cope
21 on their own. We were thus able to share our
experience 22 each other
and make concrete proposals
23 the Secretary every month. He in turn put
..... 24 his own plans for
discussion 25 these meetings.

- (c) Underline the correct letters given within brackets
that would complete the spelling of the following
words:

- 26 Har.....ment (rass/as/ass).
27 Ember.....(rass/as/ass).
28 Tol.....(arreance/erance/erence)
29 Par.....arian(liament/limen/liment)
30 Bal.....ing (let/lat/lot)

- 31 Itin..... (erary/array/erarie)
32 Pers.....(everance/everence/ewerence)
33 Bour..... (geoise/joursie/juwarsy)
34 Prolet (ariet/ariat/eriyat)
35 Com.....ate (memorr/emor/memor)

- (a) In each of the following statements underline the
correct word within brackets:-

- 36 The inventory was checked by the Board of
(Survellance/Survey/Surveyors).
37 At the enquiry I had to be satisfied that the
accused officer had (contradicted/ contravened/
contaminated) the regulations.
38 Every receipt should have a (counterfoil/
counterfeit/ counterpane) for the purpose of
audit.
39 There was a possibility that the prosecution
had (fabricated/fumigated/promulgate) the
evidence.
40 (Discrete/Discretionary/Discriminatory) power
was given to the Head of the Department under
the relevant Act.
41 The Police Party had (laid/lie/lain) in ambush
until the bribe taker arrived.
42 The entire staff turned upon (facilitate/ infiltrate/
felicitate) the watcher on his retirement.
43 In times of national crises we must avoid
(luxuriant/ luxurious) habits.
44 Martial music was played over the radio during
height of the battle to keep up the (moral/
morale/morals) of the people.
45 Candidates are advised to use (Stationary /
Stationery) sparingly owing to the acute paper
shortage.

- (e) Underline the correct phrase in the brackets that
means the same as the word or phrase underlined in
each sentence.

- 46 In good management the boss should, support
his staff in their work (back out/ back up/ back
away)
47 The sales and replacement of stock amounted to
over Rs. 5,000 (turn out/ turn up/ turn away).

- 48 We were warned at the start not to let out work get into arrears (set out/outset)
- 49 **They** younger son wasted his father's wealth in a few years. (ran over/ran through)
- 50 I wanted to see the film, but the queue deterred me from going (put away/put off).

Part B

Read the following passage carefully and then answer the questions set out below:

Most modern political ideals such, for example, as justice, liberty, constitutional government, and respect for the law or at least the definitions of them began with the reflection of Greek thinkers upon the institutions of City State. But in the long history of political thought the meaning of such terms has been variously modified and always the meaning has to be understood in the light of the institutions by which the indicates were to be realized and of the society in which those institutions did their work. The Greek City States was so different from the political communities in which modern men live that it requires no small effort of the imagination to picture its social and political life. The Greek Philosophers were thinking of political practices far different from any that have prevailed commonly in modern world, and the whole climate of opinion in which the work was done was different. Their problems though not without their analogies in the present, were never identical with modern problems, and the ethical apparatus by which political life was evaluated and criticized varied widely from and that now prevails. In order to understand at all accurately what their theories meant is necessary first to realize at least roughly what kind of institutions they had in view and what citizenship connected, as an effect and as an ideal to the public for whom they wrote. For this purpose the Government of Athens-is especially important, partly because it is the best known, but chiefly because it was an object of special concern to the greatest of Greek Philosophers.

As compared with modern states the ancient City-State was exceedingly small both in area and in population. The numbers were exceedingly uncertain but a figure somewhat in excess of three hundred thousand would be approximately correct. Such an arrangement of a small territory dominated by a single City was typical of the City State.

In each of the following cases, choose the alternative which in your opinion supports the views expressed in the above passage. Place a tick (right mark) against the correct answer –

- 51 Athens is significant for the students of Greek political thought mainly because –
(a) it was the most powerful of the Greek City States
(b) it's ideals had been carefully studied by the Greeks themselves
(c) it had the most ideal form of Government
(d) it is the best known of the Greek City-States
- 52 Greek political thought was concerned with problems
(a) entirely unrelated to
(b) identical with
(c) different from Analogous but to
- 53 The moral and religious basis of Greek political idea is
(a) very similar to modern moral and religious ideas
(b) unknown
(c) very different from modern moral and religious ideas
- 54 It is
(a) easy
(b) not at all easy
(c) impossible
- 55 In comparison with the ancient Greek City States are
(a) very large
(b) very small
(c) about the same size
- 56 The population of an ancient Greek City States was
(a) much less than 300,000
(b) over 3 million
(c) just over 300,000
- 57 The City-State of Athens comparisons
(a) a small territory governed by a singly city
(b) a large territory governed by a number of cities
(c) a small territory with village councils
(d) a large territory with a decentralized administration
- 58 At different times in the history of the world people
(a) have thought in basically the same way
(b) have thought in different ways
(c) have contradicted the views of people of the previous generation
- 59 Details of political theory are derived from Greek Political thought
(a) because the Greek City States was very similar to modern states
(b) in spite of Greek City State being very different from modern States
(c) because modern political theorists are students of Greek Philosophy

60 The meaning of political ideal at a particular moment in European History since the time of the Greeks can be defined only be

- (a) Relating it to its context
- (b) Tracing it back to its original meaning among the Greeks
- (c) Investigating the meaning of the Greek word for it
- (d) Taking into account only those features in it which have persisted throughout its history.

61 Write sentences using each of the following words so as to bring out its meaning clearly:-
Arbitration, emoluments, etiquette, consolidates, hypothetical, retrospective, exigencies, evaluate, review, empower.

EITHER

62 Write a letter to the Head of an Educational Institute in an English speaking country, setting out the following information in an orderly manner:

- (i) The equivalence of our examination certificate to the certificate specified in this letter cannot be determined as the examining authorities in Sri Lanka have not been consulted by the institution concerned in that country
- (ii) The G.C.E. (Ordinary Level) Credit Pass has been officially equated with an Ordinary Pass in London G.C.E. (Ordinary Level)
- (iii) The receipt of the letter sent to the Commissioner of Examinations is acknowledged
- (iv) Any further information in this matter may be obtained from the Embassy of the Republic of Sri Lanka in that country

63 Write a memorandum to the Secretary, Bureau of Standards making out a case for the adoption of the 24 hours clock in this country stating the advantages of such a measure.

Appendix "B"

1. 1ST EFFICIENCY BAR EXAMINATION

- 1.1 The 1st Efficiency Bar Examination will consist of two parts and the officers may take both parts at one sitting or separately.
- 1.2 An examination will be conducted in the following subjects :

PART I

(i) Finance – This paper is based on the following:

- (a) Financial Regulations of the Government of Sri Lanka, Part I (Except Chapter X)
- (b) The estimates for the current year
Eg. Their arrangement, the heads of revenue, Financial methods and Appropriation Acts.
- (c) Ordinance relating to specific accounts maintained by the Kachcheries.

(ii) History and Geography of Sri Lanka.

PART II – SPECIAL PAPERS

- (i) Elementary Constitutional law and International Law
- (ii) Diplomatic Practice
- (iii) International Affairs
- (iv) The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Computer Literacy.

1.3. Each of the above papers will be of a three hour duration and the candidates are required to obtain 40% marks or above in each paper for a pass.

1.4 An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the respective paper when he/she has obtained the qualifying marks.

2. 2ND EFFICIENCY BAR EXAMINATION

2.1 The 2nd Efficiency Bar Examination will consist of two parts and officers may take both parts at one sitting or separately.

2.2 The examination will be conducted in the following subjects.

PART I

- (i) Economic and Social Development in Sri Lanka

(ii) Administration – This paper is based on the following:

- (a) Office systems and organizational methods
- (b) Establishments Code – Volume I and Volume II.

PART II – SPECIAL PAPERS

- (i) Elementary Constitutional Law and International Law
- (ii) Diplomatic practice
- (iii) International Affairs

2.3 Each of the above papers will be of a three hour duration and the candidates are required to obtain 40% marks or above in each paper for a pass.

2.4 An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the respective paper when he/she has obtained the qualifying marks.

Note:

- (i) Questions on Constitutional Law will be mainly on the evolution of the parliamentary System of government of Sri Lanka, with special reference to the Constitution of the Democratic Socialist Republic of Sri Lanka.

(ii) Questions on the International Law will include inter – state relations, both bilateral and multilateral and the diplomatic law and the law of treaties.

(iii) An officer who is an Attorney-at-Law or who has obtained a degree in Law from a recognized university will be exempted from the paper on Elementary Constitutional Law and International law provided that, he/she has secured a pass in those subjects at the relevant Examination.

3. FOREIGN LANGUAGES

3.1 Foreign Languages

- (i) Arabic
- (ii) French
- (iii) Russian
- (iv) Spanish
- (v) Hindi
- (vi) Chinese
- (vii) German
- (viii) Japanese
- (ix) Italian
- (x) Korean

3.2 A foresaid each written question paper on foreign languages will be of two hour duration. Candidates are required to obtain 40% marks or above in each paper for a pass.

07-687