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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,699 - 2011 මාර්තු මස 25 වැනි සිකුරාදා - 2011.03.25
No. 1,699 - FRIDAY, MARCH 25, 2011

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* Notices for publication in the weekly *Gazette* of 01st April, 2011 should reach Government Press on or before 12.00 noon on 18th March, 2011.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2011.

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMISSIONER GENERAL OF EXAMINATIONS,

Depart. of Examinations,
Pefawatta, Battaramulla.

Examinations, Results of Examinations &c.

SELECTION OF TEACHERS TO FOLLOW THE WEEKEND TEACHER EDUCATION COURSES CONDUCTED BY THE REGIONAL CENTERS OF THE NATIONAL INSTITUTE OF EDUCATION 2011-2012

APPLICATIONS are invited from untrained, non-graduate Teachers who possess the following qualifications to follow the weekend Teacher Education Courses.

- 1.1. Untrained teachers and teaching assistants serving in Government Schools who have obtained their formal appointments signed by the Secretary of Education Service Committee or by the Secretary of the Provincial Public Service Commission.
- 1.2 Teachers with formal appointments from the Provincial Director of Education and included in the list of names of Private Schools certified by the Director of Private Schools in the Ministry of Education.
- 1.3 Pirivena Teachers with formal appointments with the approval of the Provincial Director of Education and registered in the Pirivena Education Branch of the Ministry of Education.
- 1.4 Government, Pirivena and Private Schools' teachers applied according to 2009 *Gazette* notification for Weekend Teacher Training and their Scheduled Programme not commenced, also requested to re-apply in this connection.

Note.— Teachers and Teacher Assistants completed the first phase and appeared for the examination need not to apply for this.

2. All untrained non-graduate teachers are strongly requested to apply. The Ministry of Education expect to train all teachers before the year 2012 and thereafter opportunities will not be provided to be engaged in teaching in schools without having specific training. Therefore, it is very important to use this opportunity and all the untrained, non-graduate teachers and teacher assistants are requested to apply.

3. Teachers who are presently undergoing any Teacher Training Programme in Teachers' Colleges will not be admitted to the above programme.

4. Applicants are permitted to apply for the course according to the subject stated in the appointment letter. In case the appointment is not for a particular subject, apply for the course related to the main subject teaching at the school (Proofs needed to be submitted during the interview).

5. Teacher Education Courses will be offered during the weekends and school holidays through the regional centers established by the National Institute of Education.

6. Trained Teachers' Certificate will be awarded to those fulfill the requirements of the assignments, projects, co-curricular activities and examination conducted by the Commissioner General of Examinations.

6.1 If any fault is detected regarding the recruitment qualification, the certificate might not be considered for permanency or promotional requirements.

7. The final decision will be made by the Secretary, Education regarding intake and establishment of the regional centers.

8. *Instructions for the Preparation of Application Form :*

- 8.1 Read the *Gazette* Notification very carefully. Application should be prepared in accordance with the specimen given in this *Gazette* Notification.
 - (a) Application should be made in the medium in which the candidate wishes to follow the course.
 - (b) Along with the application attach the certified copy of your formal appointment letter.
 - (c) Application form should be prepared on a sheet of paper of 8" x 12" (A4) size using both sides.
 - (d) Application should be forwarded under registered cover to the address of Director, Teacher Education Administration Branch, Ministry of Education, Isurupaya, Battaramulla on or before 08.04.2011.
 - (e) Specimen of registered post envelope is given below :—

Regd. Post

Application for the Weekend Teacher Education Course
Medium :.....
Course :.....
School Zone :.....

Director,
Teacher Education Administration Branch,
Ministry of Education,
Isurupaya,
Battaramulla.

H. M. GUNESKARA,
Secretary,
Ministry of Education.

Ministry of Education,
Isurupaya,
Battaramulla,
March, 2011.

8.2 Apply for the course according to the subject stated in your appointment letter :

Course No.	Name of the Course
01	Sinhala
02	Tamil
03	Primary Education
04	Social Science
05	Science
06	Mathematics
07	Agriculture
08	Home Economics
09	English
10	Buddhism
11	Christianity/Roman Catholicism
12	Hinduism
13	Islam
14	Art
15	Music
16	Dancing
17	Arabic
18	Special Education
19	Handicraft and Technology
20	Commerce
21	Physical Education
22	Second Language (Sinhala/Tamil)

8.3 Use following signs to indicate the mediums :

S – Sinhala T – Tamil E – English

Specimen Application

SELECTION OF TEACHERS TO FOLLOW THE WEEK-END TEACHER EDUCATION COURSES – 2011/2012

01. Please state your medium of Instruction, Course Number, Course Applied in the table given below :

1.1 Encircle the respective number for Medium of Instruction of selected course.

Medium			Course Applied	
S	T	E	Course No.	Name of the course (In Block Letters)
1	2	3		

02. Name with initials (Write in capital letters. Write the name first and indicate the initials after the name. Example : PERERA, A.B.) :_____.

03. Names denoted by initials (In block letters) :_____.

04. Gender (Write the respective number in the cage) :

Male – 1 Female – 2

05. National Identity Card Number :_____.

06. Telephone No. :_____. Mobile No. :_____.

07. E-mail (if any) :_____.

08. Personal Address (In block letters) :_____.

09. Present serving station (in block letters) and Zone :_____.

10. Address of the present serving station (in block letters) :_____.

11. District attached to your serving station :_____.

11.1 District attached to your residence :_____.

11.2 State your preference of District for the training centre :_____.

12. Applicant's declaration :

(i) I declare that the above stated information is correct and true. I know that, if the information given by me found to be incorrect, my application will be subjected to rejection and if any fault is revealed after the selection, I will be dismissed from the course.

(ii) I am presently not undergoing any type of Institutional Teacher Training Programmes.

_____,
Applicant's Signature.

Date :_____.

13. Attestation of Principal :

I certify that the above applicant is serving at my school from and information given are true and correct.

_____,
Principal's Signature and Seal.

Date :_____.

03-635

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE INTO CLASS II OF THE SERVICE – 2010

IT is hereby notified that a qualifying Examination for Promotion of Officers in Class III of Public Management Assistants' Service into Class II of the Service will be held in all three languages *i. e.* Sinhala, Tamil and English in the Month of July, 2011 by the Commissioner-General of Examinations. The medium for application will not be allowed to change.

2.0 This Examination for the Promotion of Officers in Class III of the Public Management Assistants' Service into Class II of the Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullativu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of towns with their respective town numbers is given below.

Town	Town Number
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

Any center without a sufficient number of candidates shall be cancelled and the remaining candidates will be assigned to the next nearest center. It will not be allowed to change the town applied for subsequently.

3.0. (i) This examination will be held by the Commissioner General of Examinations and candidates are bound by the rules and regulations stipulated by him in respect of holding this examination. Issuance of an admission card to a candidate should not be regarded as an acceptance of his/her eligibility to sit the examination.

(ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner-General of Examinations for violation of these rules and regulations.

4.0. *Eligibility.* - Officers in Class III of the service, who have been confirmed in their posts before 25th April, 2011 and who have completed an active service period of 04 years within which a period of satisfactory service has been completed, are eligible to appear for this examination.

Note. - The date of qualifying for promotion to Class II of the service of an officer will be the date the officer passed the examination or the date in which he/she complete 05 years of active and satisfactory service, whichever occurs later.

5.0 *Scheme of Examination.* - The subjects of the examination and the marks assigned to each subject are given below. Marks will be deducted for bad handwriting and spelling mistakes. Candidates whose handwriting is illegible are liable to be disqualified.

Subject	Marks	Duration
(i) Establishment Procedure	100	02 Hours
(ii) Financial Systems	100	02 Hours
(iii) General Paper	100	01 Hour

Establishments Procedure. - The objective of this question paper is to test the proficiency of experience obtained in office activities

and to test the knowledge on office systems adopted in government offices to cover subject fields such as principles of office procedures, importance of office procedures, written communication, filing methods and preparation of forms etc. This paper will consist of a section to test the knowledge of candidate on matters indicated in Volume 01 of the Establishments Code. The paper will consist of two parts.

Part I - 25 Questions of multiple choice type – 30 minutes (25 marks)

Part II - Candidates are required to answer 03 out of 04 semi-structured type questions – 1 1/2 Hours (75 marks)

Financial Systems. - The question paper will be as follows :

(a) *Part I* - Exercises on adding and subtraction – 15 minutes (25 marks)

(b) *Part II* - 05 semi-structured questions to test the candidates' knowledge and understanding of subjects such as Financial Control exercised in government offices, departments and ministries, custody of finance, receipts and payments, budgetary estimations, supplies, work and service. (50 marks)

(c) *Part III* - 03 structured questions to test the knowledge of candidate on basics of inspection and storing of goods. (25 marks)

Note. - Candidates will not be allowed to use calculators for adding exercises.

General Paper. - This paper is designed to test the ability of the candidate to read and understand a statement or minutes of discussion and prepare a report and/or a letter and also to test the ability of the candidate to understand and analyze the current social affairs. This paper will consist of two parts.

Part I - Candidates are required to answer 02 questions given from a paragraph or a certain problem (45 marks).

Part II - Three semi-structured type questions will be given and candidates are required to answer 02 questions. The question for which writing short notes is compulsory.

Compulsory Question (short notes)	- 30 marks
Other questions	- 25 marks
Total	- <u>55 marks</u>

Note. -

(i) The candidates should answer these question papers in the language medium in which they sat the entry examination to the service or any other official language.

(ii) To qualify in these subjects, candidates will be required to obtain a minimum of 33 percent (33%) of the marks in each of these papers and an average of 40 percent (40%) of the marks in all three papers in one sitting.

6.0 Commissioner-General of Examinations will release the results of this examination to the Director-General of Combined Services and the names of the successful candidates will be published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka.

7.0 The application for this examination should be in the form of the specimen appended to this notification. Applicants should prepare the applications themselves according to the specimen. Applications prepared thus should be sent by the registered post through the respective Heads of Departments to reach the Commissioner - General of Examinations, Department of Examinations, Organizations and Foreign Examinations Branch, Pelawatte, Battaramulla on or before 25th April, 2011. The application form should accompany a certificate of satisfactory service. Heads of Departments must ensure that each application is completed in every respect and that they have signed the service certificate appended to the application form. The name of the examination should be indicated in the top-left hand corner of the envelope. Applications received after the closing date will be rejected.

8.0 *Identity of the Candidates.* – Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, one of the following documents should be submitted to the supervisor.

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

The candidature of those who fail to produce any of the above mentioned documents may be cancelled at the discretion of the Commissioner General of Examinations.

9.0 *Applications.* – Applications should be prepared in papers of “A4” size in such a manner that para Nos. 1.0 to 4.0 appear on the first page and remaining numbers in other pages. The application could be typewritten but should be filled in correctly and legibly by candidate's own handwriting. It is compulsory to indicate the title of the examination appearing the specimen in English language, too, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and further, it would be advisable to keep a photocopy of the completed application form.

The candidates appearing for the examination for the first time need not pay examination fees. However, the examination fee for subsequent sittings is Rs. 400. The exam fees should be paid to any District Secretariat to be credited to Head 2003-02-13 of the Commissioner General of examination and the receipt should be affixed in the relevant place of the application. It would be useful to keep a photocopy of the receipt with the candidate. Under any circumstances, this fee will not be refunded or transferred in respect of any other examination.

The Commissioner-General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : *i. e.* receipt of registration and in case of applicants outside Colombo, if relevant the receipt of paid examination fees letter of request, furnishing a fax number to which the admission card should be sent.

10.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations to enable them to appear for the examination. No travelling expenses will be paid.

11.0 For the purpose of the Official Languages Policy, all the candidates should prepare and fill their applications in the official language.

12.0 The decision of the Director-General of Combined Services will be final in any matter not provided for in this notification.

B. P. P. S. ABEYGUNARATHNE,
Director General of Combined Services,
Ministry of Public Administration and
Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
10th March, 2010.

Specimen Application Form

(For Office use only)

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE INTO CLASS II OF THE SERVICE – 2010

Language medium in which the candidate intends to sit for the examination :

Sinhala 2 (Indicate relevant number in the cage.
Tamil 3 Candidates shall not be allowed to change
English 4 this subsequently)

<i>Town</i>	<i>Town No.</i>

(Indicate the name of the town in which you wish to appear for the examination as per para 2.0 of the *gazette* notification. Candidates shall not be permitted to be change this subsequently)

- 1.0 1.1 Name with initials : Mr./Mrs./Miss : _____.
(In English block capitals) eg : SUNIL, A. B.
- 1.2 Name in full : _____.
(In English block capitals)
- 1.3 Name in full : _____.
(In Sinhala/Tamil)
- 1.4 Have you changed your name after entering the Public Service ? if so, indicate the previous name : _____.
- 2.0 Name and address of place of work : _____.
- 2.1 Name and the address of Office/Department/Institution : _____.
(In English block capitals)
- 2.2 Name and the address of Office/Department/Institute : _____.
(In Sinhala/Tamil)
(Admission cards will be sent to this address)
- 3.0 3.1 Sex :
Female - 1 ☐
Male - 0 (indicate the relevant number in the cage)
- 3.2 Date of Birth :
Year : Month : Date :
- 4.0 National Identity Card No. :
- 5.0 Present Post :
5.1 Post : _____.
- 5.2 Number and date of the Appointment Letter : _____.
- 5.3 Date of confirmation in the post as an officer in Class III of the service : _____.
- 6.0 6.1 Are you sitting the examination for the first time ? : _____.
- 6.2 If not, Examination fee paid : _____.

Affix the receipt of paid examination fee of
Rs. 400 for subsequent sittings.

- 7.0 Candidate's Statement :
I solemnly certify that,

- (i) The statement made by me above is true to the best of my knowledge and belief.
- (ii) I am an officer in Public Management Assistants' Service and my appointment has been confirmed on
- (iii) I have earned all/all possible increments during the period of 4 years immediately preceding 25th April, 2011.
- (iv) I have not suffered any punishment more severe than a fine or a reprimand since the date of last increment.
- (v) I appear for this examination for the first time/the receipt of paid exam fee is affixed here.

I am aware that if any particulars contained herein are found to be false and incorrect, disciplinary actions would be taken against me. I agree to abide by the regulations of this examination.

I hereby state that information furnished above are true and that I am eligible to appear for the exam in the language medium mentioned above. I certify that, I appear for this examination for the first time/the receipt of the paid exam fees to the value of Rs. is affixed. I agree to abide by the rules stipulated for this examination.

_____,
Signature of the Candidate.
(See the foot note)

Date : _____.

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

ATTESTATION OF THE SIGNATURE

I certify that Mr./Mrs./Miss who is an officer employed at my work place and who is known to me personally placed his/her signature in my presence 2011.

_____,
Signature and stamp of the person attesting.

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

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that,

- (i) Mr./Mrs./Miss is an officer in class III of the Public Management Assistants' Service and has completed 04 years of service as at 25th April, 2011 and is eligible to sit the examination in terms of the notification published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka dated
- (ii) The number of the appointment letter of class III of officer as per his/her personal file is
(Indicate the number of the appointment letter)
- (iii) The particulars given in Para 1.0 to 7.0 have been verified and were found to be correct.
- (iv) He/she is sitting the examination for the first time/receipt of the fees for the relevant examination has been affixed.

*(Delete inapplicable words)

_____,
Signature of the Head of Department and official stamp.

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

03-845

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE TO CLASS I – 2010

IT is hereby notified that the qualifying examination for promotion of officers in Class II of Public Management Assistants' Service to Class I will be held in the three languages *i. e.* Sinhala, Tamil and English, by the Commissioner General of Examinations in July, 2011.

2.0 Examination for promotion of officers in Class II of the Public Management Assistants' Service to Class I will be held at the centers in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullativu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The towns and their numbers are given below.

<i>Town</i>	<i>Town Number</i>
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

Any center without a sufficient number of candidates will be cancelled. It will not be allowed to change the "town" indicated in the application for subsequently.

3.0. (i) This examination will be held by the Commissioner General of Examinations and candidates are bound by the rules and regulations stipulated by him in respect of holding this examination. Issuance of an admission card to a candidate should not be regarded as an acceptance of his/her eligibility to sit the examination.

(ii) A set of rules and regulations for the candidates is published separately in the *gazette* notification. Any candidate who violates these rules and regulations will be liable to a punishment imposed by the Commissioner General of Examinations.

4.0. Candidates are required to satisfy following qualifications to sit the examination :

(i) Should be an officer who has completed an active service of ten years (10) in Class II of Public Management Assistants' Service and a satisfactory service of five (05) years as at the closing date of applications.

(ii) Should have passed the Efficiency Bar Examination held for officers in Class II of Public Management Assistants' Service.

Note.– The date of examination will be reckoned as the date on which the successful candidates qualify for promotion to Class I of the service. However, any candidate who passes the examination without possessing above qualifications will be treated as ineligible for promotion to Class I.

5.0 *Scheme of Examination.*– Candidates should sit a written examination consisting of the following subjects :

Subject	Marks	Duration
(i) Establishment Procedure	100	1 1/2 Hours
(ii) Public Financial Management	100	1 1/2 Hours
(iii) Case Study	100	1 Hour
(iii) General Paper	100	1 Hour
Total	400	

Establishments Procedure.– A practical knowledge on matters contained in Volume I and II of the Establishments Code is expected of the candidate. This paper consists of two parts.

Part I - 08 questions that require short answers (25 marks)
Part II - Answers should be supplied to 03 out of 04 semi-structured type questions (75 marks)

Public Finance Management.– The objective of this paper is to test the following. It consists of two parts.

- (a) Practical knowledge on financial regulations,
- (b) Basic knowledge on auditing,
- (c) Basic bank practice,
- (d) Basic knowledge on store keeping.

Part I - 08 questions that require short answers (25 marks)
Part II - Answers should be supplied to 03 out of 04 semi-structured type questions (75 marks)

Case Study.– Candidates are required to answer a multiple choice, short answers and semi-structured essay type paper designed to analyze measures to be taken to a problem relating to office administration. Cases for study will be provided and the questions to be answered will be as follows :

Part I - 05 multiple choice type questions (05 marks)

Part II - 05 questions that require short answers (05 marks)

Part III - 05 semi-structured type questions (90 marks)

General Paper.– The objective of this paper is to test the General knowledge of the candidates on current affairs, both local and international. The paper consists of three parts.

Part I - 32 multiple choice type questions (16 marks)

Part II - Short notes should be provided under two topics out of the four (04) given. (36 marks)

Part III- Answers should be provided for 02 essay type questions out of the four (04) given (48 marks)

Note.–

(i) Candidates should answer these papers in the language medium of entry to the service or any other official language.

(ii) Candidate should score a minimum of 40 percent (40%) of marks in each subject and an aggregate of 160 or more to pass the examination.

6.0 Commissioner-General of Examinations will issue results of the examination to the Director-General of Combined Services and the names of the successful candidates will be published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka.

7.0 Application should be in the form of the specimen appended to this notification and should be prepared by the candidate him/herself. Application prepared thus by the candidate should be sent through the respective Head of Department by registered post to the Commissioner - General of Examinations, Organizations and Foreign Examinations Branch, Sri Lanka Examinations Department, Pelawatte, Battaramulla so as to reach him/her on or before 25th April, 2011. A certificate to prove the satisfactory service of the officer should be sent along with the application. The respective Head of Department should satisfy him/herself that the application has been perfected accurately and the service certificate has been duly signed by him/herself. The top-left corner of the envelope containing the application should clearly bear the name of the examination. Applications received after the closing date will be rejected.

8.0 *Identification of Candidates.*– Candidates are required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they appear. For this purpose, any one of the following documents should be submitted to the supervisor.

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

Candidature of any candidate who fails to submit any one of the above, can be cancelled by the Commissioner General of Examinations, at his discretion.

9.0 Applications.— Application form should be prepared on a paper of A4 size in such a way that headings number 1.1 to 1.9 appear on the first page. Application form may be typewritten but should be filled clearly and legibly by the candidate himself in his own handwriting. It is compulsory to indicate the title of the examination appearing the specimen in English language, too, on both Sinhala and Tamil application forms.

Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

Candidates who are sitting this examination for the first time need not to pay examination fees. However, at consequent sittings, candidates are required to paste stamps to the value of Rs. 400 on the application for each sitting and to cancel them duly by placing signature and date. This should be paid at any District/Divisional Secretariats in the island to be to Revenue Head 2003-02-13 of Commissioner General of Examinations. The receipt should be affixed in the relevant cage. It would be advisable to keep a photocopy of the receipt. Under any circumstances, this fee will be refunded or transferred in respect of an other examination.

The Commissioner-General of Examinations will issue copies of the time table and admission cards for the examination to all candidates who have sent in duly completed applications before the closing date of applications. Candidates should get their signature on the admission card attested in advance and surrender to the

supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : i. e. photocopies of the application receipt of the paid examination fees and the receipt of the registered letter. receipt of registration and in case of applicants outside Colombo, letter of request, furnishing a fax number to which the admission card should be sent.

10.0 Heads of Departments should grant duty leave to candidates to whom admission cards have been issued by the Commissioner General of Examinations enabling them to present themselves at the examination. Traveling expenses will not be paid in this respect.

11.0 For the purpose of the Official Languages Policy, all the candidates are required to prepare and own their perfect applications in the official language.

12.0 The decision of the Director-General of Combined Services will be final in respect of any matter not provided for in this examination notice.

B. P. P. S. ABEYGUNARATHNE,
 Director General of Combined Services,
 Ministry of Public Administration and
 Home Affairs.

Ministry of Public Administration and Home Affairs,
 Independence Square,
 Colombo 07,
 11th March, 2011.

Specimen Application Form

(For Office use only)

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE TO CLASS I – 2010

Language medium of examination :

Sinhala 2 (Indicate the relevant number in the cage.
 Tamil 3 It will not be allowed to change this
 English 4 subsequently)

<i>Town</i>	<i>Town No.</i>

(Indicate the town and the corresponding No. in which you intend to sit the examination, as per para 2.0 of the *gazette* notification.)

- 1.0 1.1 Name with initials : Mr./Mrs./Miss : _____.
 (In English block capitals) eg : SUNIL, A. B.
- 1.2 Name with initials : _____.
 (In Sinhala/Tamil)
- 1.3 Names denoted by Initials : _____.
 (In English block capitals)

1.4 Names denoted by initials :_____.

(In Sinhala/Tamil)

1.5 Have you changed your name after entering the Public Service ? if so, indicate the previous name :_____.

1.6 Place of work and address :

1.6.1 Name and the address of Office/Department/Institution :_____.

(In English block capitals)

1.6.2 Name and the address of Office/Department/Institute :_____.

(In Sinhala/Tamil)

1.7 Sex :

Female - 1

☐

Male - 0 (indicate the relevant number in the cage)

1.8 Date of Birth :

Year : Month : Date :

1.9 National Identity Card No. :

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2.0 Present Post :

2.1 Post :_____.

2.2 Number and the date of the Appointment Letter :_____.

2.3 Date of entry to class II of above service :

Year : Month : Date :

2.4 Have you earned all increments during the period of your service ? If not, give particulars :_____.

2.5 If you have suffered any punishment whatsoever state particulars in brief :_____.

2.6 If you have been released for service in a corporation or any Statutory Board, furnish such particulars :_____.

2.7 If you have availed yourself of no pay leave for employment abroad or any other purpose, furnish such particulars :_____.

3.0 3.1 Are you sitting the examination for the first time ? :_____.

3.2 If not, value of the stamps (affixed) :_____.

Stamp Cage :

If you are not sitting the examination for the first time, affix the cash receipt of
Rs. 400, paid as the examination fee.

4.0 Declaration of candidate

I do hereby declare that,

(i) The above particulars furnished by me are true and correct to my knowledge and faith and,

(ii) I am an officer in class II of Public Management Assistants' Service and I have been appointed to class II of Public Management Assistants' Service on and,

(iii) I have completed a 10 years active period of service as at 25th April, 2011 and 5 years satisfactory period of the service on that date and,

(iv) I am sitting the examination for the first time/cash receipt has been affixed.

I am also aware that if any particulars contained herein are found to be false and incorrect, I am liable to disciplinary action taken against me. I agree to abide by the rules and regulations imposed by the Commissioner General of Examinations on conducting of this examination.

_____,
Signature of the Candidate.
(See the footnote)

Date :_____.

Note.— 1. Period of service in class II/II "A" of General Clerical Service or its parallel Services before absorption to the Public Management Assistants' Service should be taken into account when computing the period of service in class II of Public Management Assistants' Service.

2. The applicant should place his/her signature in the presence of the relevant Head of Department or an officer authorized to do so on behalf of him.

ATTESTATION OF THE SIGNATURE

I hereby certify that Mr./Mrs./Miss who serves at my office is personally known to me and that he/she signed in my presence on

_____,
Signature of the person attesting
and official frank.

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

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that,

- (i) Mr./Mrs./Miss has completed a 10 years period in class II of Public Management Assistants' Service as at 2011 and,
He/she is eligible to sit the examination as per the notification published in the *Gazette* of Democratic Socialist Republic of Sri Lanka dated
(ii) Number of the appointment letter of class II is (Indicate number of the appointment letter) as per his/her personal file and,
(iii) The particulars furnished by him/her in chapters 1.0 to 4.0 above, have been checked and found to be correct and,
(iv) He/she is sitting the examination for the first time/cash receipt of the fees for the relevant examination has been affixed.

*(Delete inapplicable words)

_____,
Signature of the Head of Department and official frank.

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