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

අංක 1,993 – 2016 නොවැම්බර් මස 11 වැනි සිකුරාදා – 2016.11.11

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### PART I: SECTION (IIA) – GENERAL

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

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**Note.**— (i) Sathya Sri Gnanapathi Bhakthi Jana Sewa Foundation (Incorporation) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of July 22, 2016.

(ii) Mahipala Herath Janasahana Foundation (Incorporation) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of September 23, 2016.

(iii) Saravanapavan Foundation (Incorporation) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of September 23, 2016.

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 02nd December, 2016 should reach Government Press on or before 12.00 noon on 18th November, 2016.

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

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

GANGANI LIYANAGE,  
Government Printer (Acting)

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

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



### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

### 5. Serving Officers in the Public Service :

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

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

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

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

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

### 6. Definition of Salary for the purpose of Eligibility

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

### 7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### MINISTRY OF SOCIAL EMPOWERMENT AND WELFARE

#### National Institute of Social Development

#### 01. Post.- Professor - No. of Post 01

01. *Age limit.*- Shall be below 55 years.

02. *Qualifications :*

Bachelor's Degree in Social Work from a university recognized by the University Grants Commission with a 1st Class or 2nd Upper Division ;

or

A Masters Degree not less than one year duration from a university recognized by the University Grants Commission/or a recognized higher educational institute of Social Work, Social Sciences, Social Welfare, Social Policy, Counseling, Community Development or a related field ;

and

A PhD from a university or a recognized higher educational institute by the University Grants Commission in Social Work or Social Science (Priority will be given to applicants with a PhD in social work) ;

and

Experience not less than 10 years in University level teaching and research with sufficient experience in Education Management after obtaining the PhD.

or

10 years of experience in Senior Managerial level at the National Institute of Social Development with a PhD in Social Work or Social Sciences from a university or Higher Educational Institute recognized by the University Grants Commission.

and

A very good working knowledge in English.

03. *Salary Scale.*- HM 2-3-2016 - Rs. 98,215 - 12x2,700 - Rs. 130,615. Monthly receivable salary scale in 2020 (2016.04.25 Management Services Circular 02/2016 as Schedule I). HM 2-3-2006- Rs. 47,245 - 12x1,310 - Rs. 62,965 monthly salary will be paid as per Schedule II of the same circular at present.

#### 02. Post : Additional Director General (Academic) - No. of Post 01.

01. *Age limit.*- Shall be not less than 25 years of age and not more than 55 years of age (However, maximum age limit shall not be applicable to the candidates serving in government, Provincial Public Service or statutory boards of the government).

02. *Educational Qualifications :*

(a) Basic Degree in Sociology, from a university recognized by the University Grants Commission, with a Post Graduate Degree in Social Work ;

and

03. *Experiences.*- Minimum experience of 15 years at Senior Managerial level. In Public Service or Government Institution with an excellent service record. Minimum of 03 years out of this service shall be after obtaining Post Graduate degree in Social Work.

04. *Professional Qualifications.*- Management of Programmes in the field of Social Service/Social Welfare/Social Development and being a member of a professional body on Social Work.

#### For Internal Candidates :

*Qualifications.*- Minimum experience of 03 years at Senior Managerial level at National Institute of Social Development along with an excellent service record.

05. *Marking Scheme for interview :*

Experience in relevant administration	Marks 30
Additional experience in profession	Marks 30
Other skills	Marks 15
Performance at the interview	<u>Marks 25</u>
Total	<u>Marks 100</u>

06. *Salary Scale.*- HM 2-1-2016 – 93,020 - 12 x2,700 = Rs. 125,420 monthly receivable salary scale in 2020 (2016.04.25 Management Services Circular 02/2016 as Schedule I) HM 2-1-2006- Rs. 47,245 - 12x 1,310 - Rs. 62,965 monthly salary will be paid as per Schedule II of the same circular at present.

**03. Post : Senior Lecturer - No. of Post 04**

01. *Age limit.*- Shall be not less than 22 years of age and not more than 45 years of age (However, maximum age limit shall not be applicable to the candidates serving in government, Provincial Public Service or statutory boards of the government).

**02. Educational Qualifications :**

- (a) Possession of a Bachelor's Degree in Social Science from a university recognized by the University Grants Commission with a PhD on Social Work.
- (b) *Experience.*- Not less than 10 years experience in social work and teaching at a government higher education institution or an institution recognize by the government.

**For internal candidates :**

- (a) Minimum experience of 05 years in a post of Lecturer of Grade I at the National Institute of Social Development.
- or*
- (b) Possession of a PhD in Social Work and experience of minimum of 03 years in a post of Lecturer of Grade I at the National Institute of Social Development.

**03. Marking scheme for interview :**

Experience in relevant field	Marks 30
Additional experience in profession	Marks 30
Other skills	Marks 15
Performance at the interview	<u>Marks 25</u>
Total	<u>Marks 100</u>

04. *Salary Scale.*- AR-2-2016 - Rs. 71,585 -10x1,910 - Rs. 90,685 monthly receivable Salary Scale in 2020 (2016.04.25 Management Services Circular 02/2016 as Schedule I).

AR-2-2006A - Rs. 34,550 -10x925 - Rs. 43,800 monthly salary will be paid as per Schedule II of the same circular at present.

**04. Post : Senior Training Officer II - No. of Post 03**

01. *Age limit.*- Shall be not less than 22 years of age and not more than 45 years of age (However, maximum age limit shall not be applicable to the candidates serving in government, provincial public service or statutory boards of the government).

**02. Educational Qualifications :**

- (a) A Bachelor's Degree in Social Sciences with a Doctoral Degree (PhD) in Social Sciences from a University recognized by the University Grant Commission ;

*and*

Experience of not less than 10 years in the Sector of Social Work training in a government or a recognized institution by the government ;

*or*

- (b) Bachelor's Degree in Social Sciences with a post graduate degree in Social Sciences from a University recognized by the University Grant Commission ;

*and*

03. *Experience.*- Experience of not less than 15 years in the Sector of Social Work Training in a government institute or an institution recognized by the government.

*For Internal Candidates.*- Minimum experience of 05 years in a post of Training Officer of Grade I at the National Institute of Social Development ; or

Possession of a PhD on Social Science and minimum experience of 03 years in a post of Training Officer of Grade I at the National Institute of Social Development.

**04. Marking scheme for interview :**

Experience in relevant field	Marks 30
Additional experience in profession	Marks 30
Other skills	Marks 15
Performance at the interview	<u>Marks 25</u>
Total	<u>Marks 100</u>

05. *Salary Scale.*- AR-2-2016 - Rs. 71,585 -10x1,910 - Rs. 90,685 monthly receivable salary scale in 2020 (2016.04.25 Management Services Circular 02/2016 as Schedule I).

AR-2-2006A - Rs. 34,550 -10x925 - Rs. 43,800 monthly salary will be paid as per Schedule II of the same circular at present.

**05. Post : Senior Research Officer II - No. of Post 03.**

01. *Age limit.*- Shall be not less than 22 years of age and not more than 45 years of age (However, maximum age limit shall not be applicable to the candidates serving in government, provincial public service or statutory boards of the government).

## 02. Educational Qualifications :

- (a) A Bachelor's Degree in Social Sciences with a Doctoral Degree (PhD) in Social Sciences from a University recognized by the University Grant Commission ;

and

Experience of not less than 10 years in the Sector of Social Work Training in a government or a recognized institution by the government ;

or

- (b) Bachelor's Degree in Social Sciences with a post graduate degree in Social Sciences from a University recognized by the University Grant Commission ;

and

03. *Experience.*- Experience of not less than 15 years in the Sector of Social Work Training in a government institute or an institution recognized by the government.

### *For Internal Candidates :*

- (a) Minimum experience of 05 years in a post of Research Officer of Grade I at the National Institute of Social Development ;

or

- (b) Possession of a PhD on Social Science and minimum experience of 03 years in a post of Research Officer of Grade I at the National Institute of Social Development.

## 04. Marking scheme for interview :

Experience in relevant field	Marks 30
Additional experience in profession	Marks 30
Other skills	Marks 15
Performance at the interview	<u>Marks 25</u>
Total	<u>Marks 100</u>

05. *Salary Scale.*- AR-2-2016 - Rs. 71,585 -10x1,910 = Rs. 90,685 monthly receivable salary scale. (2016.04.25 Management Services Circular 02/2016 as Schedule I) Schedule II of the circular, as salaries will be paid. AR-2-2006A - Rs. 34,550 -10x925 - Rs. 43,800 monthly.

## 06. Post : Research Officer II - No. of Post 01.

01. *Age Limit.*- Shall be not less than 22 years of age and not more than 45 years of age (However, maximum age limit shall not be applicable to the candidates serving in government, statutory boards or at this institution).

## 02. Educational Qualifications :

- (a) Possession of a Degree with a thesis and a pass of first or second class (Upper Division) on Social Sciences from a university/higher educational institution recognized by the University Grants Commission ;

or

- (b) Possession of a First Degree on Social Science with a Post Graduate Degree from a University/ Higher Educational Institution recognized by the University Grants Commission ;

or

- (c) Experience of 03 years as a Research Assistant at a government or statutory institution or private institution with a Degree from a University/ Higher Educational Institution recognized by the University Grants Commission.

## 03. Marking scheme for interview :

Experience in relevant field	Marks 30
Additional experience in profession	Marks 30
Other skills	Marks 15
Performance at the interview	<u>Marks 25</u>
Total	<u>Marks 100</u>

04. *Salary Scale.*- AR-1-2016 - Rs. 51,285 -5x1,135- 5x1,335 - 15-1,590 - Rs. 87,485 monthly receivable salary scale in 2020 (2016.04.25 Management Services Circular 02/2016 as Schedule I)

AR-1-2006A - Rs. 24,725 -5x550 - 5x645 - 15x 770 - Rs. 42,250 monthly salary will be paid as per schedule II of the same circular at present.

## 07. Post : English Instructor III - No. of Post 01.

01. *Age Limit.*- Shall be not less than 22 years and not more than 45 years (This age limit shall not be effective on those who are employed in government, Provincial, Public Service or statutory boards).

## 02. Educational Qualifications :

- (a) Degree with English as a subject obtained by a university recognize by the University Grants Commission ;

or

- (b) Degree on English Language, English Literature, English Language Teaching methods obtained from a university recognized by University Grants Commission ;

and

(c) Completion of a Diploma Programme with the course duration of not less than one year or English Teaching obtained from a recognize higher education institute ;

or

(d) Not less than 03 years experience of teaching English in a government school or any other government educational institute.

Commission and a Diploma not less than one year duration of Social Work, Counselling, Social Development ;

and

(b) 5 years experience in the post of Management Assistant at National Institute of Social Development.

03. *Method of recruitment through for interivew :*

Subject related experience relevant to the post	Marks 30
Relevant Additional Qualification	Marks 30
Other skills and merits	Marks 15
Performance at the interview	<u>Marks 25</u>
Total	<u>100 Marks</u>

(iii) *Salary Scale.*– MA-3-2016 - Rs. 32,200 -10x445 - 11x 660 - 10 x 730 - 5 x 750 - Rs. 54,960 monthly receivable salary scale. (2016.04.25 Management Services Circular 02/2016 as Schedule I) MA-3-2006A - Rs. 15,600 -10 x 215 - 4x240 - 15x360 - 7x320 - Rs. 26,030 monthly salary will be paid as per schedule II of the same circular at present.

04. *Salary Scale.*– MA-4-2016 - Rs. 37,970 -10x755 - 15x930 - 5x1,135 - Rs. 65,145 monthly receivable salary scale in 2020 (2016.04.25 Management Services Circular 02/2016 as Schedule I) MA4-2006A - Rs. 18,230 -10x365 - 15x450 - 5x550 - Rs. 31,380 monthly salary will be paid as per schedule II of the same circular at present.

**08. Post : Program Assistant (Center in Charge) III  
No. of vacancies I (For Kilinochchi Centre).**

(1) *Age Limit.*– Candidate should not be less than 22 years of age and not more than 45 years as at closing date of the application. The upper age limit would not be applicable to applicants already in the services of Government Department/ Provincial State Corporation/Statutory Board.

(2) *Educational Qualifications.*– Should have obtained the Bachelors degree from a University, recognized by the University Grants Commission.

and

A Diploma not less than one year duration from a Government institute or a Government recognized institute of Social Work, Social Development and Counseling ;

and

(b) Working experience not less than one year as a Project Officer (Center in Charge) in Government institute or a Government recognized institute.

**For Internal Candidates :**

(a) A Bachelors Degree from a university recognized by the University Grants

**09. Post : Translator (Sinhala to English) - No. of Posts 01.**

01. *Age Limit.*– Shall be not less than 22 years of age and not more than 45 years of age (Maximum age limit shall not be applicable to the candidates serving in government Provincial Public Service or Statutory boards of the government ).

**02 Educational Qualifications :**

(a) Degree obtained in Sinhala/English medium from a university recognized by University Grant Commission and a credit pass for Sinhala/ English Language and Literature at G. C. E. (A/L) and Skills in Sinhala/English Translation ;

and

(b) 02 years experience as a translator at a government institution or institution recognized by the government.

03. *Method of Recruitment.*– Recruitment shall be made selecting an appropriate one out of the following alternatives after calling applications through publishing a public notification as determined by the appointing authority :

(i) Recruitment of external candidates by an open competitive examination/and structured interview.

(ii) Recruitment of internal candidates by a limited competitive/and structured interview.

04. Method of recruitment through interview :

	<i>Marks</i>
Subject related experience relevant to the post	30 Marks
Relevant Additional Qualification	30 Marks
Other skills and merits	15 Marks
Performance at the interview	<u>25 Marks</u>
	<u>100 Marks</u>

Sinhala or Tamil Language, Mathematics and two other subjects ;

- (b) Shall have passed at least one subject at G. C. E. (A/L) Examination (except General Paper) and 01 year Diploma in Social Work Counseling or Social Development.

**For internal Candidates :**

**Qualifications :**

- (a) Primary Grade  
Employees in unskilled, semi-skilled and skilled service categories who have satisfied qualifications mentioned in b, c and e of the following can apply for the same.
- (b) Shall have passed not less than six subjects in G. C. E. (O/L) Examination at one sitting with Credit passes to first language and Mathematics (Course on computer word processing/type writing recognize by the Tertiary and Vocational Education Commission followed by the candidates or the proficiency at equivalent level shall be included as qualifications wherever necessary.
- (c) Shall hold permanent post in the service and further shall be confirmed in the appointments.
- (d) Shall have completed at least five years continuous and satisfactory service in a permanent appointment immediately preceding the prescribed date.

05. *Salary Scale*.- MA4-2016 - Rs. 37,970 -10x755 - 15x930 - 5x1,135 - Rs. 65,145 monthly receivable salary scale in 2020 (2016.04.25 Management Services Circular 02/2016 as Schedule I) MA-4-2006A - Rs. 18,230 -10x365 - 15x450 - 5x550 - Rs. 31,380 monthly salary will be paid as per schedule II of the same circular at present.

**10. Post : Audio Visual Technician III - No. of Posts 01.**

01. *Age limit*.- Shall be not less than 22 years of age and not more than 45 years of age (Maximum age limit shall not be applicable to the candidates serving in this institute).

02 *Educational Qualifications* :

- (a) Shall have passed G. C. E. (Ordinary Level) with six (06) subjects with Credit passes for Sinhala, Mathematics and two other subjects in one sitting ;

*and*

- (b) Shall have passed G. C. E. (Advanced Level) in Science stream with all subjects (Except General Test) and have obtained the level required to follow a tertiary education course.

03. *Salary Scale*.- MA-2-2-2016 - Rs. 30,310 -10x300- 7x 350 - 4x600 - 20x710 - Rs. 52,360 monthly receivable salary scale in 2020 (Management Services Circular 02/2016 as Schedule I) MA-2-2-2006A - Rs. 14,610 -10x145 - 7x170 - 4x 290 - 20x345 - Rs. 25,310 monthly salary will be paid as per Schedule II of the same circular at present.

**11. Post : Hostel Keeper III - No. of Post 01.**

01. *Age limit*.- Shall be not less than 18 years and not more than 45 years of age (The maximum age limit shall not be applicable for the candidates who are already serving in this institution).

02. *Educational Qualifications* :

- (a) Shall have passed G. C. E. (O/L) Examination in six subjects at one sitting with Credit pass to

03. *Salary Scale*.- MA-1-2-2016 - Rs. 27,910 -10x300- 7x 350 - 12x600 - 12x710 - Rs. 49,080 monthly receivable salary scale (Management Services Circular 02/2016 I as Schedule) MA-1-2-2006A - Rs. 13,450 -10x145 - 7x170 - 12x 290 - 12x345 - Rs. 23,710 monthly salary will be paid as per Schedule II of the same circular at present.

**Conditions/Nature of the appointments :**

1. The appointments are permanent.
2. The employees are entitled for the contributions to the EPF and ETF.
3. All appointments shall subject to a probation period of 03 years.

**Note**.- The above vacancies exist at the Main Office at Nawala, Rajagiriya and Kilinochchi Centre selected



Management Assistant, Driver and K. K. S. shall serve only at the main office and Killinochchi Centre.

*Service Condition.*— All appointments made shall be conformed to the provisions of the National Institute of the Social Development, Act, No. 41 of 1992 and other Government regulations.

Application along with a Bio data should be sent by the Registered Post to the following address on or before 09.12.2016 Name of the Post and preferred centre shall be written clearly on the top left hand corner of the envelope and the applicants employed in the Government sector shall forward their applications through the head of the institute.

RIDDLEY JAYASINGHE,  
Director General,  
National Institute of Social Development.

National Institute of Social Development,  
No. 488A, Nawala Road,  
Rajagiriya,  
24th October, 2016.

11-476

## MINISTRY OF SKILLS DEVELOPMENT AND VOCATIONAL TRAINING

### Department of Technical Education & Training

RECRUITMENT (OPEN) TO GRADE III OF THE POST OF HOSTEL MATRON OF SERVICE CATEGORY OF MANAGEMENT ASSISTANT (NON TECHNICAL) SEGMENT 2 OF THE DEPARTMENT OF TECHNICAL EDUCATION & TRAINING - 2016

APPLICATIONS are invited from female applicants who have completed relevant qualifications to select suitable officer for the vacancy existing in the Post of Hostel matron of service category of Management Assistant (Non Technical) Segment 02 of the Department of Technical Education and Training. Applicant who will select, will be attached to the vacancy existing in Technical College, Kuliyaipitiya which comes under the purview of the Department of Technical Education and Training. Applications on forms of the specimen mentioned at the end of this notification prepared according to the following instructions in A4 size paper using both sides should be sent under registered cover to reach the Director General, Department of Technical Education and Training P. O. Box 557, Olcott Mawatha, Colombo 10 on or before the date under mentioned. The envelope enclosing the application

should clearly be marked “Recruitment to the Post of Hostel Matron” on the top left hand corner. The closing date of application is 11.12.2016.

*Note.*— Inquiries, about applications or related letters lost or delayed in post cannot be considered. Any damages that may cause due to the delay in submitting applications until the closing date should be borne by applicants, themselves.

1. *Recruitment Procedure.*— Recruitment will be made on the results of structured interview and qualifications will also be examined

Main headings to be given marks	Maximum Marks
Additional Educational Qualifications	20
Additional Vocational Qualifications	35
Additional experience	30
Language Proficiency	10
Skills at the interview	05
Total	100

### 2. Educational Qualifications :

- (i) Have passed G.C.E. (Ordinary Level) Examination in one sitting. In six (06) subjects with Credit pass for Sinhala/Tamil/English language, Mathematics and another two subjects

and

- (ii) Have passed at least one subject (except the General Common Test) in G.C.E. (Advanced Level) Examination.

3. *Vocational Qualifications.*— Have followed full time National Vocational Qualification (NVQ) Level 4 course in Management from an institution, recognized by the Tertiary and Vocational Education Commission and obtained a certificate.

4. *Service experience.*— Have obtained one year experience in relevant post/field in Government of Government registered institution.

5. *Physical Fitness.*— Every female applicant shall have sufficient physical and mental fitness to serve in any part of Sri Lanka and discharge the duties of the post.

6. *Age limit.*— Not less than 18 years and not more than 30 years of age as at the closing date of applications.

### 7. Other Qualifications :

- (i) Female applicants should be citizen of Sri Lanka.
- (ii) Must have good moral character.
- (iii) All qualifications required to recruit to the post, should have been fulfilled on the closing date of applications, in every manner.

8. *Salary Scale*.— In terms of schedule I of salary circular bearing Public Administration circular No. 03/2016, salary scale of MN-1-2016, Rs.27,140-10x300-11x350-10x495-10x660-45,540/- (monthly) is applicable to this post. Further in terms of schedule II of that circular, relevant salary will be placed.

### 9. Mode of forwarding applications :

- (i) Applications, prepared with No. 01-07 of specimen application appearing in 1st page. No. 08-10 appearing in 2nd page and the rest in next pages, should be completed in their own handwriting perfectly.
- (ii) Applications, which are of noncompliance with specimen application and include in complete particulars and applications received after the closing date of applications will not be entertained. Female applicants are advised to send their applications in time to avoid the possibility of postal delay.
- (iii) Signature of applicants should be attested by a principal of Government School, a Grama Niladari of a division, a justice of peace, Commissioner of oaths, Attorney at law, Notary Public, Commissioned officer in the armed force, permanent staff officer in Public or Provincial Public service with MN-7 initial step in terms of 3/2016 or above annual consolidated salary or a chief incumbent or a chief priest of a Buddhist temple or a distinguish person, in Charge of holy place of any other religion.
- (iv) Officers, who are already in public or provincial public service should submit applications, through their head of the institution.
- (v) Your candidature will be repealed, if any information mentioned in the application being detected as incorrect or false, before the recruitment. if such information being detected after the recruitment, action will be taken to dismiss from the service, subject to the procedure relevant thereto.

### 10. Conditions of employment :

- (i) This post is permanent and pensionable and selected applicant should contributed to the widows and orphans/widowers and orphans pension scheme.
- (ii) Female officers, who appointed to this post will be subjected to the period of 03 year probationary and should pass the 1st efficiency bar examination within such 03 years.
- (iii) In terms of provisions of public Administration Circular No. 01/2014, relevant proficiency level of official language should be obtained.
- (iv) It is necessary to stay appointed female officers in hostel, on necessity.
- (v) This appointment subjects to the procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka. Financial Regulations of the stay and Department other orders.

11. Director General of the Department of Technical Education and Training reserves the right to fill the vacancy.

12. In the event of any inconsistency between the Sinhala, the Tamil and the English texts of this *Gazette Notification*, Sinhala text shall prevail.

J. A. RANJITH,  
Director General.

Department of Technical Education & Training,  
Colombo 10  
11th November, 2016.

### APPLICATION FORM

For office use

RECRUITMENT (OPEN) TO GRADE III OF THE POST OF HOSTEL  
MATRON OF SERVICE CATEGORY OF MANAGEMENT ASSISTANT  
(NON TECHNICAL) SEGMENT 2 OF THE DEPARTMENT OF  
TECHNICAL EDUCATION AND TRAINING - 2016

### 01. Name of the candidate :

- (i) Name with initials, initials at the end (In block capital letters) :\_\_\_\_\_.
- (ii) Full Name (In block capital letters) :\_\_\_\_\_.
- (iii) Full Name (in Sinhala/Tamil) :\_\_\_\_\_.

02. Address and Telephone Number :

(i) Official Address :\_\_\_\_\_.

Telephone Number :\_\_\_\_\_.

(ii) Private Address :\_\_\_\_\_.

Telephone Number :\_\_\_\_\_.

(Any change in the Address or Telephone Number, should be informed immediately)

03. Date of Birth :

Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.

04. Age as at closing date of applications :

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

05. National Identity Card Number :

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06. Sex - male/ female :\_\_\_\_\_.

07. Whether married/ unmarried/ widow :\_\_\_\_\_.

08. Educational Qualifications:

GCE (O/L) Examination :

Year :\_\_\_\_\_. Index No. :\_\_\_\_\_.

Subject	Grade

GCE (A/L) Examination :

Year :\_\_\_\_\_. Index No. :\_\_\_\_\_.

Subject	Grade

09. Vocational Qualifications :

Examination/ Diploma course	Year	Subjects	Grade	Name of the Institute/ University

10. Particulars of Experience :

Institutions, worked	Post	Period of Service	Whether, Government/ Government Registered Institution

11. If you are a citizen of Sri Lanka state by decent or registration (If registration, state details) :\_\_\_\_\_.

12. Whether you have been dismissed from Government post, that you had been holding? :\_\_\_\_\_.

13. If you are already in Public Service, are there any Departmental disciplinary inquiries against you? :\_\_\_\_\_.

14. Whether you have been convicted in a court? If so, state details :\_\_\_\_\_.

I hereby certify that the particulars furnished by me in this application are true and accurate. I am aware that if any particulars contained there in are found to be false and incorrect before the selection I am liable to disqualify and dismissal, without compensation, if the inaccuracy is detected after the appointment.

\_\_\_\_\_,  
Signature of the Applicant.

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

15. Attestation of the Signature of the candidate :

I do hereby certify that Mrs./Miss ..... is personally known to me & placed her signature in my presence on .....

\_\_\_\_\_,  
Signature of certifying officer.

(This part is applicable only for candidates who engage in Government employment)

*Attestation of the Head of the Department / Institution :*

I hereby certify that Mrs/ Miss ..... who is working in this Ministry/ Department/ Institution is working in the post of ..... and her work and conduct are satisfactory, no disciplinary action pending her and no decision has been taken to impose any such in further. If she will be selected for this post, she can/ cannot be released from the service.

\_\_\_\_\_  
Signature of the Head of the Department of Authorized officer.

Date : \_\_\_\_\_.  
(Seal)

11-518

**REGISTRAR GENERAL'S DEPARTMENT**

**Post of Registrar of Muslim Marriages**

**GAMPAHA DISTRICT**

APPLICATIONS are invited for the Posts of Registrars of Muslim Marriages in the Divisions set out in the Schedule hereto.

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

02. Muslim males only can apply for these Posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries.

07. Completed applications should be sent by Registered Post to the address given in the Schedule on or before 14th of December, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
21st October, 2016.

**SCHEDULE**

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Gampaha	Biyagama	Post of Muslim Marriages Registrar of Malwana - Yatihena Area in Siyane Koralaya West Division	District Secretary/Additional Registrar General, District Secretariat, Gampaha.

## Examinations, Results of Examinations & c.

### DEPARTMENT OF OFFICIAL LANGUAGES

#### **Open/Limited Competitive Examination for Recruitment to the Posts of Translator (Sinhala/ English), (Tamil/English) and (Sinhala/Tamil) in the Department of Official Languages – 2016**

APPLICATIONS are hereby called from the qualified Sri Lankan citizens for recruitment to the following posts in the Department of Official Languages.

Translator (Sinhala/English) - 08 posts  
Translator (Tamil/English) - 02 posts  
Translator (Sinhala/Tamil) - 10 posts

02. *Monthly Salary Scale.* – Rs. 36,585 10x660 -11x755  
- 15x930 - Rs. 65,440. (MN-6-2016).

03. This post is permanent and pensionable.

04. *Recruitment Ratio :*

<i>Stream</i>	<i>Percentage</i>
Open	75%
Limited	25%
Merit	Not Relevant

*Note.* – In case, the number of applicants is insufficient for the recruitments to be made under the open stream, such number of vacancies will be filled under the limited stream. In the event that the number of qualified candidates is insufficient under the limited stream, such number of vacancies to be filled under the open stream.

05. *Qualifications.* – The following qualifications are required for the Posts of Translator Grade II (Sinhala/English), (Tamil/English) and (Sinhala/Tamil) - (Limited/Open).

5.1 Translator (Sinhala/English) :

01. A degree with Sinhala Language or English Language as a subject from a university recognized by the University Grants Commission ;

*and*

(i) A Credit pass for English Language/English Literature at the G. C. E (O/L) Examination for the applicants who have

followed Sinhala Language as a subject for the degree or a Credit pass for Sinhala Language and Literature at the G. C. E. (O/L) Examination for the applicants who have followed English Language as a subject for the degree ;

*or*

(ii) A minimum of Ordinary Pass for English Language at the G. C. E. (A/L) Examination for the applicants who have followed Sinhala Language as a subject for the degree, or a minimum of Ordinary Pass for Sinhala Language at the G. C. E. (A/L) Examination for the applicants who have followed English Language as a subject for the degree ;

*or*

02. A degree with 'Translation Methods' as a subject from a university recognized by the University Grants Commission ;

*and*

(i) A Credit pass for English Language/English Literature at the G. C. E. (O/L) Examination and a Credit pass for Sinhala Language and Literature at the G. C. E. (O/L) Examination ;

*or*

(ii) A minimum of Ordinary Pass for English Language at the G. C. E. (A/L) Examination and a minimum of Ordinary Pass for Sinhala Language at the G. C. E. (A/L) Examination ;

*or*

03. The final degree (Pandit) from the Oriental Studies Society of Sri Lanka (the Pracheena Bhashopakara Samagama) ;

*and*

(i) A Credit pass for English Language/English Literature at the G. C. E. (O/L) Examination ;

*or*

(ii) A minimum of Ordinary Pass for English Language at the G. C. E. (A/L) Examination.

*Translator (Tamil/English) :*

01. A degree with Tamil Language or English Language as a subject from a University recognized by the University Grants Commission ; *and*

(i) A credit pass for English Language/English Literature at the G. C. E. (O/L) Examination for the applicants who have followed Tamil Language as a subject for the degree, or a credit pass for Tamil Language and Literature at the G. C. E. (O/L) Examination for the applicants who have followed English Language as a subject for the degree ;

*or*

(ii) A minimum of Ordinary Pass for English Language at the G. C. E. (A/L) Examination for the applicants who have followed Tamil Language as a subject for the degree, or a minimum of Ordinary Pass for Tamil Language at the G. C. E. (A/L) Examination for the applicants who have followed English Language as a subject for the degree.

02. A degree with "Translation Methods" as a subject from a university recognized by the University Grants Commission ; *and*

(i) A credit pass for English Language/English Literature at the G. C. E. (O/L) Examination and a credit pass for Tamil Language and Literature at the G. C. E. (O/L) Examination ;

*or*

(ii) A minimum of Ordinary Pass for English Language at the G. C. E. (A/L) Examination and a minimum of Ordinary Pass for Tamil Language at the G. C. E. (A/L) examination.

*Translator (Sinhala/Tamil) :*

01. A degree with Tamil Language or Sinhala Language as a subject from a university recognized by the University Grants Commission ; *and*

(i) A credit pass for Sinhala Language and Literature at the G. C. E. (O/L) Examination for the applicants who have followed Tamil Language as a subject of the degree, or a credit pass for Tamil Language and Literature at the G. C. E.

(O/L) Examination for the applicants who have followed Sinhala Language as a subject for the degree ;

*or*

(ii) A minimum of Ordinary Pass for Sinhala Language at the G. C. E. (A/L) Examination for the applicants who have followed Tamil Language as a subject for the degree, or a minimum of Ordinary Pass for Tamil Language at the G. C. E. (A/L) Examination for the applicants who have followed Sinhala Language as a subject for the degree.

02. A degree with "Translation Methods" as a subject, from a university recognized by the University Grants Commission ; *and*

(i) A credit pass for Sinhala Language and Literature at the G. C. E. (O/L) Examination and a credit pass for Tamil Language and Literature at the G. C. E. (O/L) Examination ;

*or*

(ii) A minimum of Ordinary Pass for Sinhala Language at the G. C. E. (A/L) Examination and a minimum of ordinary pass for Tamil Language at the G. C. E. (A/L) examination.

03. The final degree (Pandit) from the Oriental Studies Society of Sri Lanka (the Pracheena Bhashopakara Samagama) ; *and*

(i) A credit pass for Tamil Language at the G. C. E. (O/L) Examination ;

*or*

(ii) An ordinary pass for Tamil Language at the G. C. E. (A/L) Examination.

5.2 *Physical fitness.*— Every applicant should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties of the post.

5.3 *Other :*

1. Should be a citizen of Sri Lanka ;
2. Should possess an excellent character ;
3. The applicant should have fulfilled, by every means, all the qualifications required as at the date mentioned in the Notice/Gazette Notification for calling applications.

5.4 The officers who are currently in the Public Service should hold permanent posts and have been confirmed in the respective posts.

set out in the procedural Rules of the Public Service Commission, published in the *Gazette* Extraordinary No. 1,586/30 dated 20.02.2009 and the provisions set out in the Establishment Code.

06. *Conditions of Service :*

- (i) The Commissioner of Official Languages decides the number of appointments and the effective date of appointment. The Commissioner of Official Languages has the Authority to fill a certain number of vacancies or all the vacancies.
- (ii) Should pass the Efficiency Bar Examination within three (03) years after appointment to the post.
- (iii) Language proficiency should be obtained in terms of Public Administration Circular No. 01/2014 within five (05) years after the appointment to the post.
- (iv) The selected applicants will be recruited to Grade II of the post in terms of the provisions

- (v) All the recruitments will be subject to the approved Scheme of Recruitment and the amendments made to the same in future.
- (vi) The officers in the Public Service should forward the applications through their respective Heads of the Department/Institution.

07. *Age limit :*

- Open : Should not be less than 21 years and more than 35 years as at the closing date for applications.
- Limited : Not Relevant.

08. *Method of Recruitment.* – Recruitments are made based on the results of a written test and a general interview will be conducted to examine qualifications.

8.1 *Subjects of the examination :*

<i>Category</i>	<i>Question Paper</i>	<i>Duration</i>	<i>Total marks</i>	<i>Pass marks</i>
Translator (Sinhala/English)	1. Translation - Sinhala to English	03 hours	100	40%
	2. Translation - English to Sinhala	03 hours	100	40%
	3. Sinhala Language	1 and 1/2 hours	100	40%
	4. English Language	1 and 1/2 hours	100	40%
Translator (English/Tamil)	1. Translation - Tamil to English	03 hours	100	40%
	2. Translation - English to Tamil	03 hours	100	40%
	3. Tamil Language	1 and 1/2 hours	100	40%
	4. English Language	1 and 1/2 hours	100	40%
Translator (Sinhala/Tamil)	1. Translation - Sinhala to Tamil	03 hours	100	40%
	2. Translation - Tamil to Sinhala	03 hours	100	40%
	3. Sinhala Language	1 and 1/2 hours	100	40%
	4. Tamil Language	1 and 1/2 hours	100	40%

## 8.2 Syllabus :

	<i>Question Paper</i>	<i>Syllabus</i>
Translator (Sinhala/English)	1. Translation - Sinhala to English	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Sinhala into English.
	2. Translation - English to Sinhala	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from English into Sinhala.
	3. Sinhala Language	Writing an essay, writing a précis, summarizing a given passage with own words, constructing meaningful sentence using given words, correcting grammar mistakes in sentences, defining idioms, spelling.
	4. English Language	Writing an essay, constructing meaningful sentence using given words, defining idioms, clause analysis - compound and complex sentences
Translator (Tamil/English)	1. Translation - Tamil to English	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Tamil into English.
	2. Translation - English to Tamil	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from English into Tamil.
	3. Tamil language	Writing an essay, writing a précis, summarizing a given passage with own words, constructing meaningful sentence using given words, correcting grammar mistakes in sentences, defining idioms, spelling.
	4. English language	Writing an essay, constructing meaningful sentence using given words, defining idioms, clause analysis compound and complex sentences.
Translator (Sinhala/Tamil)	1. Translation - Tamil to Sinhala	Translate 03 passages from administrative, legal, scientific, technological, aesthetic, literary and religious - documents from Tamil into Sinhala.
	2. Translation - Sinhala to Tamil	Translate 03 passages from administrative, legal, scientific, technological, aesthetics, literary and religious documents from Sinhala into Tamil.
	3. Sinhala language	Writing an essay, writing a précis, summarizing a given passage, with own words constructing meaningful sentences using given words, correcting grammar mistakes in sentences, defining idioms, spellings.
	4. Tamil language	Writing an essay, writing a précis, summarizing a given passage, with own words constructing meaningful sentences using given words, correcting grammar mistakes in sentences, defining idioms, spellings.



09. *Punishments for providing false information.*— Candidates should carefully provide the accurate information when filling the application. If it is revealed that a candidate does not have the necessary qualifications, the candidature can be cancelled at any time, before, after or during the examination. If it is revealed after appointment to the post that some information given is incorrect, he/she is liable to be dismissed from the Public Service. The fact that an admission card has been issued to a candidate should not be regarded as an acceptance that the candidate has satisfied all the requirements to appear for the examination. Candidates should abide by the rules imposed by the Commissioner of Official Languages regarding the examination. In case of violation of any such rule, he or she will be subjected to a punishment imposed by the Commissioner of Official Languages.

10. In the event of any inconsistencies or discrepancies between Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text shall prevail.

11. *Examination fee.*— The examination fee is Rs. 1,000. Payment of examination fee can be made at any Divisional Secretariat or District Secretariat to be credited to the Revenue Head 2003-99-00 of the Director General of Treasury Operations. The receipt obtained for the payment of the examination fees from the Divisional/District Secretariat should be pasted in the relevant cage of the application form. (It is advisable to retain a photocopy of the same with you). For no reason will these examination fees be refunded.

12. Candidates should carefully provide the accurate information when filling the application. If it is revealed that a candidate does not have the necessary qualifications, the candidature can be cancelled at any time, before, after or during the examination. If it is revealed after appointment to the post that some information given is incorrect, he/she is liable to be dismissed from the Public Service.

13. The application should be prepared using A4 (24 x 29cm) size papers as follows :

- (a) Sections 1 to 3.4 on the first page ; and
- (b) Section 4 onwards in the next pages.
- (c) When preparing the application, the title of the examination should be in both Sinhala and English Languages in applications prepared in Sinhala, and in both Tamil and English Languages in applications prepared in Tamil. The application should be clearly filled in the candidate's handwriting.

13.1 The top left-hand corner of the envelope in which the application form is enclosed should

carry the words “**Recruitment to the Post of Translator (Sinhala/English), (Tamil/English) and (Sinhala/Tamil) - 2016**”.

13.2 The duly perfected application should be sent under Registered Cover to reach the following address on or before 14.12.2016. Late applications will not be entertained :

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

13.3 The signature of the applicant given in the application form has to be attested by a Principal of a Government School, a Justice of the Peace, a Commissioner for Oaths, a Notary Public, a Commissioned Officer in the Armed Forces, or by a Public officer who is confirmed in his post and who receives an annual salary of Rs. 292,080 or above.

13.4 Those who are already in Public Service should send the applications through their respective Heads of Department/Institution.

14. Any of the following documents should be produced to the examiner in charge of the examination hall, to establish the identity of the candidate :

- (i) National Identity Card issued by the Department of Registration of Persons,
- (ii) A valid Passport.

15. The right to decide on any matter not mentioned in this notification rests with the Commissioner of Official Languages. Applicants should abide by the general rules referred to in this *Gazette* notification.

W. A. JAYAWICKRAMA (Attorney-at-Law),  
Commissioner of Official Languages,  
Department of Official Languages.

No. 341/7, Bhasha Mandiraya,  
Kotte Road,  
Rajagiriya.

## SPECIMEN APPLICATION FORM

3.4 Age as at 11.11.2016 :

Years   Months   Days

APPLICATION FOR THE POST OF TRANSLATOR (SINHALA/  
ENGLISH), (TAMIL/ENGLISH) AND (SINHALA/TAMIL)

For office use

The post applied :   
(Indicate the relevant number)

01. Translator (Sinhala/English)  
02. Translator (Tamil/English)  
03. Translator (Sinhala/Tamil)

## 1. Name :

- 1.1 Name with initials (Mr./Mrs./Miss) : \_\_\_\_\_.  
(In English Block Letters)  
1.2 Full Name : \_\_\_\_\_.  
(In English Block Letters)  
1.3 Full Name : \_\_\_\_\_.  
(Sinhala/Tamil)  
1.4 NIC No. :

## 2. Address :

- 2.1 Permanent Address : \_\_\_\_\_.  
(In English Block Letters)  
2.2 Official Address : \_\_\_\_\_.  
(In English Block Letters)  
2.3 Official Address : \_\_\_\_\_.  
(Sinhala/Tamil)  
2.4 The address to which the admission should be  
sent : \_\_\_\_\_.  
(In English Block Letters)  
2.5 Telephone No. : \_\_\_\_\_.  
2.6 The district of permanent residence : \_\_\_\_\_.  
2.7 The duration of residency : \_\_\_\_\_.  
2.8 GS Division : \_\_\_\_\_.

3. 3.1 Sex : Female - 1   
Male - 0   
(Indicate the relevant number)

## 3.2 Civil Status :

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

## 3.3 Date of Birth :

Year     Month   Date

## 4. Educational qualifications :

- 4.1 (a) Degree : \_\_\_\_\_.  
(b) The year in which the degree was obtained  
and the university : \_\_\_\_\_.  
(c) Subjects of the degree : \_\_\_\_\_.

## 4.2 The G. C. E. (A/L) Examination :

- (i) Year and the month of the examination : \_\_\_\_\_.  
(ii) Index Number : \_\_\_\_\_.  
(iii) Results :

Subject	Grade

## 4.3 The G. C. E. (O/L) Examination :

- (i) Year and the month of the examination : \_\_\_\_\_.  
(ii) Index Number : \_\_\_\_\_.  
(iii) Results :

Subject	Grade	Subject	Grade

## 05. Have you ever been convicted by a court of law for any accusation ? :

(Mark ✓ in the relevant cage)

Yes  No

If 'Yes' give details : \_\_\_\_\_.

## 06. Examination Fees :

- (i) The office at which the examination fee was paid : \_\_\_\_\_.  
(ii) Receipt number and the date : \_\_\_\_\_.  
(iii) Amount paid : \_\_\_\_\_.

Paste here firmly the receipt for the payment of  
the examination fee  
(keep a photocopy of the receipt with you)

07. Declaration of the applicant :

I hereby declare that the information furnished by me in this application is true and accurate to my knowledge and belief and that I agree to a decision to cancel my candidature before, during or after the examination if it is found that I am disqualified in terms of the conditions applicable to it.

\_\_\_\_\_,  
Signature of the applicant.

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

*Attestation of the Applicant's Signature :*

I certify that Mr./Mrs./Miss ..... who has signed above is known to me personally and that he/she placed the signature in my presence.

\_\_\_\_\_,  
Signature of the Attestor.

Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Official Stamp : \_\_\_\_\_.

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

(For applicants currently in the Public Service)

*Certification of the Head of the Department :*

I hereby certify that the applicant, Mr./Mrs./Miss ..... has been serving in this office since ..... and that his/her performance and conduct is quite satisfactory and that I have examined all the information given above by referring the office records personally and that the information furnished is accurate and that he/she signed in my presence on ..... of ..... 2016.

The applicant can/cannot be released from his/her service if selected for the above post.

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

Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Official Stamp : \_\_\_\_\_.

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

11-558

**MINISTRY OF DISASTER MANAGEMENT**

**Open Competitive Examination for Recruitment to the Post of Tele Communication and Radar Technical Officers (Grade III) of the Sri Lanka Technologies Service - 2016**

APPLICATIONS are hereby called from qualified Sri Lankan citizens for the open competitive examination for recruitment to the posts of Tele Communication and Radar Technical Officers (Grade III) of the Sri Lanka Technologies Service that have fallen vacant in the Meteorological Department.

1.1 Name of the Designation. Tele Communication and Radar Technical Officer.

1.2 Nature of the duty :

- \* Maintenance and repair of all electrical and radar equipment.
- \* Repair computer systems and internets.
- \* Other tasks assigned by the Heads of Departments.

2.0 The number of appointments and the date of appointment will be determined by the appointing authority. The appointing authority has the power not to fill all or a certain number of vacancies.

3.0 Salary :-

Chart - No. 01

Grade	Salary Scale	Initial monthly salary
Grade III	Rs. 31,040 -10x445 - 11x660 - 10x730 - 10x750 - Rs. 57,550 per month (MN 3-2016)	Rs. 18,212 (As per the schedule II of the PA Circular 03/2016)
Grade II	Rs. 31,040 -10x445 - 11x660 - 10x730 - 10x750 - Rs. 57,550 per month (MN 3-2016)	Rs. 21,218 (As per the schedule II of the PA Circular 03/2016)
Grade I	Rs. 31,040 -10x445 - 11x660 - 10x730 - 10x750 - Rs. 57,550 per month (Starts from the salary step 23)(MN 3-2016)	Rs. 25,532 (As per the schedule II of the PA Circular 03/2016)

#### 4.0 Service conditions of the post :

- 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. The appointment is subject to a probation period of 3 years. The person who is selected is subjected to the general conditions with regard to the appointments made in the Public Service as mentioned in the beginning of this *Gazette* Notification and the service minute of the Sri Lanka Technological Service and the amendments made to it from time to time, work procedures of the Public Service Commission, Establishment Code, Financial Regulations and other orders and regulations issued by the government from time to time about the public service.
- 4.2 An officer recruited in a medium of language other than the official language should pass the official languages test within a period of three months from the date he was appointed to the post. Failure to pass this test within the required period of time will lead to the suspension of the salary increment.
- 4.3 According to the PA circular 1/2014 proficiency of the second official language should be acquired within a period of 05 years from the date he was appointed to the post. Failure to acquire the proficiency will lead to the stoppage of salary increments.
- 4.4 Office hours are not always the normal office hours and there will be duty on day and night and Saturdays and Sundays and in Public Holidays. Sometimes duty rosters will also be used to assign duties.
- 4.5 The selected candidates should serve in any part of the island.

#### 5.0 Qualifications :-

##### 5.1 Basic Qualifications.- The applicant must :

- (a) Be a citizen of Sri Lanka,
- (b) Be 18 years to the closing date of the applications and the maximum age limit is 30 (Those who were born on or before 14.12.1998 and who were born on or after 14.12.1986 are eligible to apply for this).

#### 5.2 Educational Qualifications:

- (a) Having passed the G. C. E. (Ordinary Level) Examination in six subjects with credit passes including Sinhala/Tamil/English, Science, Mathematics and one other subject in one sitting ;
- and
- (b) Having passed the G. C. E. (A/L) Examination in 03 subjects in one sitting. Subject combination should be as follows:
- (i) Physics, Pure mathematics and Applied mathematics having passed on subject from
- (i) Pure mathematics/Applied/Combined Mathematics ;
- and
- (ii) Chemistry/Agriculture/Information Technology/Computer Science including Physics.

#### 5.3 Professional Qualifications for the subject area of light electricity or light electricity and telecommunication.

- (i) Completion of NVQ Level 6 in a related field ;
- or
- (ii) The national technical diploma awarded by the University of Moratuwa or Hardy Institute at Ampara ;
- or
- (iii) National Engineering diploma awarded by National Apprentice and Industrial Training Authority ;
- or
- (iv) National Higher Engineering Diploma awarded by the Ministry of Education and Higher Education ;
- or
- (v) Technological Diploma awarded by the Open University ;
- or
- (vi) Successful completion of the first part of the Engineering Examination conducted by the Sri Lanka Engineering Institution ;
- or

- (vii) Other technical qualifications equivalent to the above mentioned technical qualifications recognized by the Tertiary and Vocational Education Commission after obtaining the opinion of the Ministry of Higher Education and the institutions that issue technical certificates.

#### 5.4 *Physical Qualifications :*

Each candidate should be physically and mentally fit to serve in any part of the island. If proven unfit by the medical test conducted after the recruitment you will be disqualified for the post.

**Note:** all the qualifications should be fulfilled at the closing date of the applications.

**6.0 Examination Procedure.**— Examination is a written test with two subjects. This examination is conducted in Sinhala and Tamil medium and the medium you applied is not allowed to be changed at a later stage.

	<i>Total number of marks</i>	<i>Duration</i>
I General Intelligence	100	01 hr
II Technical question paper on subject matter	100	02hrs

#### 7. *Syllabus :*

##### (i) General Intelligence :

This paper consist of 50 multiple choice and questions for short answers to assess the level of logical comprehension, analytical skills and the decision making power of the candidate. All questions shall be answered.

##### (ii) Subject related technical question paper:

This paper consist of questions to assess the subject knowledge of the candidate with regard to the subjects like GCE (A/L) physics and electronic science, mechanics, measurements and units, properties of matter, shocks and waves, heat and electricity, fundamentals in electricity, semiconductors, digital technology, various communication and data exchanges system.

#### 8.0 *Selection Procedure :-*

- 8.1 Recruitments to the vacancies that are expected to be filled are made based on the order of

merit of the candidates who scored the highest marks in the written test. (The candidates who failed to prove the basic qualifications will not be recruited even though they achieved the expected merit level in the examination).

- 8.2 The list of names of the candidates who have passed the written test according to the paragraph 6.0 of this notice will be handed over to the Director General of Meteorological Department. The results of the candidates who sat for the examination will be informed to the candidates individually or publish in the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

#### 9.0 *Preparation of applications :*

- 9.1 Applications should be prepared in the same medium of language in which the applicant intends to sit for the examination.

- 9.2 Application submitted in Sinhala and Tamil should have the name of the examination mentioned on the top in the relevant language and in English.

- 9.3 According to the specimen application form that has been mentioned at the end of this notice the application should be prepared in 21cm X 29cm (A4) papers using the both sides of the paper, Application should be prepared including the heads from number 01 to 07 in the first page, number 08.00 to 11.1 in the second page and number 12.0 - 16 in third page and head number 17 in the forth page.

#### 10.0 *Completion of Applications :*

- 10.1 The application should be filled by the candidate his/her own hand writing.

- 10.2 It should be completed accurately since the medium of language in which you sit for the examination is not allowed to be changed at a later stage.

- 10.3 Examination fees should be paid and the receipt should be affixed in the relevant place.

- 10.4 The signature of the applicants should be certified in the application and in the admission for the examination. An applicant who applied from a certain institution should certify his signature by the head of the institution or from an authorized officer of the head of

the institution and other candidates should certify their signatures from a Principal of a government school, a Grama Niladhari, Justice of Peace, a Commissioner for oaths, a lawyer, a Notary Public, a commissioned officer in the three forces or a staff grade officer in the public service or in the provincial public service who get an annual salary of Rs. 240,360/- or more.

- 10.5 *Providing false information.*— If it is found that a certain candidate does not possess required qualifications to sit for this examination or he/she has purposely furnished false information or he/she has willfully suppressed any important facts there are provisions to cancel his/her candidacy during or after the examination and if such a thing is revealed after the appointment was given he/she will be liable for dismissal from the service.

#### 11.0 *Sending applications :*

- 11.1 The completed application form should be sent by registered post on or before 14.12.2012 to the following address.

#### 11.2 *Sending the application :*

Commissioner General of Examinations,  
Organization and Foreign Examination Branch,  
Department of Examinations,  
P.O. Box 1503,  
Colombo.

- 11.3 The applicants who are in the public and provincial public service at present should sent their applications through the respective Heads of Department and those who are in the statutory bodies of the government and institutions like Local Authorities should submit their applications through the heads of the relevant institutions on or before the specific date.

- 11.4 "Recruitment to the Post of Tele Communication and Radar Technical Officers of the Sri Lanka Technologies service-Department of Meteorology' should be mentioned on the top left hand coner of the envelop.

- 11.5 It is advisable to keep a copy of the completed application form and the receipt of the payment.

#### 12.0 Receiving applications and issuing of admissions.

- 12.1 Applications that have not been completed according to the format, and that have been completed incorrectly and that have not been paid examination fees before the expected date will be rejected without any notice. The loss incurred due to the incorrect completion of the application should be borne by the applicant. It is advisable to keep a copy of the application. The applicant should verify whether the application complies with the specimen application form in the notice, as otherwise, the application may be rejected.

- 12.2 Receipt of the application will not be informed. Complaints with regard to the misplacement of applications in the post will not be considered.

- 12.3 The Commissioner General of Examinations issues admission cards to the applicants who are within the required age limit and who have sent correctly completed applications on or before the closing date of applications. Issuing of admission cards to sit for the examination will not be considered that the applicants is qualified to sit for the examination or to be appointed in this post. The candidacy of the applicants will be cancelled if the candidates do not possess the required qualifications when they are summoned for the interview and examied whether they posses required qualification according to the *Gazzette*.

- 12.4 Once the applicants are issued with the admission card the Sri Lanka Department of Examinations publish a notice in the newspapers mentioning that. If you did not receive the admission card within the two or three days after the notice is published it should be informed to the Examination Department of Sri Lanka. It is appropriate to inquire from the Department of Examination with the copy of the application, the copy of the receipt that paid money to the Examination Department, the receipt of the registered post letter, along with your name, address, NIC Number and the name of the exam. If you are a candidate outside the city of Colombo it is appropriate to send a letter of request with a fax number along with other documents to the Department of Examinations to get a copy of the admission.

13. *Examination Fees.*— Examination fee is Rs. 750/- . This amount should be paid from any post or sub post office to be credited to the government revenue under

Expenditure head 2003-02-13 of the Commissioner General of Examinations and the receipt obtained to the name of the applicant should be affixed from one side in the specific place of the application. Money orders and stamps are not accepted for examination fees and the amount paid as examination fees is non refundable and cannot be transferred for another examination under any circumstance. It is advisable to keep a copy of the receipt.

14.0 *Appearing for the Examinations :*

14.1 This exam will be conducted in February 2017 in Colombo by the Department of Examinations in Sinhala and Tamil medium.

14.2 The candidates should get their admissions attested in advance and surrender it to the supervisor of the hall and if not you are not allowed to sit for the examination. Further the candidates should face the exam in the examination centre allocated to him/her.

14.3 The candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination imposed. Violation of such rules is a punishable offence and such candidates are liable to any punishment imposed by the Commissioner General of Examinations.

15.0 *Identity of the Candidates.*– The applicants are required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject. The following documents are accepted for that.

- (i) The valid National Identity Card issued by the Department of registration of Persons.
- (ii) Valid pass port.

16.0 Any other matter that has not been mentioned here will be decided by the Director General Meteorological Department. All the applicants are bound to act according to the general examination regulations mentioned in this *Gazette*.

17.0 In the event of any inconsistency prevailed among the Sinhala and Tamil texts of the notice the Sinhala text shall prevail.

LALITH CHANDRAPALA,  
Director General of Meteorology,  
Department of Meteorology.

Department of Meteorology,  
Buddhaloka Mawatha,  
Colombo 07,  
11th November, 2016.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF TELE COMMUNICATION AND  
RADAR TECHNICAL OFFICERS (GRADE III) OF THE SRI LANKA TECHNOLOGIES SERVICE - 2016

• Medium of Examination

Sinhala	- 2	
Tamil	- 3	

(Indicate the relevant number in the cage)

01. (a) Name in full (in English block letters) : \_\_\_\_\_.  
(Ex.: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

(a) Last name with initials : \_\_\_\_\_.  
(in English block letters)  
(Ex.: GUNAWARDHANA, H. M. S. K)

(b) Name in full : \_\_\_\_\_.  
(Sinhala/Tamil)

02. NIC Number : 

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03. Male / Female : 

Male	- 0	
Female	- 1	

 (Indicate the relevant number in the cage)

## 04. Permanent Address :

(a) (Sinhala/Tamil) : \_\_\_\_\_.

(b) In English :  
(In block letters)


(Admission will be posted to this address)

(c) District of permanent domicile : \_\_\_\_\_.

(d) Divisional Secretariat Division : \_\_\_\_\_.

(e) Telephone No : Permanent : \_\_\_\_\_ Mobile : \_\_\_\_\_.

05. (a) Date of Birth : Year 

--	--	--	--

 Month 

--	--

 Date 

--	--

(b) Age as at 14.12.2016 : Years 

--	--

 Months 

--	--

 Days 

--	--

## 06. Civil Status :

(Indicate the relevant number in the cage) 

--

 Married - 1

Single - 2

## 07. Ethnicity :

Sinhala - 1 Tamil - 2 other - 3 

--

 (write the relevant number inside the box)

## 08. Educational Qualifications :

(a) GCE (O/L) Examination

First shy :

Year : \_\_\_\_\_.

Index Number : \_\_\_\_\_.

Second shy :

Year : \_\_\_\_\_.

Index Number : \_\_\_\_\_.

Serial number	Subject	Grade

Serial number	Subject	Grade

(b) GCE (A/L) Examination :

Year : \_\_\_\_\_.

Index No. : \_\_\_\_\_.

Serial number	Subject	Grade



09. Professional Qualifications/Technical Qualifications :  
09.1 Name of the Institutions from which the degree/  
diploma was awarded :\_\_\_\_\_  
09.2 The date from which the relevant degree/diploma  
is valid :\_\_\_\_\_  
10. Other Qualifications :\_\_\_\_\_  
11. Have you ever convicted of any offence in a Court  
of Law or are there any on going judicial procedures  
against you at present? Yes/No  
11.1 If yes submit the details :\_\_\_\_\_  
12. If the applicant is currently employed in the public  
sector or the provincial public sector the name of the  
designation, the name of the department and its address  
:\_\_\_\_\_  
13. If the applicant was previously employed in the public  
sector/provincial public service the reason to resign  
from the job :\_\_\_\_\_  
14. Details about paying the Examination Fees :  
14.1 The post office/ sub post office from which the  
payment was made :\_\_\_\_\_  
14.2 No. of the receipt :\_\_\_\_\_  
14.3 The date on which the payment was made :\_\_\_\_\_

The receipt of the payment should be affixed here  
and a copy of the receipt should be kept with you.

15. Certificate of the applicant :  
(a) I hereby certify that the information furnished  
by me in this application is true and correct and  
required qualifications have been fulfilled on  
14.12.2016  
(b) I know that I would be disqualified if the above  
statement made by me is proved to be false and  
would be dismissed from the service if proved as  
such after being appointed to the post.  
(c) The receipt with regard to the payment of  
Rs. 750 is pasted in the relevant place.  
(d) I declare that I would abide by the rules and  
regulations imposed by the Commissioner general  
of Examinations.  
(e) Any information that has been mentioned above  
will not be changed at a later stage.

\_\_\_\_\_  
Name of the applicant.

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

16. Certification of the signature of the applicant :

I hereby certify that Mr./Mrs./Miss.....who  
issubmitting this application is known to me personally  
and he/she signed under the above paragraph 15 on.....  
in front of me. I further certify that he/she has paid the  
examination fees and the receipt in this regard has been  
affixed herein.

\_\_\_\_\_,  
Signature of the certifier.

Date :\_\_\_\_\_  
Name of the certifier :\_\_\_\_\_  
Designation :\_\_\_\_\_  
Address :\_\_\_\_\_  
(Attest with the seal)

17. Recommendation of the Head of the Department :  
(only for the applicants from the public/provincial  
public service)

17.1 I hereby certify that that above mentioned Mr./  
Mrs./Miss..... is serving in a post of  
.....In the office of.....with effect  
from.....

17.2 According to the personal file of the officer,  
his/her work, behavior, attendance during the  
period of five years prior to the closing date of  
applications is satisfactory/unsatisfactory.

All the salary increments have/ have not being  
earned. Has/has not been subjected to any  
disciplinary action.  
(If there is any disciplinary action mention the  
details) :\_\_\_\_\_.

17.3 This officer can /cannot be released from the  
current position if he/she got selected for the post  
he/she applied for.

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

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

## MINISTRY OF LABOUR AND TRADE UNION RELATIONS

### Limited Competitive Examination for Recruitment to the Post of Labour Officer - II in the Department of Labour - 2016

APPLICATIONS are invited from Sri Lankan citizens who have fulfilled qualifications stated in Para 02 as at the closing date of applications i.e. 14.12.2016 to be recruited on Limited basis, according to the provisions in the Scheme of recruitment approved by the Public Service Commission and the decision of the Cabinet of Ministers No. : අමප/16/0473/712/005 and dated 26.07.2016 in order to fill 89 vacancies exist in the posts of Labour Officer- II in the Department of Labour which comes under the Ministry of Labour and Trade Union Relations. The examination will be held in the examination centers in Colombo only.

01. *Method of Recruitment.*— Recruitment will be made according to the merit order of the results of written examination and scrutinizing of qualifications by an interview.

#### 02. *Qualifications :*

##### 2.1 Educational Qualifications/Professional Qualifications/Experience:

- (a) Having a Degree obtained by a University recognized by the University Grants Commission or being a Lawyer who has taken oaths in Supreme Court and having completed an active and satisfactory period of service of not less than five (05) years in a permanent and pensionable post which carries a salary scale MN-1-2006-A or above in Public / Provincial Public Service;

or

- (b) Having completed an active and satisfactory period of service of not less than Ten (10) years in a permanent and pensionable post which carries a salary scale MN-1-2006-A or above in Public / Provincial Public Service as at the date stated in the application calling notification.

##### 2.2 *Physical Fitness.*— Every candidate should be fit physically and mentally in every respect to serve in any part of Sri Lanka and to perform the duties in the post.

##### 2.3 *Other Qualifications :*

- (i) Appointment should have been confirmed.
- (ii) Should have a satisfactory period of service during the period of five years (05)

immediately preceding the date that the qualifications have been fulfilled.

- (iii) Should have earned all the increments during the 05 years immediately preceding the date that the qualifications have been fulfilled.
- (iv) Should have not been subjected to any disciplinary punishment other than warnings during immediately preceding five years.
- (v) All the necessary qualifications required for the post should have been fulfilled in every respect as at the date mentioned in the application calling notification.

#### 03. *Age Limit.*— Not relevant

#### 04. *Terms of Employment and Service Conditions:*

- (i) This post is permanent.
- (ii) The post is subject to an acting period of one year.
- (iii) 1st Efficiency Bar should be passed as mentioned in the Scheme of Recruitment before lapse of 03 years from the date of appointment.
- (iv) In terms of Public Administration Circular No. 01/2014 and the circulars incidental thereto, the prescribed Proficiency of the Official Language should be acquired within 05 years from the date of appointment.
- (v) Selected candidates will be appointed to the post of Labour Officer - Grade II subject to the general conditions governing the appointments in the Public Service. Procedural Rules of Public Service Commission, Financial Regulations, Provisions in the Establishments Code and any amendments made or to be made hereafter and the terms and conditions set out in the Scheme of Recruitment approved by the Public Service Commission on 26.09.2013 and subject to any amendments made or to be made here after to the Scheme of Recruitment.
- (vi) Selected candidates should serve in any part of the Island in which they are called upon to serve.
- (vii) Commissioner General of Labour has the power to cancel the appointment of an applicant who fails to assume duties on due date in the post offered, and/or who rejects or avoids assuming duties in the appointed post or appointed area.

05. *Salary Scale.*— The monthly salary scale applied to this post is Rs.34,605-10x660-11x755-15x930-Rs. 63,460/- (Salary code MN-05-2016 as per Public Administration circular No.03/2016 dated 25.02.2016. Salary will be paid according to the schedule II of said circular.)

06. *Written Examination.*– Written examination will consist of 02 question papers.

<i>Question Paper</i>	<i>Time</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01. Labour Laws	03 hours	100	40
02. Case Study	03 hours	100	40

The examination will be conducted in Sinhala, Tamil and English medium only. Candidates are not allowed to change the medium later.

A Candidate should sit for the examination in the language in which passed the Qualifying Examination/ Interview to enter the Public Service or in an Official Language. Further, a candidate should answer all the question papers in the same language.

Candidates should sit for all the question papers and only those who have obtained 40% or more marks for each paper will be called for the General Interview. The number of candidates calling for the interview, the number of vacancies to be filled, and the effective date of the appointment will be decided by the Commissioner General of Labour.

In the event of several candidates obtaining the same marks, the decision shall be taken by the Commissioner General of Labour according to the instructions of Public Service Commission, which shall be final.

07. The syllabus of the written examination is as follows:

<i>Name of the Question Paper</i>	<i>Syllabus</i>
01. Labour Laws	<p>The question paper will be based on the below mentioned Acts and Ordinances.</p> <ul style="list-style-type: none"> <li>(i) Wages Boards Ordinance No. 27 of 1941.</li> <li>(ii) Shop and Office Employees (Regulation of Employment and Remuneration) Act, No. 19 of 1954.</li> <li>(iii) Industrial Disputes Act, No. 43 of 1950.</li> <li>(iv) Employees Provident Fund Act, No. 15 of 1958.</li> <li>(v) Termination of Employment of Workmen (Special Provisions) Act, No. 45 of 1971.</li> </ul>

<i>Name of the Question Paper</i>	<i>Syllabus</i>
	<ul style="list-style-type: none"> <li>(vi) Payment of Gratuity Act, No. 12 of 1983.</li> <li>(vii) Trade Unions Ordinance No. 14 of 1935.</li> <li>(viii) Employment of Women, Young Persons And Children Act, No. 47 of 1956.</li> <li>(ix) Maternity Benefits Ordinance No. 32 of 1939.</li> <li>(x) Factories Ordinance No. 45 of 1942</li> </ul>
02. Case Study	This question paper is designed to test the creative thinking ability and problem solving ability of a candidate. For this purpose, problems created by combining one or more situations will be presented to the candidate to be answered.

08. *Interview.*– General Interview will be held only to scrutinize qualifications and marks will not be given.

**N.B.**– Appearing for the Interview shall not be deemed as fulfillment of qualifications to be offered the appointment.

09. *Examination Fee.*– Examination Fee is Rs. 1,200. It should, before closing date of applications, be paid in cash to any Post office / Sub Post Office in Sri Lanka under the revenue head 2003-02-13 of the Commissioner General of Examinations so as to be credited to the government revenue. The receipt obtained in favour of the candidate upon payment of examination fee should be pasted firmly on the specified place in the application by one border of it. Money Orders or stamps will not be accepted as examination fee. The examination fee once paid will not be refunded under any circumstances or it will not be transferred for any other examination. It will be useful to keep a photocopy of the receipt.

10. *Method of Application :*

- (a) The application form should conform to the attached specimen application form and it should be prepared using both sides of a A4 size paper in such a manner that item numbers 01-8.2 on the first page, 9-13.10 on the second page, 13.11-15 on the third

page and remaining numbers on the fourth page. Computerized / Typed/ Written application forms can be used for this purpose. The particulars in the application form should be filled clearly by the applicants own hand writing. The application forms which do not conform to the specimen application form and incomplete applications will be rejected without notice. It might be useful for the applicant to keep a photo copy of the application. The applicant should check whether the prepared application form conforms to the specimen application form indicated at the end of the notification and if it does not conform the application might be rejected.

- (b) The application form should be filled in the language in which the candidates wish to sit for the examination. If the application is prepared in Sinhala or Tamil the name of the examination should be written in English in addition to Sinhala or Tamil.
- (c) Post held by the applicant and his / her work place at the time of applying for the examination will be applicable in respect of all the matters relevant to the examination and any change taking place in that regard after sending applications will not be considered.
- (d) Candidate should get his/her signature attested by the head of the department or by an officer authorized by the head.
- (e) The completed application form should be sent through the Head of the Department by registered post so as to reach the below mentioned address on or before 14.12.2016 The term “Limited Competitive Examination for Recruitment of Labour Officer- II – 2016” should be written at the top left hand corner of the envelope in which the application is sent. Any application received after the closing date will not be accepted.

Commissioner General of Examinations,  
Organizations and Foreign Examination Branch,  
Department of Examinations - Sri Lanka,  
P.O Box 1503,  
Colombo.

- (f) Any application which is not completed in every respect will be rejected. Any complaint

regarding the loss or delay of application will not be accepted.

11. Department of Examinations, Sri Lanka will publish a notice in news papers after issuing admission cards. If admission card is not received even after 2 or 3 days of publishing such notice, you should notify to Organizations and Foreign Examinations Branch of the Department of Examinations Sri Lanka in the manner specified in the notice. When notify the name of the examination applied for, Full Name, Address and the National Identity Card number of the applicant should be mentioned. If you are an applicant outside Colombo, you should notify the Department of Examinations, Sri Lanka by fax using the fax number mentioned in the notice, along with the above particulars and a letter of request furnishing a fax number to send you a copy of the admission card by fax. Moreover, in the event of inquiring from the Department of Examinations, Sri Lanka, it would be more useful to keep in prepared the copies of the application form, receipt obtained for payment of Examination fee and the registration receipt obtained for posting of application in order to prove any information requested by the Department of Examinations, Sri Lanka.

#### 12. *Appearing For the Examination :*

- (a) The Commissioner General of Examinations shall issue admission cards to all applicants who have correctly perfected their application. A candidate who fails to produce any his / her admission card will not be permitted to sit for the examination.
- (b) A candidate must sit for the examination at his / her respective examination hall under the relevant index number. Every candidate who sit for the examination should hand over their admission card with their signature certified, to the Chief Examiner on the first day of examination is held.
- (c) Candidates are subjected to the rules and regulations imposed by the Commissioner General of Examinations in respect of holding the examination. If a candidate violates these rules and regulations he / she will be liable to a punishment imposed by the decision of the Commissioner General of Examinations. The decision of the Commissioner General of Examinations shall be final in respect of holding of examination and issuing of results.

(d) *Examination results:*

The result sheet, including the names of the candidates who will secure 40% or more marks in the examination for each subject will be sent to the Public Service Commission according to the notification of the secretary of the Public Service Commission. Results will be personally posted to every candidate appeared for the examination or be published on the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

**Note:** Issuance of an admission card to a candidate does not necessarily mean that he /she has requisite qualification to sit the examination.

13. *Identity of Candidates.*— A candidate is required to prove his/her identity at the examination hall to the satisfaction of the Chief Examiner for each subject he/she offers. Any of the following documents shall be accepted.

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

(b) A valid passport.

14. *Penalty for Furnishing False Information.*— If a candidate is found unqualified, his / her candidature is liable to be cancelled prior to the examinations, when holding the examination or subsequent to the examination or at any time thereafter. If it is found that a candidate has furnished information with knowledge that they are false, or if he/she has willfully suppressed any material fact, he/she shall be liable for dismissal from the Public Service.

15. Commissioner General of Labour has the power to not to fill some or all the vacancies and to take decisions on any matter not stated in these regulations.

16. In the event of a discrepancy between the Sinhala, Tamil and English, copies of this notification, the Sinhala version shall prevail.

On the order of Public Service Commission,

Commissioner General of Labour,  
Department of Labour.

Labour Secretariat,  
Narahrenpita.  
Colombo -05.

SPECIMEN FORM OF APPLICATION

(For office use only)

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT  
TO THE POST OF LABOUR OFFICER-II IN THE DEPARTMENT OF  
LABOUR - 2016

01. Medium :

Language medium in which Sit for the examination:

Sinhala - 2

Tamil - 3

English - 4 (Write the relevant number in the box)

Application form should be filled in the language medium in which sit for the examination.

02. Personal details :

2.1. Name with initials : \_\_\_\_\_.

(In English capital letters)

Eg.: (SILVA A.B.D.P.A)

2.2. Name in Full : \_\_\_\_\_.

(In English capital letters)

2.3. Name in Full : \_\_\_\_\_.

(In Sinhala / Tamil)

03. 3.1. Official Address : \_\_\_\_\_.

(In English capital letters) (Admission card will be posted to this address)

3.2. Official Address (In Sinhala /Tamil) : \_\_\_\_\_.

3.3. Personal Address (In Sinhala / Tamil) : \_\_\_\_\_.

04. Female / Male :

(Male - 0, Female - 1)

Write the relevant number in the box

05. NIC No. :

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06. Married / Unmarried :

(Unmarried - 1, Married -2)

Write the relevant number in the box

07. Nationality :

(Sinhala - 1, Tamil - 2, Indian Tamil - 3,

Muslim - 4, other - 5)

Write the relevant number in the box

08. 8.1. Date of Birth :

Year 

--	--	--	--

 Month 

--	--

 Date 

--	--

8.2. Age as at 14.12.2016 :

Years   Months   Days

09. Telephone number :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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10. State the language medium in which you passed the Qualifying Examination / Interview to enter the Post/ Service / Grade you are serving as at 14.12.2016 : \_\_\_\_\_.

11. Have you completed all the qualifications stated under Para. 02 of the *Gazette* notification as at 14.12.2016 ? : \_\_\_\_\_.

12. Educational Qualifications:

- 12.1. Degree : \_\_\_\_\_.
- 12.2. University / Institution : \_\_\_\_\_.
- 12.3. Result (If you have obtained a class, please state) : \_\_\_\_\_.
- 12.4. Date of validity of Degree : \_\_\_\_\_.
- 12.5. Language Medium in which sit for the Examination : \_\_\_\_\_.
- 12.6. Date taken oaths as a Lawyer in Supreme Court : \_\_\_\_\_.
- (Please state if applicable)

13. Experience:

- 13.1. Please state the Services / Grades (a Class, a Grade or a Segment, if any) which give you qualification for examination candidature : \_\_\_\_\_.
- 13.2. Presently holding post : \_\_\_\_\_.
- 13.3. Whether that post belongs to Government Service or Provincial Government Service? : \_\_\_\_\_.
- 13.4. Grade : \_\_\_\_\_.
- 13.5. Class / Segment : \_\_\_\_\_.
- 13.6. Date of Appointment in the post : \_\_\_\_\_.
- 13.7. Date of Confirmation in the post : \_\_\_\_\_.
- 13.8. Salary Code No. : \_\_\_\_\_.
- 13.9. Salary Scale : \_\_\_\_\_.
- 13.10. If several of service periods are applicable in order to be qualified to apply for the examination, please state the details on such active and satisfactory period of service in the chart below.

Name of the Service/ Grade	Salary Code as per the P. A. Circular (Eg. : MN-1-2006A)	Date of Appointment	Date of Confirmation
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

13.11. Total period of active and satisfactory service as at 14.12.2016 in a post approved in terms of the conditions stated in Para. 02 of the *Gazette* Notification.....

14. Payment of Examination Fee:

- 14.1. Amount paid : \_\_\_\_\_.
- 14.2. Post Office/ Sub Post Office to which the Examination Fee paid : \_\_\_\_\_.
- 14.3. Date of payment : \_\_\_\_\_.
- 14.4. Receipt No. : \_\_\_\_\_.

Paste here the receipt firmly by one border of it.  
(Keeping a photocopy of the receipt will be useful)

15. Declaration of the candidate:

I do hereby declare that I have earned all the increments during the period of five years immediately preceding 14.12.2016 and that I have completed an active and satisfactory period of service as per Para 2.1 of the *Gazette* Notification as at 14.12.2016 And that I have not been subjected to any disciplinary punishment (Other than warning) during that period. I agree to be bound by the rules and regulations of this examination .Moreover, I do hereby declare that I am qualified to appear for the special Limited Competitive Examination in terms of all the rules and regulations stated in the *Gazette* Notification and that all the particulars provided by me in this application are true to the best of my knowledge. I have pasted the cash receipt bearing the No. .... and dated ..... which obtained for payment of examination fee.

I agree that if my candidature is cancelled prior to the examination, or subsequent to the examination due to the reason of revelation of my disqualification according to the Scheme of Recruitment which includes the provisions on this examination. Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting of this examination.

\_\_\_\_\_  
Signature of the Applicant.

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

16. Attestation of applicant's signature : ( Para. 10(d) of the *Gazette* Notification)

I hereby certify that Mr. / Mrs. / Miss. .... (Applicant's full name) who submits this application is known to me personally, and that he/she paid the prescribed

examination fee and affixed the relevant receipt herein. He/  
she placed his/her signature in my presence on .....

\_\_\_\_\_,  
Signature of the officer  
attesting the Signature.

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

Name in full of the officer attesting the Signature : \_\_\_\_\_.

Designation : \_\_\_\_\_.

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

(To be certified by placing the official Stamp)

17. Certificate of the Head of the Department: (Referring  
to personal file of the applicant)

I do hereby certify that Mr. / Mrs. / Miss. ....  
who is submitting this application is serving in the post of  
.....in this Ministry / Department which  
is under the Central Government / Provincial Council. Also,  
certify that he /she has earned all the increments during  
the period of five years immediately preceding 14.12.2016  
And that he / she has not been subjected to any disciplinary  
punishment (other than warnings) during that period and  
that has completed an active and satisfactory period of  
service of ..... years (five / ten) as per  
Para. 2.1 of the *Gazette* Notification. I further certify that  
he / she is qualified to appear for the examination in terms  
of the regulations stated in the relevant *Gazette* Notification  
and that he / she placed his / her signature in my presence.  
He/she can/can not be released from the service if he/she is  
selected for this post.

\_\_\_\_\_,  
(Signature of the Head of the Department /  
Authorized Officer)

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

Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

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

(Place Official Frank)

11-857/1

## MINISTRY OF LABOUR AND TRADE UNION RELATIONS

### Open Competitive Examination for Recruitment to the Post of Labour officer - II in the Department of Labour - 2016

APPLICATIONS are invited from Sri Lankan citizens  
who have fulfilled qualifications stated in Para. 02 as at the  
closing date of applications i.e. 14.12.2016 to be recruited  
on open basis according to the provisions in the Scheme of  
Recruitment approved by the Public Service Commission

and the decision of the Cabinet of Ministers No. :  
අමප/16/0473/712/005 and dated 26.07.2016 in order to  
fill 89 vacancies exist in the posts of Labour Officer – II in  
the Department of Labour which comes under the Ministry  
of Labour and Trade Union Relations. The examination  
will be held in the examination centers in Colombo only.

01. *Method of Recruitment.*– Recruitment will be  
made according to the merit order of the results of written  
examination and scrutinizing of qualifications by an  
Interview.

02. *Qualifications :*

2.1 Educational Qualifications :

(a) Having a Degree obtained by a University  
recognized by the University Grants  
Commission ;

or

(b) Being a lawyer who has taken oaths in  
Supreme Court.

2.2 *Physical Fitness.*– Every candidate should be  
fit physically and mentally in every respect to  
serve in any part of Sri Lanka and to perform the  
duties in the post.

2.3 *Other Qualifications :*

(i) Should be a citizen of Sri Lanka.

(ii) Should be of excellent character.

(iii) All the necessary qualifications required  
for the post should have been fulfilled in  
every respect as at the date mentioned in the  
application calling notification.

03. *Age Limit.*– Applicants should not be less than 21  
years and not more than 35 years as at the closing date of  
applications. (Accordingly, persons whose birthday falls  
on or before 14.12.1995 and on or after 14.12.1981 shall  
be eligible to apply for this examination).

04. *Terms of Employment and Service Conditions:*

(i) This post is permanent.

(ii) The post is subject to a probation period of 03  
years.

(iii) 1st Efficiency Bar should be passed as mentioned  
in the Scheme of Recruitment before lapse of 03  
years from the date of appointment.

(iv) In terms of Public Administration circular No.  
01/2014 and the circulars incidental thereto, the  
prescribed proficiency level of other Official  
Language should be acquired within 05 years

from the date of appointment. The officers who entered the service in a language medium which is not an official language should acquire prescribed official language proficiency within probation period.

(v) Selected candidates will be appointed to the post of Labour Officer - Grade II subject to the general conditions governing the appointments in the public service. Procedural Rules of Public Service Commission, Financial Regulations, Provisions in the Establishments Code and any amendments made or to be made hereafter and the terms and conditions set out in the Scheme of Recruitment approved by the Public Service Commission on 26.09.2013 and subject to any amendments made or to be made here after to the Scheme of Recruitment.

(vi) Selected candidates should serve in any part of the Island in which they are called upon to serve.

(vii) Commissioner General of Labour has the power to cancel the appointment of an applicant who fails to assume duties on due date in the post offered, and/or who rejects or avoids assuming duties in the appointed post or appointed area.

05. *Salary Scale.*— The monthly salary scale applied to this post is Rs.34,605-10x660-11x755-15x930-Rs. 63,460/- (Salary code MN-05-2016 as per Public Administration circular No.03/2016 dated 25.02.2016. Salary will be paid according to the Schedule II of the said circular)

06. *Written Examination.*— Written examination will consist of 02 question papers

<i>Question Paper</i>	<i>Time</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01. Essay and Summary	03 hours	100	40
02. Aptitude test	01 hours	100	40

The examination will be conducted in Sinhala, Tamil and English medium only. Candidates are not allowed to change the medium later.

Candidates should sit for all the question papers and only those who have obtained 40% or more marks for each paper will be called for the General Interview. The number of candidates calling for the interview, the number

of vacancies to be filled, and the effective date of the appointment will be decided by the Commissioner General of Labour.

In the event of several candidates obtaining the same marks, the decision shall be taken by the Commissioner General of Labour according to the instructions of Public Service Commission, which shall be final.

07. *The syllabus of the written examination is as follows:*

<i>Name of the Question Paper</i>	<i>Syllabus</i>
01. Essay and Summary	This paper will be prepared with reference to important Political, Economic, Social changes take place locally and internationally.
02. Aptitude test	This paper will be prepared to test the candidates' language and numerical abilities, logical power and decision making abilities.

08. *Interview.*— General Interview will be held only to scrutinize qualifications and marks will not be given.

**N.B.**— Appearing for the examination shall not be deemed as fulfillment of qualifications to be offered the appointment.

09. *Examination Fee.*— Examination Fee is Rs. 1200/-. It should, before closing date of applications, be paid in cash to any Post Office / Sub Post Office in Sri Lanka under the revenue head 2003-02-13 of the Commissioner General of Examinations so as to be credited to the government revenue. The receipt obtained in favour of the candidate upon payment of examination fee should be pasted firmly on the specified place in the application by one border of it. Money Orders or stamps will not be accepted as examination fee. The examination fee once paid will not be refunded under any circumstances or it will not be transferred for any other examination. It will be useful to keep a photocopy of the receipt.

10. *Method of Application :*

(a) The application form should conform to the attached specimen application form and it should be prepared using both sides of an A4 size paper in such a manner that item numbers



- 01-8.2 on the first page, 09-14 on the second page and remaining numbers on the third page. Computerized / typed/ written application forms can be used for this purpose. The particulars in the application form should be filled clearly by the applicants' own hand writing. The application forms which do not conform to the specimen application form and incomplete applications will be rejected without notice. It might be useful for the applicant to keep a photo copy of the application. The applicant should check whether the prepared application form conforms to the specimen application form indicated at the end of the notification and if it does not conform the application might be rejected.
- (b) The application form should be filled in the language in which the candidates wish to sit for the examination. If the application is prepared in Sinhala or Tamil the name of the examination should be written in English in addition to Sinhala or Tamil.
- (c) It should have been attested the signature of the candidate in the application and admission card. In the case the candidate who apply for the examination is from any Institution he/she should get his/her signature attested by the head of the institution or by any other officer authorized by the head and in the case of other candidates should get his/her signature attested by a head of a Government School /retired officer, Grama Niladhari of the Division, Justice of the Peace, Commissioner of Oaths, Attorney-at- Law, Notary Public, a Commissioned Officer of the army, Navy or Air Force, a permanent staff officer in public or provincial public service drawing a annual consolidated salary of Rs. 240,360/- or more, the incumbent of a Buddhist Vihara, a Nayake Buddhist Monk, the incumbent of a place of worship of any other religion or religious dignity of standing of any other religion.
- (d) The completed application form should be sent by registered post so as to reach the below mentioned address on or before 14.12.2016 The term "Open Competitive Examination for recruitment to the Post of Labour officer - II 2016" should be written at the top left hand corner of the envelope in which the application is sent. Any application received after the closing date will not be accepted.
- Commissioner General of Examinations,  
Organizations and Foreign Examinations Branch,  
Department of Examinations - Sri Lanka,  
P.o.box 1503,  
Colombo.
- (e) Any application which is not completed in every respect will be rejected. Any complaint regarding the loss or delay of application will not be accepted.
- (f) Department of Examinations, Sri Lanka will publish a notice in news papers after issuing admission cards. If admission card is not received even after 2 or 3 days of publishing such notice, you should notify to Organizations and Foreign Examinations Branch of the Department of Examinations, Sri Lanka in the manner specified in the notice. When notify the name of the examination applied for, Full Name, Address and the National Identity Card number of the applicant should be mentioned. If you are an applicant outside Colombo, you should notify the Department of Examinations, Sri Lanka by fax using the fax number mentioned in the notice, along with the above particulars and a letter of request furnishing a fax number to send you a copy of the admission card by fax. Moreover, in the event of inquiring from the Department of Examinations, Sri Lanka, it would be more useful to keep in prepared the copies of the application form, receipt obtained for payment of examination fee and the registration receipt obtained for posting of application in order to prove any information requested by the Department of Examinations, Sri Lanka.
11. *Appearing For the Examination :*
- (a) The Commissioner General of Examinations shall issue admission cards to all applicants who have correctly perfected their applications. A candidate who fails to produce any his / her admission card will not be permitted to sit for the examination.
- (b) A candidate must sit for the examination at his/her respective examination hall under the relevant index number. Every candidate who sit for the

examination should hand over their admission card with their signature certified, to the Chief Examiner on the first day of examination is held.

- (c) Candidates are subjected to the rules and regulations imposed by the Commissioner General of Examinations in respect of holding the examination. If a candidate violates these rules and regulations he/she will be liable to a punishment imposed by the decision of the Commissioner General of Examinations. The decision of the Commissioner General of Examinations shall be final in respect of holding of examination and issuing of results.

- (d) *Examination results.*— The result sheet, including the names of the candidates who will secure 40% or more marks in the examination for each subject will be sent to the Public Service Commission according to the notification of the Secretary of the Public Service Commission. Results will be personally posted to every candidate appeared for the examination or be published on the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

**Note:** Issuance of an admission card to a candidate does not necessarily mean that he/she has requisite qualification to sit the examination.

12. *Identity of Candidates.*— A candidate is required to prove his/her identity at the examination hall to the satisfaction of the Chief Examiner for each subject he/she offers. Any of the following documents shall be accepted :

- (a) National Identity Card issued by the Department of Registration of Persons,  
(b) A valid Passport.

13. *Penalty for Furnishing False Information.*— If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to, during or after the examinations. If it is found that a candidate has furnished information with knowledge that they are false, or if he/she has willfully suppressed any material fact, he/she shall be liable for dismissal from the Public Service.

14. Commissioner General of Labour has the power to not to fill some or all the vacancies and to take decisions on any matter not stated in these regulations.

15. In the event of a discrepancy between the Sinhala, Tamil and English copies of this notification, the Sinhala version shall prevail.

On the order of Public Service Commission,

Commissioner General of Labour,  
Department of Labour.

Labour Secretariat,  
Narahenpita.  
Colombo -05.

### SPECIMEN FORM OF APPLICATION

(For office use only)

### OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF LABOUR OFFICER -II IN THE DEPARTMENT OF LABOUR - 2016

#### 01. Medium :

Language medium in which sit for the examination:

Sinhala - 2

Tamil - 3

English - 4 (Write the relevant number in the box)

Application form should be filled in the language medium in which sit for the examination.

#### 02. Personal details :

2.1. Name with initials :\_\_\_\_\_.

(In English capital letters)

Eg.: (SILVA A.B.D.P.A)

2.2. Name in Full :\_\_\_\_\_.

(In English capital letters)

2.3. Name in Full :\_\_\_\_\_.

(In Sinhala / Tamil)

03. 3.1. Permanent Address :\_\_\_\_\_.

(In English capital letters) (Admission card will be posted to this address)

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

3.3. Official Address (In Sinhala / Tamil) :\_\_\_\_\_.

04. Female / Male :

(Male - 0, Female - 1)

Write the relevant number in the box

05. NIC No. :

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06. Married / Unmarried :

(Unmarried - 1, Married -2)

Write the relevant number in the box

--

07. Nationality :

(Sinhala - 1, Tamil - 2, Indian Tamil - 3,  
Muslim - 4, other - 5)

Write the relevant number in the box

--

08. 8.1. Date of Birth :

Year 

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 Month 

--	--

 Date 

--	--

8.2. Age as at 14.12.2016 :

Years 

--	--

 Months 

--	--

 Days 

--	--

09. Telephone number :

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10. Educational Qualifications :

10.1. Degree :\_\_\_\_\_.

10.2. University / Institution :\_\_\_\_\_.

10.3. Result (If you have obtained a class, please state)  
:\_\_\_\_\_.

10.4. Date of validity of Degree :\_\_\_\_\_.

10.5. Language Medium in which sit for the  
Examination :\_\_\_\_\_.

10.6. Date taken oaths as a Lawyer in Supreme Court  
:\_\_\_\_\_.

(Please state if applicable)

11. Have you ever been convicted in a Court of Law for a  
criminal offence ? (If yes, furnish particulars) :\_\_\_\_\_.

12. Have your previous Public Service ever been  
terminated ? :\_\_\_\_\_.

If so, please state the details and reasons for termination  
:\_\_\_\_\_.

13. Payment of Examination Fee:

13.1. Amount paid :\_\_\_\_\_.

13.2. Post Office/ Sub Post Office to which the  
Examination Fee paid :\_\_\_\_\_.

13.3. Date of payment :\_\_\_\_\_.

13.4. Receipt No. :\_\_\_\_\_.

Paste here the receipt firmly by one border of it.  
(Keeping a photocopy of the receipt will be useful)

14. Declaration of the candidate :

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

\_\_\_\_\_,  
Signature of the Applicant.

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

15. Attestation of applicants' signature: (Para 10(c) of the  
Gazette Notification):

I hereby certify that Mr. /Mrs. / Miss. ....  
(Applicants' full name) who submits this application is  
known to me personally, that he / she paid the prescribed  
examination fee and affixed the relevant receipt herein.  
He/She placed his/her signature in my presence on .....

\_\_\_\_\_,  
Signature of the Officer attesting  
the Signature.

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

Name in full of the Officer attesting the signature :\_\_\_\_\_.

Designation :\_\_\_\_\_.

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

(To be certified by placing the Official Stamp)

16. Certificate of the Head of the Department (only for the  
applicants in Public Service / Provincial Public Service /  
Statutory Institutions):

I hereby certify that Mr./Mrs./Miss. ....  
who is submitting this application is serving in this  
Department as ..... and his/her application  
is forwarded with my recommendation. He/she could  
be released from his/her present post, if selected for the  
position.

\_\_\_\_\_,  
Signature of Head of Department/  
Authorized Officer.

Name :\_\_\_\_\_.

Designation :\_\_\_\_\_.

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

(To be certified by placing the Official Stamp)

## MINISTRY OF LABOUR AND TRADE UNION RELATIONS

### Special Open Competitive Examination in Tamil Medium for Recruitment to the Post of Labour officer - II in the Department of Labour for the Vacancies Existing in Northern and Eastern Provinces- 2016

APPLICATIONS are invited from Sri Lankan citizens who have fulfilled qualifications stated in Para 02 as at the closing date of applications i.e. 14.12.2016 to be recruited through a special competitive examination on open basis according to the provisions in the Scheme of Recruitment approved by the Public Service Commission and the decision of the Cabinet of Ministers No : අමප/16/0473/712/005 and dated 26.07.2016 in order to fill 12 vacancies exist in the Posts of Labour Officer – II in the Department of Labour which comes under the Ministry of Labour and Trade Union Relations. The examination will be held in the examination centers in Colombo only.

01. *Method of Recruitment.*— Recruitment will be made according to the merit order of the results of written examination and scrutinizing of qualifications by an Interview.

#### 02. *Qualifications :*

##### 2.1 Educational Qualifications :

- (a) Having a Degree obtained by a University recognized by the University Grants Commission ;

or

- (b) Being a lawyer who has taken oaths in Supreme Court.

2.2 *Physical Fitness.*— Every candidate should be fit physically and mentally in every respect to serve in any part of Sri Lanka and to perform the duties in the post.

##### 2.3 *Other Qualifications :*

- (i) Should be a citizen of Sri Lanka.
- (ii) Should be of excellent character.
- (iii) All the necessary qualifications required for the post should have been fulfilled in every respect as at the date mentioned in the application calling notification.

03. *Age Limit.*— Applicants should not be less than 21 years and not more than 35 years as at the closing date of

applications. (Accordingly, persons whose birthday falls on or before 14.12.1995 and on or after 14.12.1981 shall be eligible to apply for this examination.)

#### 04. *Terms of Employment and Service Conditions:*

- (i) This post is permanent.
- (ii) The post is subject to a probation period of 03 years.
- (iii) 1<sup>st</sup> Efficiency Bar should be passed as mentioned in the Scheme of Recruitment before lapse of 03 years from the date of appointment.
- (iv) In terms of Public Administration circular No: 01/2014 and the circulars incidental thereto, the prescribed proficiency level of other Official Language should be acquired within 05 years from the date of appointment. The officers who entered the service in a language medium which is not an official language should acquire prescribed official language proficiency within probation period.
- (v) Selected candidates will be appointed to the post of Labour Officer - Grade II subject to the general conditions governing the appointments in the public service. Procedural Rules of Public Service Commission, Financial Regulations, Provisions in the Establishments Code and any amendments made or to be made hereafter and the terms and conditions set out in the Scheme of Recruitment approved by the Public Service Commission on 26.09.2013 and subject to any amendments made or to be made here after to the Scheme of Recruitment.
- (vi) Selected candidates should serve at least 8 years compulsory service in Northern or Eastern Provinces.
- (vii) Commissioner General of Labour has the power to cancel the appointment of an applicant who fails to assume duties on due date in the post offered, and/or who rejects or avoids assuming duties in the appointed post or appointed area.

05. *Salary Scale.*— The monthly salary scale applied to this post is Rs.34,605-10x660-11x755-15x930-Rs. 63,460/- (Salary code MN-05-2016 as per Public Administration circular No.03/2016 dated 25.02.2016. Salary will be paid according to the schedule II of the said circular)

06. *Written Examination.*– Written Examination will consist of 02 question papers.

<i>Question Paper</i>	<i>Time</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01. Essay and Summary	03 hours	100	40
02. Aptitude test	01 hours	100	40

The examination will be conducted in Tamil medium only.

Candidates should sit for all the question papers and only those who have obtained 40% or more marks for each paper will be called for the General Interview. The number of candidates calling for the interview, the number of vacancies to be filled, and the effective date of the appointment will be decided by the Commissioner General of Labour.

In the event of several candidates obtaining the same marks, the decision shall be taken by the Commissioner General of Labour according to the instructions of Public Service Commission, which shall be final.

07. The syllabus of the written examination is as follows:

<i>Name of the Question Paper</i>	<i>Syllabus</i>
01. Essay and Summary	This paper will be prepared with reference to important Political, Economic, Social changes take place locally and internationally.
02. Aptitude test	This paper will be prepared to test the candidates' language and numerical abilities, logical power and decision making abilities.

08. *Interview.*– General Interview will be held only to scrutinize qualifications and marks will not be given.

**N.B.**– Appearing for the Interview shall not be deemed as fulfillment of qualifications to be offered the appointment.

09. *Examination Fee.*– Examination Fee is Rs: 1200. It should, before closing date of applications, be paid in cash to any Post Office / Sub Post Office in Sri Lanka under the revenue head 2003-02-13 of the Commissioner General of Examinations so as to be credited to the government

revenue. The receipt obtained in favour of the candidate upon payment of examination fee should be pasted firmly on the specified place in the application by one border of it. Money Orders or stamps will not be accepted as examination fee. The examination fee once paid will not be refunded under any circumstances or it will not be transferred for any other examination. It will be useful to keep a photocopy of the receipt.

10. *Method of Application :*

(a) The application form should conform to the attached specimen application form and it should be prepared using both sides of an A4 size paper in such a manner that item numbers 01-8.2 on the first page, 09-14 on the second page and remaining numbers on the third page. Computerized / typed/ written application forms can be used for this purpose. The particulars in the application form should be filled clearly by the applicants' own hand writing. The application forms which do not conform to the specimen application form and incomplete applications will be rejected without notice. It might be useful for the applicant to keep a photo copy of the application. The applicant should check whether the prepared application form conforms to the specimen application form indicated at the end of the notification and if it does not conform the application might be rejected.

(b) The application form should be filled in the language in which the candidates wish to sit for the examination. When preparing the application the name of the examination should be written in English in addition to Tamil.

(c) It should have been attested the signature of the candidate in the application and admission card. In the case the candidate who apply for the examination is from any Institution he/she should get his/her signature attested by the head of the institution or by any other officer authorized by the head and in the case of other candidates should get his/her signature attested by a head of a Government School /retired officer, Grama Niladhari of the Division, Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, a Commissioned Officer of the army, Navy or Air Force, a permanent staff officer in public or provincial public service drawing a annual consolidated salary of Rs. 240,360/- or more, the incumbent of a Buddhist Vihara, a Nayake Buddhist Monk, the incumbent of a place of worship of any other religion or religious dignity of standing of any other religion.

- (d) The completed application form should be sent by registered post so as to reach the below mentioned address on or before 14.12.2016 The term “Special Open Competitive Examination in Tamil medium for Recruitment to the post of Labour officer - II in the Department of Labour for the vacancies Excesisting in Northern and Eastern Provinces-2016” should be written at the top left hand corner of the envelope in which the application is sent. Any application received after the closing date will not be accepted.

Commissioner General of Examinations,  
Organizations and Foreign Examinations Branch,  
Department of Examinations - Sri Lanka,  
P.o.box 1503,  
Colombo.

- (e) Any application which is not completed in every respect will be rejected. Any complaint regarding the loss or delay of application will not be accepted.
- (f) Department of Examinations, Sri Lanka will publish a notice in news papers after issuing admission cards. If admission card is not received even after 2 or 3 days of publishing such notice, you should notify to organizations and foreign Examinations Branch of the Department of Examinations" Sri Lanka in the manner specified in the notice. When notify the name of the examination applied for, Full Name, Address and the National Identity Card number of the applicant should be mentioned. If you are an applicant outside Colombo, you should notify the Department of Examinations, Sri Lanka by fax using the fax number mentioned in the notice, along with the above particulars and a letter of request furnishing a fax number to send you a copy of the admission card by fax. Moreover, in the event of inquiring from the Department of Examinations, Sri Lanka, it would be more useful to keep in prepared the copies of the application form, receipt obtained for payment of examination fee and the registration receipt obtained for posting of application in order to prove any information requested by the Department of Examinations, Sri Lanka.

#### 11. *Appearing For the Examination :*

- (a) The Commissioner General of Examinations shall issue admission cards to all applicants who have correctly perfected their applications. A candidate who fails to produce any his / her admission card will not be permitted to sit for the examination.

- (b) A candidate must sit for the examination at his / her respective examination hall under the relevant index number. Every candidate who sit for the examination should hand over their admission card with their signature certified, to the Chief Examiner on the first day of examination is held.

- (c) Candidates are subjected to the rules and regulations imposed by the Commissioner General of Examinations in respect of holding the examination. If a candidate violates these rules and regulations he / she will be liable to a punishment imposed by the decision of the Commissioner General of Examinations. The decision of the Commissioner General of Examinations shall be final in respect of holding of examination and issuing of results.

- (d) *Examination Results.*– The result sheet, including the names of the candidates who will secure 40% or more marks in the examination for each subject will be sent to the Public Service Commission according to the notification of the Secretary of the Public Service Commission. Results will be personally posted to every candidate appeared for the examination or be published on the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

**Note:** Issuance of an admission card to a candidate does not be necessarily mean that he /she has requisite qualification to sit the examination.

12. *Identity of Candidates.*– A candidate is required to prove his/her identity at the examination hall to the satisfaction of the Chief Examiner for each subject he/she offers. Any of the following documents shall be accepted.

- (a) National Identity Card issued by the Department of Registration of Persons.
- (b) A valid Passport.

13. *Penalty for Furnishing False Information.*– If a candidate is found to be ineligible, his / her candidature is liable to be cancelled at any stage prior to, during or after the examinations. If it is found that a candidate has furnished information with knowledge that they are false, or if he/she has willfully suppressed any material fact, he/she shall be liable for dismissal from the Public Service.

14. Commissioner General of Labour has the power to not to fill some or all the vacancies and to take decisions on any matter not stated in these regulations.

15. In the event of a discrepancy between the Sinhala, Tamil and English copies of this notification, the Sinhala version shall prevail.

On the order of Public Service Commission,

Commissioner General of Labour,  
Department of Labour.

Labour Secretariat,  
Narahenpita.  
Colombo - 05.

# SPECIMEN FORM OF APPLICATION

(For office use only)

SPECIAL OPEN COMPETITIVE EXAMINATION IN TAMIL MEDIUM  
FOR RECRUITMENT TO THE POST OF LABOUR OFFICER -II IN THE  
DEPARTMENT OF LABOUR FOR THE VACANCIES EXISTING IN  
NORTHERN AND EASTERN PROVINCES - 2016

01. Medium :

Language medium in which Sit for the examination:

Tamil - 3 (Write the relevant number in the box)

Application form should be filled in the language  
medium in which sit for the examination.

02. Personal details :

2.1. Name with initials : \_\_\_\_\_.

(In English capital letters)

Eg.: (SILVA A. N. S. P. T.)

2.2. Name in Full : \_\_\_\_\_.

(In English capital letters)

2.3. Name in Full : \_\_\_\_\_.

(In Tamil)

03. NIC No. :

04. Female / Male :

(Male - 0, Female - 1)

Write the relevant number in the box

05. 5.1. Permanent Address : \_\_\_\_\_.

(In English capital letters) (Admission card will  
be posted to this address) : \_\_\_\_\_.

5.2. Permanent Address (In Tamil) : \_\_\_\_\_.

5.3. Official Address (In English capital letters)  
: \_\_\_\_\_.

06. Married / Unmarried :

(Unmarried - 1, Married -2)

(Write the relevant number in the box)

07. Nationality :

(Sinhala - 1, Tamil - 2, Indian Tamil - 3,

Muslim - 4, other - 5)

(Write the relevant number in the box)

08. 8.1. Date of birth :

Year :     Month :   Date :

8.2. Age as at 14.12.2016

Years :   Months :   Days :

09. Telephone number :

10. Educational Qualifications:

10.1. Degree : \_\_\_\_\_.

10.2. University / Institution : \_\_\_\_\_.

10.3. Result (If you have obtained a class, please state)  
: \_\_\_\_\_.

10.4. Date of validity of Degree : \_\_\_\_\_.

10.5. Language Medium in which sit for the  
Examination : \_\_\_\_\_.

10.6. Date taken oaths as a Lawyer in Supreme Court  
: \_\_\_\_\_.

(Please state if applicable)

11. Have you ever been convicted in a Court of Law for a  
criminal offence ? (If yes, furnish particulars) : \_\_\_\_\_.

12. Have your previous Public Service ever been  
terminated ? : \_\_\_\_\_.

If so, please state the details and reasons for termination  
: \_\_\_\_\_.

13. Payment of Examination Fee:

13.1. Amount paid : \_\_\_\_\_.

13.2. Post Office/ Sub Post Office to which the  
Examination Fee paid : \_\_\_\_\_.

13.3. Date of payment : \_\_\_\_\_.

13.4. Receipt No. : \_\_\_\_\_.

Paste here the receipt firmly by one boarder of it,  
(Keeping a photocopy of the receipt will be useful)

14. *Declaration of the candidate :*

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

\_\_\_\_\_  
Signature of the Applicant.

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

15. Attestation of applicants' signature: (Para 10(c) of the *Gazette* Notification):

I hereby certify that Mr. /Mrs. / Miss. .... (Applicants' full name) who submits this application is known to me personally, that he / she paid the prescribed examination fee and affixed the relevant receipt herein. He/ She placed his/her signature in my presence on .....

\_\_\_\_\_  
Signature of the Officer attesting  
the Signature.

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

Name in full of the Officer attesting the signature : \_\_\_\_\_.

Designation : \_\_\_\_\_.

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

(To be certified by placing the Official Stamp)

## 16. Certificate of the Head of the Department (only for the applicants in Public Service / Provincial Public Service / Statutory Institutions):

I hereby certify that Mr./Mrs./Miss..... who is submitting this application is serving in this Department as ..... and his/her application is forwarded with my recommendation. He/she could be released from his/her present post, if selected for the position.

\_\_\_\_\_  
Signature of Head of Department/  
Authorized Officer.

Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

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

(To be certified by placing the Official Stamp)

11-857/3

## MINISTRY OF LABOUR AND TRADE UNION RELATIONS

### Special Limited Competitive Examination in Tamil medium for Recruitment to the post of Labour officer - II in the Department of Labour for the vacancies Existing in Northern and Eastern Provinces- 2016

APPLICATIONS are invited from Sri Lankan citizens who have fulfilled qualifications stated in Para 02 as at the closing date of applications i.e. 14.12.2016 to be recruited through a special competitive examination on Limited basis, according to the provisions in the Scheme of Recruitment approved by the Public Service Commission and the decision of the Cabinet of Ministers No. : අමප/16/0473/712/005 and dated 26.07.2016 in order to fill 12 vacancies exist in the posts of Labour Officer- II exist in Northern and Eastern Provinces in the Department of Labour which comes under the Ministry of Labour and Trade Union Relations. The examination will be held in the examination centers in Colombo only.

01. *Method of Recruitment.*— Recruitment will be made according to the merit order of the results of written examination and scrutinizing of qualifications by an interview.

02. *Qualifications:*

## 2.1: Educational Qualifications / Professional Qualifications / Experience:

- (a) Having a Degree obtained by a University recognized by the University Grants Commission or being a Lawyer who has taken oaths in Supreme Court and having completed an active and satisfactory period of service of not less than five (05) years in a permanent and pensionable post which carries a salary scale MN-1-2006-A or above in Public / Provincial Public Service.

or

- (b) Having completed an active and satisfactory period of service of not less than ten (10) years in a permanent and pensionable post which carries a salary scale MN-1-2006-A or above in Public / Provincial Public Service as at the date stated in the application calling notification.

2.2: *Physical Fitness:*

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



2.3: *Other Qualifications:*

- (i) Appointment should have been confirmed.
- (ii) Should have a satisfactory period of service during the period of five years (05) immediately preceding the date that the qualifications have been fulfilled.
- (iii) Should have earned all the increments during the 05 years immediately preceding the date that the qualifications have been fulfilled.
- (iv) Should have not been subjected to any disciplinary punishment other than warnings during immediately preceding five years.
- (v) All the necessary qualifications required for the post should have been fulfilled in every respect as at the date mentioned in the application calling notification.

(vi) Selected candidates should serve at least 8 years compulsory service in Northern or Eastern provinces.

(vii) Commissioner General of Labour has the power to cancel the appointment of an applicant who fails to assume duties on due date in the post offered, and/or who rejects or avoids assuming duties in the appointed post or appointed area.

05. *Salary Scale.*– The monthly salary scale applied to this post is Rs.34,605-10x660-11x755-15x930-Rs. 63,460/- (Salary code MN-05-2016 as per Public Administration Circular No.03/2016 dated 25.02.2016. Salary will be paid according to the Schedule II of said circular.)

06. *Written Examination.*– Written examination will consist of 02 question papers.

<i>Question Paper</i>	<i>Time</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01. Labour Laws	03 hours	100	40
02. Case Study	03 hours	100	40

03. *Age Limit.*– Not relevant.

04. *Terms of Employment and Service Conditions :*

- (i) This post is permanent.
- (ii) The post is subject to an acting period of one year.
- (iii) 1<sup>st</sup> Efficiency Bar should be passed as mentioned in the Scheme of Recruitment before lapse of 03 years from the date of appointment.
- (iv) In terms of Public Administration Circular No: 01/2014 and the circulars incidental thereto, the prescribed Proficiency of the Official Language should be acquired within 05 years from the date of appointment.
- (v) Selected candidates will be appointed to the post of Labour Officer - Grade II subject to the general conditions governing the appointments in the Public Service, Procedural Rules of Public Service Commission, Financial Regulations, Provisions in the Establishments Code and any amendments made or to be made hereafter and the terms and conditions set out in the Scheme of Recruitment approved by the Public Service Commission on 26.09.2013 and subject to any amendments made or to be made here after to the Scheme of Recruitment.

The examination will be conducted in Tamil medium only.

Candidates should sit for all the question papers and only those who have obtained 40% or more marks for each paper will be called for the General Interview. The number of candidates calling for the interview, the number of vacancies to be filled, and the effective date of the appointment will be decided by the Commissioner General of Labour.

In the event of several candidates obtaining the same marks, the decision shall be taken by the Commissioner General of Labour according to the instructions of Public Service Commission, which shall be final.

07. The syllabus of the written examination is as follows:

<i>Name of the Question Paper</i>	<i>Syllabus</i>
01. Labour Laws	The question paper will be based on the below mentioned Acts and Ordinances. <ul style="list-style-type: none"> <li>(i) Wages Boards Ordinance No: 27 of 1941.</li> <li>(ii) Shop and Office Employees (Regulation of Employment and Remuneration) Act, No. 19 of 1954.</li> </ul>

<i>Name of the Question Paper</i>	<i>Syllabus</i>
	<p>(iii) Industrial Disputes Act, No. 43 of 1950.</p> <p>(iv) Employees Provident Fund Act, No. 15 of 1958.</p> <p>(v) Termination of Employment of Workmen (Special Provisions) Act, No. 45 of 1971.</p> <p>(vi) Payment of Gratuity Act, No. 12 of 1983.</p> <p>(vii) Trade Unions Ordinance No. 14 of 1935.</p> <p>(viii) Employment of Women, Young Persons And Children Act, No. 47 of 1956.</p> <p>(ix) Maternity Benefits Ordinance No. 32 of 1939.</p> <p>(x) Factories Ordinance No. 45 of 1942</p>
02. Case Study	This question paper is designed to test the creative thinking ability and problem solving ability of a candidate. For this purpose, problems created by combining one or more situations will be presented to the candidate to be answered.

08. Interview.– General Interview will be held only to scrutinize qualifications and marks will not be given.

**N.B.**– Appearing for the Interview shall not be deemed as fulfillment of qualifications to be offered the appointment.

09. *Examination Fee.*– Examination Fee is Rs: 1200/-. It should, before closing date of applications, be paid in cash to any Post Office / Sub Post Office in Sri Lanka under the revenue head 2003-02-13 of the Commissioner General of Examinations so as to be credited to the government revenue. The receipt obtained in favour of the candidate upon payment of examination fee should be pasted firmly on the specified place in the application by one border of it. Money Orders or stamps will not be accepted as examination fee. The examination fee once paid will not be refunded under any circumstances or it will not be transferred for any other examination. It will be useful to keep a photocopy of the receipt.

#### 10. *Method of Application :*

- The application form should conform to the attached specimen application form and it should be prepared using both sides of a A4 size paper in such a manner that item numbers 01-8.2 on the first page, 9-13.10 on the second page, 13.11-15 on the third page and remaining numbers on the fourth page. Computerized/ Typed/ Written application forms can be used for this purpose. The particulars in the application form should be filled clearly by the applicants own hand writing. The application forms which do not conform to the specimen application form and incomplete applications will be rejected without notice. It might be useful for the applicant to keep a photo copy of the application. The applicant should check whether the prepared application form conforms to the specimen application form indicated at the end of the notification and if it does not conform the application might be rejected.
- The application form should be filled in the language in which the candidates wish to sit for the examination. When preparing the application the name of the examination should be written in English in addition to Tamil.
- Post held by the applicant and his/her work place at the time of applying for the examination will be applicable in respect of all the matters relevant to the examination and any change taking place in that regard after sending applications will not be considered.
- Candidate should get his/her signature attested by the head of the department or by an officer authorized by the head.
- The completed application form should be sent through the Head of the Department by registered post so as to reach the below mentioned address on or before 14.12.2016 The term “Special Limited Competitive Examination in Tamil medium for Recruitment to the post of Labour Officer - II in the Department of Labour for the vacancies Existing in Northern and Eastern Provinces- 2016” should be written at the top left hand corner of the envelope in which the

application is sent. Any application received after the closing date will not be accepted.

Commissioner General of Examinations,  
Organizations and Foreign Examination  
Branch,  
Department of Examinations - Sri Lanka,  
P.O box 1503,  
Colombo.

- (f) Any application which is not completed in every respect will be rejected. Any complaint regarding the loss or delay of application will not be accepted.

11. Department of Examinations, Sri Lanka will publish a notice in news papers after issuing admission cards. If admission card is not received even after 2 or 3 days of publishing such notice, you should notify to Organizations and Foreign Examinations Branch of the Department of Examinations" Sri Lanka in the manner specified in the notice. When notify the name of the examination applied for, Full Name, Address and the National Identity Card number of the applicant should be mentioned. If you are an applicant outside Colombo, you should notify the Department of Examinations, Sri Lanka by fax using the fax number mentioned in the notice, along with the above particulars and a letter of request furnishing a fax number to send you a copy of the admission card by fax. Moreover, in the event of inquiring from the Department of Examinations, Sri Lanka, it would be more useful to keep in prepared the copies of the application form, receipt obtained for payment of Examination fee and the registration receipt obtained for posting of application in order to prove any information requested by the Department of Examinations, Sri Lanka.

12. *Appearing For the Examination :*

- (a) The Commissioner General of Examinations shall issue admission cards to all applicants who have correctly perfected their application. A candidate who fails to produce any his / her admission card will not be permitted to sit for the examination.
- (b) A candidate must sit for the examination at his / her respective examination hall under the relevant index number. Every candidate who sit for the examination should hand over their admission card with their signature certified, to the Chief Examiner on the first day of examination is held.
- (c) Candidates are subjected to the rules and regulations imposed by the Commissioner

General of Examinations in respect of holding the examination. If a candidate violates these rules and regulations he / she will be liable to a punishment imposed by the decision of the Commissioner General of Examinations. The decision of the Commissioner General of Examinations shall be final in respect of holding of examination and issuing of results.

(d) *Examination Results :*

The result sheet, including the names of the candidates who will secure 40% or more marks in the examination for each subject will be sent to the Public Service Commission according to the notification of the Secretary of the Public Service Commission. Results will be personally posted to every candidate appeared for the examination or be published on the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

**Note:** Issuance of an admission card to a candidate does not necessarily mean that he /she has requisite qualification to sit the examination.

13. *Identity of Candidates.*— A candidate is required to prove his/her identity at the examination hall to the satisfaction of the Chief Examiner for each subject he/she offers. Any of the following documents shall be accepted.

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

14. *Penalty for Furnishing False Information.*— If a candidate is found unqualified, his / her candidature is liable to be cancelled prior to the examinations, when holding the examination or subsequent to the examination or at any time thereafter. If it is found that a candidate has furnished information with knowledge that they are false, or if he/she has willfully suppressed any material fact, he/she shall be liable for dismissal from the Public Service.

15. Commissioner General of Labour has the power to not to fill some or all the vacancies and to take decisions on any matter not stated in these regulations.

16. In the event of a discrepancy between the Sinhala, Tamil and English, copies of this notification, the Sinhala version shall prevail.

On the order of Public Service Commission,

Commissioner General of Labour.  
Department of Labour.

Labour Secretariat,  
Narahenpita,  
Colombo 05.

## SPECIMEN FORM OF APPLICATION

08. 8.1. Date of birth :

(For office use only)

Year  Month  Date 

8.2. Age as at 14.12.2016 :

Years  Months  Days 

SPECIAL LIMITED COMPETITIVE EXAMINATION IN TAMIL  
MEDIUM FOR RECRUITMENT TO THE POST OF LABOUR  
OFFICER -II IN THE DEPARTMENT OF LABOUR FOR THE  
VACANCIES EXISTING IN NORTHERN AND EASTERN  
PROVINCES - 2016

01. Medium :

Language medium in which Sit for the examination:

Tamil - 3 (Write the relevant number in the box)

Application form should be filled in the language  
medium in which sit for the examination.

02. Personal details :

2.1. Name with initials :\_\_\_\_\_.

(In English capital letters)

Eg.: (SILVA A.B.N.P.R.)

2.2. Name in Full :\_\_\_\_\_.

(In English capital letters)

2.3. Name in Full :\_\_\_\_\_.

(In Tamil)

03. NIC No. :

04. Female / Male :

(Male - 0, Female - 1)

Write the relevant number in the box

05. 5.1. Official Address :\_\_\_\_\_.

(In English capital letters) (Admission card will be posted to this address)

5.2. Official Address (In Tamil) :\_\_\_\_\_.

5.3. Personal Address (In Tamil) :\_\_\_\_\_.

06. Married / Unmarried :

(Unmarried - 1, Married -2)

Write the relevant number in the box

07. Nationality :

(Sinhala - 1, Tamil - 2, Indian Tamil - 3, Muslim - 4, other - 5)

Write the relevant number in the box

09. Telephone number :

10. State the language medium in which you passed the  
Qualifying Examination / Interview to enter the Post  
/ Service / Grade you are serving as at 14.12.2016  
:\_\_\_\_\_.

11. Have you completed all the qualifications stated under  
Para 02 of the *Gazette* notification as at 14.12.2016 ?  
:\_\_\_\_\_.

12. Educational Qualifications:

12.1. Degree :\_\_\_\_\_.

12.2. University / Institution :\_\_\_\_\_.

12.3. Result (If you have obtained a class, please state)  
:\_\_\_\_\_.

12.4. Date of validity of Degree :\_\_\_\_\_.

12.5. Language Medium in which sit for the  
Examination :\_\_\_\_\_.12.6. Date taken oaths as a Lawyer in Supreme Court  
:\_\_\_\_\_.

(Please state if applicable)

13. Experience:

13.1. Please state the Services / Grades (a Class, a Grade or a Segment, if any) which give you qualification for examination candidature :\_\_\_\_\_.

13.2. Presently holding post :\_\_\_\_\_.

13.3. Whether that post belongs to Government Service or Provincial Government Service? :\_\_\_\_\_.

13.4. Grade :\_\_\_\_\_.

13.5. Class / Segment :\_\_\_\_\_.

13.6. Date of Appointment in the post :\_\_\_\_\_.

13.7. Date of Confirmation in the post :\_\_\_\_\_.

13.8. Salary Code No. :\_\_\_\_\_.

13.9. Salary Scale :\_\_\_\_\_.

13.10. If several of service periods are applicable in order to be qualified to apply for the examination,

please state the details on such active and satisfactory period of service in the chart below.

Name of the Service/ Grade	Salary Code as per the P. A. Circular (Eg. : MN-1-2006A)	Date of Appointment	Date of Confirmation
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

13.11. Total period of active and satisfactory service as at 14.12.2016 in a post approved in terms of the conditions stated in Para 02 of the *Gazette* notification :.....

14. Payment of Examination Fee:

- 14.1. Amount paid :.....  
14.2. Post Office/ Sub Post Office to which the Examination Fee paid :.....  
14.3. Date of payment :.....  
14.4. Receipt No. :.....

Paste here the receipt firmly by one border of it,  
(Keeping a photocopy of the receipt will be useful)

15. Declaration of the candidate :

I do hereby declare that I have earned all the increments during the period of five years immediately preceding 14.12.2016 and that I have completed an active and satisfactory period of service as per Para 2.1 of the *Gazette* Notification as at 14.12.2016 And that I have not been subjected to any disciplinary punishment (Other than warning) during that period. I agree to be bound by the rules and regulations of this examination .Moreover, I do hereby declare that I am qualified to appear for the special Limited Competitive Examination in terms of all the rules and regulations stated in the *Gazette* Notification and that all the particulars provided by me in this application are true to the best of my knowledge. I have pasted the cash receipt bearing the No ..... and dated ..... which obtained for payment of examination fee.

I agree that if my candidature is cancelled prior to the examination, or subsequent to the examination due to the reason of revelation of my disqualification according to the Scheme of Recruitment which includes the provisions on this examination. Further, I declare that I shall be bound

by the rules and regulations imposed by the Commissioner General of Examinations on conducting of this examination.

\_\_\_\_\_,  
Signature of the Applicant.

Date :.....

16. Attestation of applicant's signature : ( Para 10(d) of the *Gazette* Notification)

I hereby certify that Mr. / Mrs. / Miss. .... (Applicant's full name) who submits this application is known to me personally, and that he/she paid the prescribed examination fee and affixed the relevant receipt herein. He/ she placed his/her signature in my presence on .....

\_\_\_\_\_,  
Signature of the officer  
attesting the Signature.

Date :.....

Name in full of the officer attesting the Signature :.....

Designation :.....

Address :.....

(To be certified by placing the official Stamp)

17. Certificate of the Head of the Department: (Referring to personal file of the applicant)

I do hereby certify that Mr. / Mrs. / Miss. .... who is submitting this application is serving in the post of .....in this Ministry / Department which is under the Central Government / Provincial Council. Also, certify that he /she has earned all the increments during the period of five years immediately preceding 14.12.2016 And that he / she has not been subjected to any disciplinary punishment (other than warnings) during that period and that has completed an active and satisfactory period of service of ..... years (five / ten) as per Para 2.1 of the *Gazette* Notification. I further certify that he / she is qualified to appear for the examination in terms of the regulations stated in the relevant *Gazette* Notification and that he / she placed his / her signature in my presence. He/she can/can not be released from the service if he/she is selected for this post.

\_\_\_\_\_,  
(Signature of the Head of the Department /  
Authorized Officer)

Date :.....

Name :.....

Designation :.....

Date :.....

(Place Official Frank)

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