

N. B.— Part IV(A) of the *Gazette* No. 2,034 of 25.08.2017 was not published.

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

අංක 2,035 — 2017 අගෝස්තු මස 31 වැනි බ්‍රහස්පතින්දා — 2017.08.31

No. 2,035 — THURSDAY, AUGUST 31, 2017

(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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**Note.**— Rifai Thareeq Association of Sri Lanka (Incorporation) (Amendment) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of August 25, 2017.

#### 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 22nd September, 2017 should reach Government Press on or before 12.00 noon on 08th September, 2017.

#### 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,  
01st January, 2017.

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



## Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Examinations, Results of Examinations &c.

### MINISTRY OF EDUCATION

(d) Sri Lanka Education Administrative Service

#### Selection of Candidates to follow the Full Time (Internal) Course of Post Graduate Diploma in Education in Academic Year – 2018

(vi) Should have completed a service of one year as a Graduate in a post of the services indicated in Para. 04 (v) as at 22.09.2017

APPLICATIONS are invited to select candidates for the study of one-year full time (Internal) Post Graduate Diploma in Education Course during the academic year 2018.

**N.B.** (i) Teachers with National Diploma in Teaching will be qualified to apply only if they have completed the five-year compulsory period of service according to the bond in relation to their appointment by 22.09.2017 and have obtained the qualification mentioned in 4(vi).

02. This course will be held in the Universities of Colombo, Peradeniya and Jaffna.

03. Language medium/ media in which the course will be conducted in each University are indicated below:

(ii) Applicants who are on study leave and serving under a bond will be qualified to apply only if they have completed the compulsory period of service indicated in the bond as at 22.09.2017 or have completed at least five (5) years out of the compulsory period.

1. University of Colombo - Sinhala Medium and Tamil Medium
2. University of Peradeniya - Sinhala Medium
3. University of Jaffna - Tamil Medium

Application for the course can be made only in one medium.

(iii) Applicants who hold the Bachelor of Education Degree will not be eligible to apply for following this course.

04. Every candidate should confirm that he/she is holding the following qualifications:

05.

- (i) Should be a citizen of the Democratic Socialist Republic of Sri Lanka.
- (ii) Should not be more than **50** years of age as at 22.09.2017.
- (iii) Should be in good health physically and mentally and should possess a good character.
- (iv) Should be a graduate of a recognized university or should hold a degree or another equivalent qualification obtained from another institute approved by the University Grants Commission or the Ministry of Higher Education.
- (v) Should have obtained a permanent appointment and serving in a relevant post in the following services:
  - (a) • Sri Lanka Parivenacharya Service
    - Sri Lanka Private School Teachers' Service
    - Sri Lanka Teachers' Service
  - (b) Sri Lanka Principals' Service
  - (c) Sri Lanka Teacher Educators' Service

#### 05.1 Method of Selection:

- (i) Every candidate should sit a written examination.
- (ii) Thrice the number of candidates, who will be selected for the course will be called for the interview, based on the merit order of marks obtained by candidates in the written examination.
- (iii) Marks will be allocated at the interview for the period of service in the relevant post/ posts of the service/services of the candidate as indicated in 4 (V) of the *Gazette* Notification. 04 marks each for one year of service will be awarded. Maximum marks provided for the service will be **40**. Period of service of a candidate will be calculated using the date of assuming duties in the relevant post of his/her first appointment in the service from among the services indicated in 4 (V).

**N.B.**– The applicant should possess a continuous service in a post/ posts in a service/ services mentioned in 4 (V).

- (iv) The total of the marks obtained from the written examination and the marks obtained for the period of service will be treated as the final marks and the selection for the course will be made according to the order of such marks.
- (v) If disabled candidates have applied for the course, 1% of the vacancies for candidates will be reserved for them.
- (vi) The number of candidates to be selected for the course will be decided according to accommodation facilities available in each university.

#### 05.2 Written Examination :

- (i) The written examination for selection conducted by the Commissioner General of Examinations will be held in Sinhala and Tamil medium in Colombo and Jaffna.
- (ii) Candidates may appear for the Examination at a preferred center selected from the two centers indicated above and in a medium of language they prefer.
- (iii) Candidates should act in accordance with the rules and regulations related to the Examination as published by the Commissioner General of Examination.
- (iv) The Written Examination will consist of two question papers:
  - (a) General Knowledge –  
Question paper on Current Affairs, General Knowledge, Information on Education and Issues (**Time : 01 hour**);
  - (b) Aptitude Test –  
Question Paper on Language Ability, Comprehension, Logic, Arithmetical Skills (**Time : 01 hour 30 minutes**)

#### 05.3 Interview:

- (i) At the interview candidates should substantiate that they are qualified to follow the course under Para. 04 in the *Gazette* Notification.

(ii) Candidates should submit to the interview board the documents required to confirm their period of service in the post/posts of a service/ services indicated in 4(v) in the *Gazette* Notification. Specially the date of assuming duties in the post should be substantiated at the interview. It will assist the candidate in obtaining the marks assigned for the period of service.

(iii) Teachers who apply for the course from Government registered Pirivenas and Government approved private schools should submit a statement at the interview, obtained from the Manager/Manager of the Administrative Board certified as follows:

- (a) The teacher will be released for the course;
- (b) Salaries will be paid to the teachers during the period of study of the course;
- (c) The teacher will be re-employed at the end of the course;
- (d) Another teacher will not be recruited to fill the vacancy of the relevant teacher during the period of his/her study;
- (e) The duties of the teacher will be distributed among the approved teaching staff of the school.

#### 06. Method of Submission of Applications:

- (i) Applications should be prepared using both sides of a A4 paper in conformity with the given specimen form.
- (ii) The term, “An applicant visually impaired/ hearing impaired/having other special needs” should be written in red on the top left hand corner of the applications prepared for candidates who are visually impaired/hearing impaired/having other special needs.
- (iii) Payment of Examination Fees.– A sum of Rs. 900 should be paid as examination fees to the nearest post office and the receipt obtained should be affixed firmly in the cage provided for the purpose in the application. Post Master General has been notified by the Commissioner General of Examinations to make provisions to issue this receipt at all post offices from 31.08.2017 to 22.09.2017.

(iv) Submission of applications:

(a) The term “Post Graduate Diploma in Education (Internal) Full Time Course - **2018**” should be written on the top left hand corner of the envelope enclosing the application.

(b) Applications should be sent under the registered post to reach Commissioner General of Examinations, Sri Lanka Department of Examinations, Evaluation and Testing Service, Pelawatta, Battaramulla on or before 22.09.2017.

(c) A copy of the application should be handed over to the personal file of the applicant through the Head of the Department. If the applicant is selected to follow the course, it will assist in obtaining study leave.

(v) Time table and the admission cards will be posted to the candidates and if any candidate does not receive his/her admission card at least **07 days** prior to the date of the Examination, he/she should inform the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla including the following information:

(a) Name of Examination:

(b) Candidate’s name in full:

(c) Address:

(d) Post Office where fees were paid and receipt No :

(e) Date of posting the application:

(f) Post office where the application was posted and receipt No:

(vi) Refund of examination fees or transfer of fees for any other examination will not be made under any circumstances.

(vii) Incomplete applications will be rejected without further notification.

(viii) Every candidate should substantiate his/her identity at the written examination using a valid identity card.

(ix) The Candidates will not be allowed to change the University after being selected to a particular University to follow the course.

(x) If it is revealed that a particular candidate has not fulfilled the requirements as per the *Gazette* Notification even after the selection, the selection of such candidate is liable to be cancelled.

**07. Study Leave.—**

Study leave with full pay will be granted to the selected candidates to follow this course. Here, the Officers in Sri Lanka Education Administrative Service, Sri Lanka Teacher Educators’ Service, the holders of the Principal Grades and Teachers serving in the staffs of National Schools, Private Schools and Pirivenas have to get their study leave approved by the Secretary of the Ministry of Education while the approval of study leave of other officers should be done by the Secretary of Education of the relevant province.

**08. Bond.—**

Candidates who are selected for the course are required to sign a security bond with the Secretary of the Ministry of Education/Provincial Secretary of Education that, he/she would upon successful completion of this course, serve in the Department for a period recommended by the rules and regulations stipulated in the Establishments Code of the Democratic Socialist Republic of Sri Lanka.

09. If any selected candidate fails to obtain the Diploma Certificate within the stipulated period without successfully completing this course owing to reasons within his/her control, the salaries and allowances paid to him/her during the period of study leave should be fully recovered from him/her.

10. If the work, conduct and attendance of any student is found to be unsatisfactory during the period of study, such students will be removed from the course.

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

SUNIL HETTIARACHCHI,  
Secretary,  
Ministry of Education.

Ministry of Education,  
Isurupaya,  
Battaramulla,  
On 31st of August 2017.

## SPECIMEN APPLICATION FORM

SELECTION OF CANDIDATES TO FOLLOW THE FULL TIME (INTERNAL) COURSE OF POST GRADUATE  
DIPLOMA IN EDUCATION IN ACADEMIC YEAR – 2018

For Office Use

<i>Medium applied for (Sinhala/ Tamil)</i>	<i>Examination Center applied (Colombo/Jaffna)</i>	<i>Universities applied for (Colombo/Jaffna/Peradeniya)</i>  <b>N.B. Mention two Universities according to preference</b>
		01.
		02.

01. (i) Name with initials in English capital letters (Surname first) Rev./Mr./Mrs./Miss :\_\_\_\_\_.

**Example:Mr.Silva,A.B.C.**

(ii) Name in full (In English capital letters) :\_\_\_\_\_.

02. (i) (a) Official Address (In English capital letters) :\_\_\_\_\_.

(b) Official Telephone Number :\_\_\_\_\_.

(ii) (a) Private Address (In English capital letters) :\_\_\_\_\_.

(b) Private Telephone Number :\_\_\_\_\_.

(iii) Location of School/Institute serving (In English capital letters):-

<i>Province</i>	<i>District</i>	<i>Zone</i>

(iv) Nature of Institute (Government Schools/Private Schools/Pirivenas/Other) :\_\_\_\_\_.

03. (i) Date of Birth :

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

(ii) Age as on 22.09.2017:

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

(iii) Gender (Male/Female) :\_\_\_\_\_.

04. Details of Degree :

<i>Degree</i>	<i>Period of study in the University (From..... To.....)</i>	<i>Year of passing Degree</i>	<i>Date of validity of Degree</i>	<i>Degree subjects</i>	<i>Nature of the Pass</i>	<i>Institute/ University</i>	<i>Degree (Internal/ External)</i>

05. (i) (a) Date of posting to the Sri Lanka Private Schools Teachers' Service/Sri Lanka Parivenacharya Service/Sri Lanka Teachers' Service: .....

(b) Date of assuming duties in the above Service:.....

(c) Current Designation:.....

(ii) (a) Date of posting to the Sri Lanka Principals' Service/Sri Lanka Teacher Educators' Service/Sri Lanka Education Administrative Service:.....

(b) Date of assuming duties in the Sri Lanka Principals' service/Sri Lanka Teacher Educators' Service/Sri Lanka Education Administrative Service:- .....

(iii) Period of Service in a service/ services mentioned in 4v as at 22.09.2017 after obtaining the degree .....

(iv) Total period of service in a service/ services mentioned in 4v as at 22.09.2017:- .....

06. Details of Professional Training:

Institute where the course was followed (Teachers' Training college/ National College of Education or other)	Course (subject area)	Duration of study of course in the Institute	
		From	To

07. Details of Study Leave obtained:

<i>Nature of Study Leave (With Pay/ Without Pay, Local/Foreign)</i>	<i>Reason for obtaining study leave</i>	<i>During which period of time</i>	<i>Duration of the Bond (From..... To.....)</i>	<i>Whether the duration of the security bond has been completed or not (if not, kindly mention the balance period ahead for completion of bond)</i>

**N.B.– It is compulsory to accurately complete the above chart with regard to the study leave obtained previously.**

*Note:* Period of study of the National Diploma in Teaching in a National College of Education will not be treated as study leave

08. (i) Whether any disciplinary action is pending against you? Yes/No

(ii) If so, details relevant: .....

09.

Receipt obtained by paying the fees should be affixed here	Receipt No:.....
	Date:.....
	I certify that a sum of Rs..... (The sum in figures) was paid to..... Post Office/Sub Post Office
	Signature of the candidate: .....
	Date: .....

## 10. Candidate's Declaration:

I hereby certify that all details indicated in this application are true and accurate and I am eligible to follow this course under paragraph **04** of the *Gazette* Notification dated **31.08.2017** and I am abiding by the rules and regulations for candidates stipulated in the Examination Act and also, I have affixed here a valid receipt obtained after paying the prescribed examination fee.

\_\_\_\_\_,  
Candidate's Signature.

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

## 11. Recommendation pertaining to the release from the Institute for the Course:

(It is compulsory to complete this by the Principal/ President of NCoE/ Kruthyathikdri/ Manager of the Administrative Board or Head of Institute):

If the above candidate is selected for following the course he/she can be released in consideration with the requirement of the study of a professional course/cannot be released.

\_\_\_\_\_,  
Signature of Principal/Head of Institute  
and Official frank.

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

## 12. Recommendation of the Zonal Director of Education on releasing the Candidate to follow the Course :

If the above named candidate is selected to follow this course, providing study leave for him/her is recommended / not recommended,

\_\_\_\_\_,  
Signature of the Zonal Director of Education  
and Official Frank.

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

08-1031

## DEPARTMENT OF CENSUS AND STATISTICS

### First Efficiency Bar Examination for Senior Statisticians and Statisticians in the Department of Census and Statistics - 2013(2017) - II

IT is hereby notified that an Efficiency Bar examination for officers belonging to the Senior Statistician and Statistician post will be held in December, 2017 by the Department of Examinations, in accordance with the provisions of relevant approved scheme of recruitment.

02. (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 and issuance of results. The decision of the Commissioner General of Examination will be the final decision with respect of holding examination and issuing results.

(ii) A set of rules and regulations for 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.

03. *Examination Fees.*— Candidates can sit relevant subjects at once or separately few times. Candidates who are sitting this examination for the first time need not to pay any examination fee. However, at consequent sittings, candidates are required to pay Rs. 1,200 for the whole examination and Rs. 600 for one subject. This could be paid at any post office/sub post office in the island to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations and the original receipt should be firmly affixed in the place specified in the application form. (It would be advisable to keep a photocopy of this receipt). Kindly be informed that in addition to examination fees, you will not be charged of any extra payment. Money orders or stamps are not accepted as examination fees and under any circumstances this fee will not be refunded or transferred to any other examination.

04. *Applications.*— The application should be prepared according to the format given at the end of this notice on A4 size paper. Headings 01 to 05 should be entered on the first page and rest on the second page. Further, it is compulsory to indicate the title of the examination appearing the application in English language too on both Sinhala and Tamil application forms. Application form can be type written but the relevant particulars should be entered very clearly in candidate's own handwriting. The applications should be forwarded to the Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Post Box 1503, Colombo, through the Head of Department under registered cover to be reached on or before 02.10.2017. The top left hand corner of the envelope should clearly mention the name of the examination as "First Efficiency Bar Examination for Senior Statisticians and Statisticians in the Department of Census and Statistics - 2017". Incomplete applications and the applications received after the closing date of application will be rejected without any notice. Further, 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, if not application will be rejected. (It would be advisable to keep a copy of the application).

05. *The Identification of the candidate.*— All candidates should prove their identity for each subject they are sitting to the satisfaction of the supervisor of the examination hall.

Any of the following documents will be accepted for this purpose :

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

The decision of the Commissioner General of Examinations will be final regarding the candidature of any candidate, who fails to submit any of the above.

06. Commissioner General of Examination will issue admission cards to the applicants who have submitted their duly filled application in the correct format mentioning the language medium of the examination with the applicant signature, certification of the signature and the certification of the Head of Department and if any examination fee to be paid on or before the closing date of application with the receipt of the payment made. Department of Examinations will publish a notification in the newspaper as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement an inquiry should be made from the Department of Examinations in the manner specified in the paper notice. In the said inquiry, the name of the examination applied, full name of the applicant, National Identity Card number and the address should be correctly mentioned. In such cases, it is important to keep the copy of the application, the copy of the receipt of examination fees and the receipt of the registered post in hand to provide the details requested by the Department of Examinations. In case of applicants who live out of Colombo, a letter of request with the above details and a fax number can be sent to the Department of Examination in order to get a copy of the admission card through fax.

07. The candidate should get certified him/her signature on the admission card in advance and it should be certified by the Head of Department or an Officer Authorized to do on behalf of him or Principal of Public School/Retired Officer, Grama Niladhari Officer of the Division, Justice of the Peace, Commissioner of Oaths, Attorney at Law, Notary Public an Authorized Officer in Three Forced of an Officer in Public Sector, Provincial Public Service or permanent staff officer of incumbent of a Buddhist temple, Chief Reverend or a person in charge of other Religions temple or a Clergy who is entitled to an annual combined salary of Rs. 240,360 or more.

08. Head of Department should grant duty leave to the candidates to whom admission cards have been issued by the Commissioner General of Examinations enabling them to present themselves at the examination. Travelling

expenses will not be paid in this respect. Candidates should sit for the examination only at the relevant examination hall and candidates without admission cards will not be allowed to sit for the examination.

09. The examination will be conducted in the Sinhala, Tamil and English media. The medium of exam for the applicants, who have joined the Public Service through a competitive examination, should be the medium they have sat for the competitive examination. For the applicants who have joined the Public Service without a competitive examination, the medium of the examination considered as the qualification for the recruitment should be the medium of this examination. The candidates are required to sit for all the subjects in one medium and will not be allowed to change the medium of examination given in her/his application.

10. This examination will be held only in Colombo.

11. *Method of Examination.* – Relevant examination for the above post consists of following subjects :

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>
1. Administration	1	100	02 hours
2. Financial Management in Public Sector	2	100	02 hours
3. English	3	100	02 hours
4. Applied Statistics	4	100	03 hours

(01) *Subject No. 1 - Administration :*

- \* Organization of office and field activities and organizational methods.
- \* Following chapters of the Establishment Code. I, II, III, V, VI, VII, IX, XI, XII, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII  
(Above chapters should be followed subjected to the provisions of Section I of Public Service Commission Procedures).

(02) *Subject No. 2 - Financial Management in Public Sector :*

- Following chapters of the Financial Regulations.
- I - All Sections
- II - All Sections
- III - All Sections
- IV - All Sections
- V - 1, 2, 3, 4 Sections
- VI - All Sections
- VII - 1, 2, 3, 4 and 6 Sections.

(03) *Subject No. 3 - English*

#### **English Grammar**

A suitable level of proficiency on the following forms of grammar in spoken and written language is expected from the candidate :

- Tense and Number
- Sentences (Simple/Compound/Complex/Compound Complex)
- Relative Clauses
- Reported Speech
- Adjectives and Adverbs
- Determiners
- Prepositions

#### **Writing Skills :**

The knowledge on the modern formats and styles of writing is tested in this area of study.

- \* Internal modes of Communication
- \* Formal Correspondences skills
- \* Writing Descriptions/Explanations
- \* Summary writing skills
- \* Report Writing Skills
- \* Minutes of Meetings/Agendas/Invitations
- \* Comprehension

#### **Reading Skills :**

Candidate's ability to comprehend a printed text ; infer meaning and verbal/written interpretation is expected :

- \* Reading and understanding the specific and general meaning of the printed text.
- \* Reading and interpretation (Verbal/Written).
- \* Understanding the Cohesion and coherence of a passage.

(04) **Subject No. 4 - Applied Statistics :**

The objective of this paper is to test the knowledge of the candidates on statistical tasks carried out by the Industry, Agriculture Statistics, National Accounts, Information Technology (Data Processing), Sample Surveys, Population Census and Demography, Price Index and Cartography divisions of Department of Census and Statistics.

- 11.1 Candidate should score a minimum of 40 percent (40%) of marks or above to pass in each subject and should pass all the subjects in order to pass the efficiency bar examination. Candidates can complete relevant subjects of the examination at once or several times.

12. Issue of an admission card to a candidate should not be regarded as an acceptance of his/her eligibility to sit the examination.

12.1 Results of the examination of all candidates will be submitted to the Director General of Department of Census and Statistics.

13. The decision of the Director Census and Statistics will be final in respect of any matter not provided in this *Gazette* notification.

14. In the event of any inconsistency between the Sinhala, Tamil and English texts in this *Gazette* notification, the Sinhala text shall prevail as the accurate text.

Director General,  
Department of Census and Statistics.

"Sankyana Mandiraya",  
No. 306/71,  
Polduwa Road,  
Battaramulla.

### SPECIMEN APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION FOR SENIOR  
STATISTICIANS AND STATISTICIANS IN THE DEPARTMENT OF  
CENSUS AND STATISTICS - 2013(2017) - II

(For office use only)

Language Medium of Examination :

- Sinhala - 2  
Tamil - 3  
English - 4

01. Name with initials writing initials at the end :\_\_\_\_\_.  
(In English Block Capitals) *Eg.* : SUNIL, J. M. U.

1.1 Full Name (In English Block Capitals) :\_\_\_\_\_.  
(*Eg.* : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Surname written first and initials at the end :\_\_\_\_\_.  
(*Eg.* : GUNAWARADHANA, H. M. S. K.)

1.3 Full Name :\_\_\_\_\_.  
(In Sinhala/Tamil)

02. Service Station and Address :

2.1 Name of the Service Station :\_\_\_\_\_.

2.2 Official Address :\_\_\_\_\_.

(In English Block Capitals)

(Admission card will be posted to this address)

03. 3.1 Sex :

Male - 0

Female - 1

(Indicate the relevant number in the cage)

3.2 National Identity Card No. :

<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"/>	<input type="text"/>	<input type="text"/>
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3.3 Date of Birth :

Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Month	
<input type="text"/>	<input type="text"/>

Date	
<input type="text"/>	<input type="text"/>

04. Subject/Subjects applied for the Efficiency Bar Examination :

(Please refer Para 10 of the *Gazette* Notification)

Number	Subject	Subject No.
1.		
2.		
3.		
4.		

05. Current Post :\_\_\_\_\_.

5.1 Number of the appointment letter :\_\_\_\_\_.

5.2 Date of Appointment :\_\_\_\_\_.

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

6.1 If not, value of the examination fees paid ? :\_\_\_\_\_.

6.2 Receipt No. :\_\_\_\_\_.

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

Affix the cash receipt here (Only if applicable)  
(Keep the photocopy of the receipt)

I declare that the information above particulars by me are true and correct to the best of my knowledge and that I am eligible to sit for the examination in the language medium. Indicated above and that I agree to abide by the rules and regulations imposed by the Commissioner General of Examination in relation to conduct of this examination and once of results.

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

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

**Note.**– The applicant should place her/his 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 Department is personally known to me and that he/she signed in my presence on .....

Name : .....

Designation : .....

Address : .....

Date : .....

(Place the official frank)

*Certificate of the Head of the Department :*

I certify that,

1. The particulars furnished by her/him in chapters above have been checked,
2. He/she is eligible to sit for this examination.

\_\_\_\_\_,  
 Signature of Head of Department.  
 (Place the official frank)

Name : .....

Designation : .....

Address : .....

Date : .....

08-1117