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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,629 - 2009 නොවැම්බර් 20 වැනි සිකුරාදා - 2009.11.20
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(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

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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 27th November, 2009 should reach Government Press on or before 12.00 noon on 13th November, 2009.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2009.

1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

the new post for a specified period with a view to testing him in his new post.

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

4. Terms of Engagement :

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

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

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

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

5. Serving officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility.

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Posts – Vacant

RECRUITMENT TO THE POST OF JANASABHA SECRETARY

THE Government has introduced a new Programme to provide efficient public service to the villagers by a scheme called 'Jana Sabha Secretariat'. aimed at a family with love and affection a prosperous village, law abiding and independent society and a country with righteous people and to get broad community participation to achieve the objectives and targets. And also get a wider public participation in decision making process of the Government and it's implementation to share the benefits of the Development.

This scheme will integrate all community organisations at the village level. Accordingly, the Government has taken a policy decision at the meeting of the Cabinet of Ministers held on 04.11.2009 to reorganize the existing "Janasabhas" so as to cover one or more Grama Niladhari Divisions. With the objective of carrying out this programme systematically it has been decided to appoint a Graduate to the post of "Janasabha Secretary."

Applications are hereby called from unemployed graduates to the post of Janasabha Secretary. Duly completed applications as per the following instructions should be sent under registered cover to reach the Secretary, Ministry of Nation Building and Estate Infrastructure Development, No. 177, Galle Road, Colombo 03 not later than 1.00 p.m. on 18.12.2009. Incomplete and late applications will not be entertained.

Recruitment of Graduates to the Post of Janasabha Secretary - 2009

1.1 Applications are invited from eligible candidates of Sri Lanka Graduates to the Post of Janasabha Secretary.

1.2 Candidates who fulfil the merits of a structured interview to be conducted by the Ministry of Nation Building and Estate Infrastructure Development will be selected to be appointed as Janasabha Secretary at Grama Niladhari level.

1.3 The appointing authority shall specify the number of appointees and the date of appointment.

1.4 The monthly salary will be as per the Public Administration Circular No. 06/2006 (iv) of 24.08.2007 for the post is MN-4-2006(A)-Rs.15215-10x215-4x240-7x320-16x360- Rs. 25,965

1.5 Efficiency Bar :

1 st Efficiency Bar	Within 03 years from the Date of appointment
2 nd Efficiency Bar	Within 03 years from the date of promotion to Grade II

1.6 The post is permanent and pensionable. You are liable to contribute to the widows and orphan's pension scheme/widowers and orphan's pension scheme.

1.7 *Eligibilities* : Following eligibilities are applicable for the recruitment to the Post of Janasabha Secretary

- (a) Should be a citizen of Sri Lanka

- (b) Should be the age of between 22 and 35 years on the date of submission of Applications
(c) Should possess a degree obtained before 01.11.2009 from a recognized University in Sri Lanka
(d) Possess an excellent character

1.8 Professional and other qualifications :

Should be engaged in social service activities in the area and holding positions in a village level organization in his/her own village with active participation.

1.9 Priority will be given to those candidates who are permanent residents of the area. (Applicants must produce voters lists of 03 years immediately prior to the closing date of application and a Grama Niladhari Certificate co-signed by the Divisional Secretary in order to confirm the Janasabha area of authority/Grama Niladhari Division where the applicant lives)

1.10 Scheme of marking at the structured interview :

Additional Educational Qualifications	40 Marks - Maximum
Project preparation skill	40 Marks – Maximum
Other qualifications	15 Marks - Maximum
Interview	05 Marks - Maximum
Total:	100 marks

1.11 Instructions for the preparation of application.

- (a) Should be prepared on A-4 (21cm x 20 cm) size paper.
(b) Paragraphs 01 to 09 to appear on page: 1; and
(c) Para 10 onwards on page: 2 and other pages
(d) A development proposal covering the practical activities with definite targets on the empowerment of people in the division of the candidate should be prepared and attached to the application. The document should consist of 1,000 -1,500 words.
(e) The envelope enclosing the application should be marked "Recruitment to the Post of "Janasabha Secretary-2009" (including Divisional Secretary Division/Grama Niladhari Division /Number)
(f) Signature of the candidate should be certified by a Principal of a Govt. school, Justice of the Peace, Commissioner of Oaths, Notary Public, Authorized Officer of the three Armed Services, *Gazetted* Officers in Police Service, a Permanent Public Officer drawing an annual salary of Rs. 240,360 or more.

W.K.K. Kumarasiri,
Secretary,
Ministry of Nation Building and
Estate Infrastructure Development.

Ministry of Nation Building and
Estate Infrastructure Development,
No.177, Galle Road., Colombo 03.

**MINISTRY OF TRADE, MARKETING DEVELOPMENT,
CO-OPERATIVES AND CONSUMER SERVICES**

National Intellectual Property Office of Sri Lanka

POST OF DATA ENTRY OPERATOR

APPLICATIONS are invited from those qualified for the above vacancy at the National Intellectual Property Office of Sri Lanka. Applications prepared in A4 size papers in accordance with the specimen form published at the end of this notice should be forwarded by registered post to reach the Director General, National Intellectual Property Office of Sri Lanka 'Samagam Medura', 3rd Floor, D. R. Wijewardana Mawatha, Colombo 10 on or before 04th Decmeber, 2009.

Applications not in accordance with the specimen form or received after the closing date will be rejected. "Post of Data Entry Operator" should be mentioned in the upper left hand corner of the envelope.

01. *Post.*— Documents and Data Assistant
(Number of Posts - 01)

02. *Education and other qualifications :*

- (a) Pass 06 subjects in General Certificate of Education Ordinary Level examination with 05 credits in not more than two sittings including a pass in Sinhala/Tamil Language or Literature, Mathematics, English Language and Chemistry/Biology/Physics (Should pass 05 subjects in 1 sitting) ; *or*
- (b) Pass 06 subjects in General Certificate of Education Ordinary Level examination with Credits for 5 subjects in not more than two sittings including Mathematics, Sinhala/Tamil Language, Science and English. (Should pass 05 subjects in 1 sitting) ; *or*
- (c) Pass 06 subjects in National General Certificate of Education (Ordinary Level) examination in not more than 2 sittings with A or B passes for 05 subjects including First Language, Mathematics, Science and English Language.

03. *Professionnal Knowledge and Skills :*

- (a) Should have followed a computer course not less than of 06 months duration in a recognized institution. This course should cover the present operating systems. (eg. Word processing. Spread sheet, Data base) ; and
- (b) 06 month, experience as a data entry operator in a recognized institute.

04. *Monthly Salary Scale.*— Rs. 13,120 - 10 x 145 - 11 x 170 - 10 x 240 - 10 x 320 - Rs. 22,040. (according to Public Administration Circular No. 06/2006 - iv).

05. *Age limit.*— 18 years to 40 years.

06. *Conditions of employment :*

- (i) This post is permanent and pensionable. The selected applicant should contribute to widow's/widower's and orphans pension fund.
- (ii) The appointment is subject to 03 years probation period.

07. *Conditions of Service.*— Section 10-12 of Chapter II of the Establisments Code, as applicable to the post.

08. *Method of Recruitment.*— Applications will be called by government *Gazette* and a professional examination be held followed by a structured interview under Public Administration Circular 15/90. Those who score a minimum of 50% from the professional examination will be called for the interview. The suitable candidates will be selected on the total score of the professional examination and the structured interview.

D. M. KARUNARATNE,
Director General of Intellectual Property,
National Intellectual Property Office of Sri Lanka.

National Intellectual Property Office of Sri Lanka,
On 04th November, 2009.

For Official use only

SPECIMEN APPLICATION FORM

NATIONAL INTELLECTUAL PROPERTY OFFICE OF SRI LANKA

POST OF DATA ENTRY OPERATOR

01. (a) Name with initials : Mr./Miss/Mrs. : _____.

(b) Name in Full : _____.

02. (a) Permanent Address : _____.

(b) Postal Address : _____.

03. (a) Date of Birth :

Year : Month : Date :

(b) Age as at 04.12.2009 :

Years : Months : Days :

04. National Identity Card Number :

05. Sex :

Female - 1, Male - 0

(Tick the relevant box)

☐

06. Civil Status : _____.

07. Educational Qualifications :

G. C. E. (O/L) Examination :

Index No. : _____, Year : _____, Medium : _____.

Subject	Grade	Subject	Grade
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

08. Professional Qualifications :

Course followed	Subject	Institute	Results of the final test

09. Experience : _____.

10. Details of the present job :

- Designation and the Class/Grade : _____.
- Date of appointment and institution : _____.
- Pensionable or not : _____.
- Present annual consolidated salary and the present salary point : _____.

I declare that all information given above are true to the best of my knowledge. I am aware that I shall not be entitled to be considered for the post if above particulars are found to be inaccurate or wrong and that I shall be liable to be dismissed from service without compensation if the same is proved after recruitment.

_____,
Signature of the applicant.

Date : _____.

11. Certification of the Head of the Department/Institution for the applicants already employed in State/Provincial Service :

I hereby inform that Mr./Miss/Mrs. the applicant, is presently employed as a permanent/temporary/casual/trainee officer in this Ministry/Department/Institution. He/she has not been subjected to any disciplinary action (other than warning) and he/she can be/cannot be released, if selected.

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

Name : _____.
Designation : _____.
Date : _____.

11-480

Examinations, Results of Examinations & c.

FIRST EFFICIENCY BAR EXAMINATION FOR DEVELOPMENT OFFICERS AND PROJECT OFFICERS RECRUITED UNDER THE MINISTRY OF PLAN IMPLEMENTATION-2009

THE Efficiency Bar Examination for Development Officers and Project Officers recruited under the Ministry of Plan Implementation which should be passed before they reach the third step of the salary scale will be held in Colombo in February, 2010 by the Commissioner General of Examinations. The closing date for the applications will be on 21st of December, 2009.

02. Scheme of Examination.- This efficiency bar examination will consist of the following subjects :-

- Financial Regulations/Office System (2h) Marks -100
- English Language (1 1/2h) Marks -100

Note :

- An officer may sit all subjects in one attempt or several attempts.

- A candidate should obtain 40% or above, of the marks in each paper for a pass.
- The exam will be held in Sinhala, Tamil and English medium.

03. Subjects :

- (Subject No. 01) Financial Regulations/Office System (2h) Marks - 100 :

- State Management Structure of Sri Lanka ;
- Financial Control and Annual Estimates ;

- Orders of the Establishment Code and Financial Regulations. The following Chapters of the Establishment Code will be covered I, II, IV, V, VII, IX, XII, XV, XXIII, XXVI, XXVII, XXX, XXXI, XXXII, XXXIII.

State Financial Regulations - 1st Section (except the Chapter X)

- Office Management.

- (Subject No. 2) English Language (1 1/2h) Marks - 100.

This question paper is designed to test the English knowledge required for the Development Officers to carry out their duties. This paper will be in level of G. C. E. (O/L) paper and will consist of language knowledge, essay writing, precis writing, grammar and comprehension.

Exemption of English Language.— Those who have passed the English Language paper at the G. C. E. (O/L) examination is exempted from the requirement of passing the English Language test at the 1st Efficiency Bar Examination.

04. *Qualifications.*— The officers who were recruited as a Development Officer or a Project Officer under the Ministry of Plan Implementation are eligible to sit for this examination.

05. *Method of Applying :*

- (a) An application form should be prepared on a A4 size paper using both sides according to the specimen form appended at the end of this notification. Column 1 to 7 should be prepared in the first page and other Columns should be prepared in the second page. The form should be filled in by the candidate's own hand writing.

The applications which are not according to the specimen application form and the applications which are not duly completed will be rejected without any notification. (Keeping photocopy of the application will be useful). The applications should be forwarded according to the specimen application form and otherwise they will be rejected. When preparing the application, the Heading of the application and the name of the examination should be in English for Sinhalese and Tamil applications.

- (b) *Examination Fees.*— Fees will be charged from the candidates who sit for this examination on the following basis :—

	<i>Rs.cts.</i>
(a) For the first sitting	Free
(b) For the whole examination after the first sitting	115 0
(c) For a single subject	75 0

A cash receipt obtained from any Divisional Secretariat in the Island drawn in favour of the Revenue Head 2003.20.13 of Commissioner General of Examinations should be affixed to the application (Keeping a photocopy of the receipt will be useful).

- (c) Applications should be sent through the heads of the Departments by Registered Post to reach the Commissioner General of Examinations, Department of Examination of Sri Lanka, Organization and Foreign Examination Division, Palawaththa, Battaramulla on or before 21st of December, 2009. The name of the examination should be mentioned on the top left-hand corner of the envelope. (Keeping a photocopy of the receipt will be useful).
- (d) Applications should be prepared in the language in which the candidates sit for the examination. It cannot be changed afterwards.

- (e) Applications which are not in the above relevant format and do not contain all information and delay to reach will be rejected without any notification. No allegation that an application has been lost or delayed in the post will be considered.

06. The Commissioner General of Examinations will issue admission cards together with a copy of the Time Table to all candidates. The Department of examination will publish a paper notice as soon as the admission cards are issued. If admission cards are not received even after 2-3 days of the paper notice, the applicant should inform the Department of Examination as specified in the notice. It is more effective to send the certified copies of the application and cash receipt and the Registered Post receipt, a fax number to fax the admission card if you are living outside Colombo to the Department of Examinations.

07. *Identity Cards.*— Candidates will be required to prove their identity (in respect of each subject) in the examination hall to the satisfaction of the supervisor. For this purpose any of the following documents will be accepted :—

- (a) A valid Identity Card issued by the Commissioner for Registration of Persons ;
(b) A valid Passport.

The Commissioner General of Examinations has the power to cancel or reject the candidature of any applicant who is unable to provide any one of the above mentioned documents. Also, on the day of the examination, the Admission Card with the certified signature should be submitted to the supervisor.

08. Heads of the Departments are requested to grant duty leave to officers of his Departments who have issued Admission Cards by the Commissioner General of Examinations to present themselves at the examination. The candidates are subjected to all rules and regulations imposed by Commissioner General of Examination. If such make or regulation is violated, the candidate should have to face penalty imposed by the Commissioner General of Examinations. The issuing of an admission to a candidate should not be considered as a qualification of him/her to sit for the Examination.

09. Any matter not provided for in these regulations, will be dealt with direction of this Ministry.

DHARA WIJAYATILAKE,
Secretary,
Ministry of Plan Implementation.

Level 12, Tower 05,
Central Bank Building,
No. 30, Janadhipathi Mawatha,
Colombo 01.

First Efficiency Bar Examination for Development Officers and Project Officers Recruited under the Ministry of Plan Implementation – 2009

rules and regulations imposed by the Commissioner General of Examinations.

Note : This form should be filled correctly and legibly in candidate's own handwriting.

_____,
Candidate's Signature.

Date : _____.

Note.– The candidate should sign in the presence of his/her Head of Department or an officer authorized to sign on behalf of such Head of Department or his local head.

Language Medium in which you sit for the Examination :

Sinhala - 2

Tamil - 3

English - 4

Put the appropriate number in relevant cage.

(The medium you are applying for, cannot be changed afterwards)

09. Attestation.–

I certify that, Mr./Mrs./Miss who is an officer in my office and who is known to me personally has put his/her signature in my presence in this day of 2009.

_____,
Signature of Attestor.
(Official Seal should be placed)

Name : _____.

Designation : _____.

Address : _____.

01. (i) Name with initials with initials at the end (In English Capital letters Ex : Saman, S. A.) : _____.

(ii) Name at the end with initials (In Sinhala/Tamil) : _____.

(iii) Name denoted by initials (In Sinhala/Tamil) : _____.

(iv) Name denoted by initials (In English Capital Letters) : _____.

02. (i) Official Address (In Sinhala/Tamil) : _____.

(ii) Address to which the admission Card should be sent to (In English capital letters) : _____.

03. Date of Birth :

Year : Month : Date :

04. Date of assumed duties as a Development Officer/Project Officer (The exact date on which duties were assumed should be stated) :

Year : Month : Date :

05. Subjects applied for under Para 2 of the Gazette Notification :

(i) Subject : _____ Subject No. :

(ii) Subject : _____ Subject No. :

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

07. If not the first sitting, examination fees paid :

Fee for the whole examination is Rs. 115. If it is for one subject, Rs. 75. A cash receipt obtained from any Divisional Secretariat in the Island drawn in favour of the revenue head 2003-20-13 of Commissioner General of Examination should be affixed to the cage below. Keeping a photocopy of the receipt will be useful.

To paste the receipt.

I hereby declare that the particulars furnished in this application are correct and I am entitled to sit for the examination in the language medium indicated above, and I agree to abide by all

10. Certificate of Head of the Department :

(i) The particulars furnished above have been checked and found to be correct.

(ii) I certify that the candidate is eligible to sit for this examination.

(iii) I certify that the correct examination fees have been paid and the receipt is fixed.

_____,
Signature of the Head of the Department.
(Official Seal should be placed)

Name : _____.

Designation : _____.

Address : _____.

11-590

DEPARTMENT OF RAILWAYS - SRILANKA

Written Competitive Examination for Recruitment from External Candidates to the Posts of Permanent Way Inspectr, Inspector of Buildings, Inspector of Bridges, Inspector of Signal and Telecommunications Running-Shed Foreman and Mechanical Foreman in Class II Segment (B) of the Railway Supervisory Management Service

APPLICATIONS are invited from citizens of Sri Lanka who are not less than 21 years and not more than 30 years of age as at 11.12.2009 to fill vacancies in each of the following posts in the Department of Railways (upper age limit is not applicable to those who are already

in Government Service). The closing date of applications is 11.12.2009. The applications should be sent under registered cover to reach the "General Manager of Railways, Office of the General Manager of Railways, P. O. Box 355, Colombo 10" before the closing date of applications.

No applications should be addressed to personally to any officer of the Department or delivered by hand. incomplete, informal, non-qualified or late applications will be rejected without any notice. The candidates who are in the Public or Provincial Public Service should forward their applications through the Heads of their respective Departments, Institutions before the stipulated date.

01. Posts for which applications are called for :

Inspector of Permanent Ways
Inspector of Buildings
Inspector of Bridges
Inspector of Signal and Telecommunications
Running-Shed Foreman
Mechanical Foreman

02. Nature of duties of each post :

1. *Permanent Way Inspector*.— To attend to the duties of a works supervisor when new constructions are made in the railway line network, when repairs are done and when maintain the services for the operation.
2. *Building Inspector*.— To attend to the duties of a works supervisor when new construction of new buildings, repairing and maintainance of same.
3. *Inspector of Bridges*.— To attend to the duties of a works supervisor when new construction of all types of new bridges in the railway line network, repairing and maintainance of same.
4. *Inspector of Signaling and Telecommunications*.— To attend to the duties of a works supervisor when new construction of a new telecommunication systems and signal network to suit of operation of train, repairing and maintainance of same.
5. *Running - shed foreman*.— To attend to the duties of a works supervisor in repairing and maintenance of engines, vehicles and carriages after having identified the technical defects.
6. *Mechanical Foreman*.— To attend to the duties of a works supervisor in repairing machinery inclusive of engines and wagons to suit the operation of the trains and production of new additional spare parts as and when required and their maintenance.

03. *Salary Scale*.— (As per P. A. Circular No. 06/2006) Class II(B) : MN-3-2006-A Rs. 15,005 - 4 x 180 - 14 x 240 - Rs. 19,085.

04. *Educational Qualifications*.— Recruitment to Class II Segment (B) of the Railway Supervisory Management Service will be made

from among those who have passed the G. C. E. (O/L) examination in 06 subjects at not more than two sitting as with credit passes in Language/Literature, Mathematics, Science and one more subject ;
and

Who have passed the G. C. E. (A/L) examination in 03 subjects at one sitting under the old syllabus including 02 subjects out of Pure Mathematics, Applied Mathematics and Chemistry or Physics ;
or

Who have passed the G. C. E. (A/L) examination in 03 subjects in one sitting under the new syllabus including 02 science subjects out of the 03 subjects (Combined Mathematics, Chemistry and Physics) ;
and

Should have Diploma in the relevant field awarded from the following Institutions (in the case of candidates applying for the post of Inspector of Permanent Ways/Inspector of Buildings/Inspector of Bridges they should be civil Diploma holders and the candidates applying for the post of Mechanical Foreman/Runningshed Foreman should be either mechanical or electrical Diploma holders. Those who are applying for post of Inspector of Signaling and Telecommunications should be electrical or electronic Diploma holders.)

- (i) National Technological Diploma offered by the Moratuwa University or Hardy Institute of Ampara.
- (ii) National Higher Engineering Diploma awarded by the National Apprentices and Industrial Training Authority.
- (iii) Diploma in National Higher Engineering awarded by the Ministry of Educationa and Higher Education.
- (iv) Diploma in Technology awarded by the Open University.

Note.— Candidates should have obtained certificates to the effect that they have completed the qualifications prior to the date of closing of applications.

05. *Method of Recruitment*.— Candidates who have satisfied the eligibility criteria stipulated in (04) above will be recruited in order of their merit at the open written competitive examination.

06. *Scheme of examination of recruitment of test :*

- (i) This examination will be conducted by the Commissioner General of Examinations under supervisory of the Technological Service Board ;
- (ii) Examination Procedure :
(a) Examinatin will be conducted in Sinhala, Tamil and English medium ;
(b) Candidates should sit for all the papers in the medium in which they are qualified under (04) above.
- (iii) Subject of Examination :
(a) Intelligence ;
(b) Question paper on Technology.

Syllabus :

- (a) Intelligence - Duration 01 hour
Total Marks - 100

The question paper will be designed to assess the candidate's competence in comprehension logical reasoning, instantaneous decision making and ability to make assessment by the guidance of mathematical and statistical problems, language passages, graphs, pictures and diagrams.

(b) Subject of Technology - Duration 03 hours
 Total Marks - 100

Questions will include to test the candidate's knowledge in the operation of machinery and equipment used in the fields of construction and maintenance expected from a Diploma or equivalent certificate holder qualified for recruitment. The candidates will have to appear for an examination under the syllabus applicable to the post as the syllabus relating to each post differs from one another. Each syllabus is as follows.

Candidates for Permanent Way Inspectors :

The test paper will consist of questions to assess the candidate's knowledge and inborn talent on practical activities connected with the preparation of plans for construction of railway lines, the ability to read and understand them, the use of modern machinery and equipment and construction of railway lines.

Candidates applying for Inspector of Bridges :

The test paper will consist of questions to assess the candidate's inborn talent and knowledge in regard to practical activities connected with preparation of plans for construction of railway bridges, ability to read and understand them, the use of modern machinery and equipment and methods of construction of railway bridges.

Candidates applying for Inspector of Buildings :

The questions will include to test the candidate's talent and knowledge of practical activities connected with the preparation of estimates for construction of buildings and repairing, use of modern machinery and equipment in the construction of buildings and ability in the field of construction of the buildings.

Candidates applying for Signal and Telecommunication Inspectors :

This test paper will consist of questions to test the candidate's knowledge on practical activities connected with mechanical signaling and electrical signaling systems.

Candidates applying for Mechanical Foremen :

The test paper will consist of questions to test the candidate's knowledge on practical activities connected with the identification of defects in engines, wagons,

carriages and other machinery and attending to such defects identified.

Candidates applying for Running -shed foremen :

The test paper will consist of questions to test the candidate's knowledge on practical activities connected with the operation of engines and motive power sets and identification of their defects so as to ensure their proper operation.

Scheme of Recruitment.— To qualify in each subject 40% of the marks or more should be obtained. The candidates who pass in both subjects of the examination by obtaining the highest marks will be summoned for an interview to examine their qualifications. No Marks will be given at this interview. Recruitment to the post of Class II(B) will be made from among those who have satisfied the eligibility criteria as per existing numbers of vacancies and who have scored the highest marks in both the subjects will be appointed to the post in Class II Segment (B) depending on the availability of vacancies referred to the para (01) above.

07. Instructions for preparation and completion of applications :

- (i) Applications should be prepared on A4 size (Half sheet) using both sides of the paper.

Details given in (1) to (9) in part (A) of page 1,
 (1) to (3) (III) in part (B) of page 2,
 3(IV) in part (B)(IV) to 01(C) in part (B) of page 3.

Certificate of Head/Institution and attestation of signatures in page 04 should also be included in the application.

- (ii) Each candidate could apply for only one post. For this purpose, it would be more convenient for the candidates to read and understand well (01), (02), (03), (04) and (05) of this notification.
- (iii) Under no circumstances, the post applied for will be allowed to change subsequently.
- (iv) Examination fees is Rs. 250. It can be paid to the nearest post office. The original of the money order thus obtained should be affixed on the space provided so that it could not be detached. Annexing photostat copy of this receipt will be one of the reasons for rejecting the application. The money order should be drawn in favour of the General Manager of Railways indicating the paying-in-office as Maradana Post Office.
- (v) Application should not accompany any certificate or original or photostat copy of any certificate and the department will not be responsible for any such document sent.

- (vi) The signature of external candidate should be attested by a Principal of a Government School or a Justice of the Peace or Commissioner of oaths or Attorney-at-law or a Commissioned Officer of the three forces or a gazetted police officer or an officer drawing an initial monthly salary of Rs. 19,755 or more in terms of P. A. Circular 6/2006.

- (vii) In the case of officers already in Public service, their signatures should be certified by the immediate Head of the Institution. It is compulsory for them to send their applications through the relevant Head of Department.

08. *Service Conditions :*

- (i) Although the candidates are recruited to Class II Segment (B) they are subject to a 03 years period of training. They should pass the examinations connected with the training held during the training and at the end of the training period. If they passed the relevant examinations held at the end of the training period, they will be confirmed in their appointment. The services of external candidates will be terminated if they fail to pass the examination. In the case of officers already in the Public Service, they will be reverted to their substantive posts.
- (ii) A candidate selected as Class II Segment (B) officer should within a period of three months of the commencement of the training enter into a bond with the department that he will serve the department for a term of 10 years after the training and if he should fail to comply with he will pay back the cost of training together with the salaries and allowances drawn by him. If he should fail to do so, his selection will be cancelled.

Service conditions of employment :

- (i) The post is permanent and pensionable. If contributions have already been made towards the W&OP they should continue to do so.
- (ii) Selected candidates will be subjected to the provisions of the Establishment Code and Financial Regulations and Public Administration Circular and Orders and Regulations that may be issued by the government from time to time and departmental orders.

P. P. WIJESSEKARA,
General Manager of Railways.

Office of the General Manager of Railways,
Colombo 10,
06th November, 2008.

(Applicants are requested to read and understand well the notification calling for applications prior to completion of the application on A-4 sheets)

SPECIMEN APPLICATION FORM

For office use only

SRI LANKA DEPARTMENT OF RAILWAYS

APPLICATION FOR THE POST OF OF THE RAILWAY
SUPERVISORY MANAGEMENT SERVICE

PART A (1ST PAGE OF THE APPLICATION)

01. The post applied for : _____.
02. Surname with initials :
(i) In Sinhala/Tamil : _____.
(ii) In English : _____.
03. Names denoted by initials :
(i) In Sinhala/Tamil : _____.
(ii) In English : _____.
04. Permanent Address :
(i) In Sinhala/Tamil : _____.
(ii) In English : _____.
05. Sex (Indicate ✓ in the relevant cage) :
Male ☐ Female ☐
06. Residence :
(i) Gram Niladhari Division : _____.
(ii) Divisional Secretary's Division : _____.
(iii) District : _____.
07. Ethnic Group (Indicate ✓ in the relevant cage) :
Sinhala ☐ Indian Tamil ☐
Sri Lanka Tamil ☐ Burgher ☐
Muslim ☐ Malay ☐
Others ☐
08. Medium applied for (Indicate ✓ in the relevant cage) :
Sinhala ☐ Tamil ☐ English ☐
09. Citizenship (Indicate ✓ in the relevant cage) :
By descent ☐ By registration ☐

PART (B) (2ND PAGE OF APPLICATION)

01. Date of birth :
Age as on 11.12.2009 :
Years : _____, Months : _____, Days : _____.
02. National Identity Card No. : _____.

03. Educational Qualifications :

G. C. E. (O/L) - 1st sitting :

(i) G. C. E. (O/L) - First Sitting

Index No. : _____ Year : _____.

Serial No.	Subject	Grade
(i)		
(ii)		
(iii)		
(iv)		
(v)		
(vi)		
(vii)		
(viii)		

(ii) G. C. E. (O/L) - Second Sitting :

Index No. : _____ Year : _____.

Serial No.	Subject	Grade
(i)		
(ii)		
(iii)		
(iv)		
(v)		
(vi)		
(vii)		
(viii)		

(iii) G. C. E. (A/L)

Index No. : _____ Year : _____.

Serial No.	Subject	Grade
(i)		
(ii)		
(iii)		
(iv)		

(3RD PAGE OF APPLICATION)

(iv) Technological qualifications :

Name of course/certificate : _____.

Institution : _____.

Year obtained : _____.

Subjects passed : _____.

04. Have you ever been convicted of any offence in a Court of Law ?

If so, give the details :

Yes ☐

No ☐

Part (C)

01. Certificate of the applicant :

(a) I do hereby certify that the particulars furnished by me in this application are true and correct to the best of my knowledge. I am fully aware that my candidature will be cancelled for non-completion of a particular part herein

and/or incorrect and/or false completion. I personally bear the consequences thereto.

(b) I declare that, I am liable to dismissal if the particulars furnished in (A) above are found to be false after the appointment. I also personally bear the consequences thereto.

(c) Money order bearing No. obtained after making a payment of Rs. 250 is attached hereto.

Affix the money order here (avoid pasting)

(d) I do hereby agree to abide by the conditions of this examination.

_____,
Signature of Applicant.

Date : _____.

(PAGE 04 OF THE APPLICATION)

02. Attestation :

I do hereby certify that the applicant Mr./Mrs./Miss. is personally known to me and he/she placed his/her signature before me.

_____,
Signature of Attestor.

Date : _____.

Full Name of Attestor : _____.

Designation : _____.

Address : _____.

(Official Seal should be placed)

CERTIFICATE OF THE HEAD OF
DEPARTMENT/INSTITUTION

(Only for those who are already in Government/Provincial
Public Service)

Mr./Mrs./Miss who has forwarded the above application is serving in the Department of from to No disciplinary action is pending against him/her. His/her work attendance and conduct have been satisfactory/unsatisfactory. He/she can/cannot be released from this Department/Institution if he/she is selected for the post.

_____,
Signature of Head of Department.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

(Official Seal should be placed)

11-560