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

අංක 2,393 – 2024 ජූලි මස 12 වැනි සිකුරාදා – 2024.07.12

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### 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 02nd August, 2024, should reach Government Press on or before 12.00 noon on 19th July, 2024.

#### 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."

Department of Govt. Printing,  
Colombo 08,  
01st January, 2024.

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

GANGANI LIYANAGE,  
Government Printer.



## 1. General Qualifications required :

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

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

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

## 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 4. Terms of Engagement :

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

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

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

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

## 5. Serving Officers in the Public Service :

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

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

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

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

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

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

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

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

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Post - Vacant

### MINISTRY OF JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS

#### Recruitment to the Post of Labour Tribunal Assistant Secretary to the Labour Tribunal Secretariat - 2024

APPLICATIONS are invited from the Management Assistants, Grade I in the Combined Service with the under mentioned qualifications to recruit to fill 20 vacancies in the post of Labour Tribunal Assistant Secretary in the Labour Tribunals coming within the purview of the Ministry of Justice, Prison Affairs and Constitutional Reforms. Applications forms prepared as per the specimen published in the official website of the Ministry of Justice, Prison Affairs and Constitutional Reforms should be sent by registered post to reach the “**Secretary, Labour Tribunal Secretariat, No.19, Sri Sangaraja Mawatha, Colombo 10**” on or before the closing date of application as indicated below. The words “**Recruitment to the Post of Labour Tribunal Assistant Secretary to the Labour Tribunal Secretariat**” should be written on the top left hand corner of the envelope containing the application form.

**Closing date of application will be 12.08.2024**

**Only the Management Assistants, Grade 1 in the Combined Service can apply.**

**Note :** No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will do so at their own risk.

1. Recruitments will be made on the basis of the structured interview to be conducted by an interview board to be appointed by the Secretary to the Ministry of Justice Prison Affairs and Constitutional Reforms, upon calling for applications.

2. Term of engagement -

This post is permanent and it is pensionable.

3. Salary Scale -

This post carries the salary scale of MN-02-2016 Rs.28,940 - 10X300 - 11X350 - 10X560 - 10X660 - Rs.47,990/-

4. Qualifications -

The officer should be a Management Assistant, Grade I in the Combined Service.

5. Method of Recruitment :

Recruitment will be made on the order of merit secured at the structured interview complied however with the number of posts fallen vacant for the time being.

The marking scheme subject to which the structured interview will be complied with, the list of the Labor Tribunals at which this post fallen vacant and the specimen application form are published in the official website ([www.moj.gov.lk](http://www.moj.gov.lk)) of the Ministry of Justice, Prison Affairs and Constitutional Reforms.

6. The particulars of the application should be entered by the applicant in applicant's own legible handwriting. Incomplete applications, applications of applicants who do not possess the prescribed minimum requirements, applications received after the closing date of acceptance of applications and applications that are not in conformity with the specimen form are liable to be rejected without notice. It is useful for the applicant if a copy of the original completed application may be retained in safe custody. The applicants should also see that their completed applications are as per the specimen in every respect as the non-compliance with the specimen may also render the application rejected. Therefore, applications should be prepared as per the specimen application form. Receipt of applications will not be acknowledged.

Every applicant must forward the application through the respective Head of the Department at which the applicant presently serves.

7. Any matter not mentioned herein will have to be decided by the Secretary to the Ministry of Justice, Prison Affairs and Constitutional Reform. All applicants are obliged to be bound to follow the general rules and regulations mentioned in this notice of calling for applications.
8. In the event of any inconsistency between the Sinhala, Tamil and English texts of this notice, the Sinhala text shall prevail for all purposes.

**M.N. RANASINGHE,**  
Secretary,

Ministry of Justice, Prison Affairs and Constitutional Reforms  
28.06.2024.

No. ....  
(For office use only)

Medium of Language	Sinhala
	Tamil

### Specimen Application Form

#### Ministry of Justice. Prison Affairs and Constitutional Reforms Application for the Post of Labour Tribunal Assistant Secretary to the Labour Tribunal Secretariat

01. (a) Name with initials (in Sinhala/Tamil) - .....  
.....  
Name with initials (in English Block Capitals) - .....  
.....  
(b) Full Name (in Sinhala/Tamil) - .....  
.....  
Full Name (in English Block Capitals) - .....  
.....
02. Permanent Address (in Sinhala/Tamil) - .....  
.....
03. Permanent Address (in English Block Capitals) - .....  
.....

04. Address to which the correspondences should be dispatched. (in English Block Capitals) -  
.....  
(State only if the permanent address is to be changed.)
05. Telephone No. - Private ..... Official - .....
06. Email Address - .....
07. National Identity Card No.- 

--	--	--	--	--	--	--	--	--	--	--	--	--
08. Gender - .....
09. Date of Birth - Year: .....Month: ..... Date: .....
10. Race - .....
11. Civil Status - .....
12. Present place of work and designation - .....
13. Date on which you were appointed to the post of Management Assistant, Grade I - .....
14. Other qualifications - (State according to the criterion listed in the marking scheme.)  
.....  
.....  
.....  
.....
15. Have you ever been convicted for any offense by the court of law?  
[Mark (✓) in the relevant box]      Yes ☐      No ☐  
(If “Yes”, give details).....  
.....  
.....
16. Has there been any disciplinary action pending against you?  
[Mark (✓) in the relevant box]      Yes ☐      No ☐  
(If “Yes”, give details).....  
.....  
.....
17. Write according to your order preference 3 Labour Tribunals, any one to which you will be attached in case of you will be selected.  
1 .....  
2 .....  
3 .....  
(The list of the Labor Tribunals at which the post of Labor Tribunal Assistant Secretary has fallen vacant has been published in the official website of the Ministry of Justice Prison Affairs and Constitutional Reforms and your preference as indicated above shall not be construed as an assurance that you will be attached to such Labour Tribunal as you indicated according to your order preference.)

**18. Applicant's Certificate of Declaration**

- I. I respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss that may arise from non-completion and/or incorrect completion of any part hereof. Further, I hereby declare that all the sections hereof have been correctly completed.
- II. I am also aware that, if any particulars declared herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal if detected after appointment.
- III. I will not change any information mentioned herein at a later stage.

.....,  
Signature of the Applicant.

Date:- .....

**19. Attestation to the signature of the applicant**

I do hereby certify that Mr./Mrs./Miss ....., the applicant above named is personally known to me and that he/she placed his/her signature on ...../..../.... in my presence.

.....,  
Signature of the officer who attested to the  
signature of the applicant.

Date:- .....

Name of the officer who attested to the signature of the applicant : .....

Designation .....

Address : .....

(Affix the official stamp.)

**20. Certificate of the Head of the Department**

I do hereby certify that Mr./Mrs./Miss ....., the applicant above named is serving as ..... in the Ministry/Department of ..... as a permanent / temporary / casual officer and that the particulars furnished above by him/her are accurate and that there has been/has not been a disciplinary inquiry pending against him/her and that there has been/has not been a disciplinary inquiry to be commenced against him/her and that he/she has possessed necessary qualifications to be present at the interview as per the notice of calling for applications and that he/she can be/cannot be released from the service if he/she will be selected for this post as per the requirements, rules and regulations contained in the said notice.

*(Please delete words whichever inapplicable.)*

.....,  
Signature of the Head of the Department  
and the official seal.

Date:- .....

Name :- .....

Designation :- .....

Ministry/Department :- .....

Method of awarding marks at the Structured Interview

1. **Familiarity with the Industrial Disputes Act.** - 10 marks
2. **Acquaintance with the judicial sector in Sri Lanka.** - 10 marks
3. **Educational and professional qualifications.**
  - I. Certificate Courses - 10 marks
    - For a certificate course offered by a recognized government institution.  
(Maximum of 05 certificates and 02 marks per certificate.)
  - II. Trainings - 10 marks
    - For the training obtained during the entire service period covering the subject areas of duties in the sphere of the Establishments Code, Financial Regulations, human resource management, public relations, salaries, discipline, personal record of files etc.  
(Maximum of 05 certificates and 02 marks per certificate.)
  - III. Proficiency in English Language - 10 marks
    - for a diploma course - 06-12 months (10 marks)
    - For a certificate course - 03-06 months (05 marks)
    - Others (03 marks)

(Marks are awarded for the highest qualification.)
  - IV. Computer Literacy - 10 marks
    - For a diploma course - 06-12 months (10 marks)
    - For a certificate course - 03-06 months (05 marks)
    - Others (03 marks)

(Marks are awarded for the highest qualification.)

- 40 marks
4. **Seniority** - 10 marks
 

For the service period in the post of Management Assistant, Grade I

  - (Maximum of 10 years at a rate of 01 mark per year)
  - 0.5 mark for less than one year and more than 06 months
  - 0.25 mark for less than 06 months and more than 03 months

**Note:**

  - Marks are not awarded for the period less than 03 months.
5. **Service experience**
  - Working as a Management Assistant attached to the Labour Tribunal Secretariat of a Labour Tribunal.  
  
(Maximum of 10 years and 01 mark per year.)
  - Working as a Chief Management Assistant  
(Maximum of 05 years and 01 mark per year.)

- 10 marks

- 05 marks

- 15 marks



**Note:**

- For work experience, half of the marks awarded per year is given for such period of not less than 06 months and not more than one year. However, marks are not awarded for service periods less than 03 months.
- Particulars furnished regarding the work experience are required to be confirmed by documents issued by the relevant institutions.

**6. Skills shown at the interview**

**- 15 marks**

- Communication skills (05 marks)
- Leadership (05 marks)
- Personality (05 marks)

**Total**

**- 100 marks**

**The list of the Labour Tribunals at which the post of Labour Tribunal Assistant Secretary has fallen vacant as at 01.05.2024**

Labour Tribunal Number	Address
01	No. 95, Dr. N.M. Perera Mawatha, Colombo -08.
Additional Labour Tribunals No.01/02	428/11, Densil Kobbekaduwa Mawatha, Battaramulla.
02	No. 95, Dr. N.M. Perera Mawatha, Colombo -08.
06	Court Complex, New Town, Ratnapura.
13	No. 95, Dr. N.M. Perera Mawatha, Colombo -08.
19	High Court Premises, Avissawella.
Additional Labour Tribunal No.21	04th Floor, Court Complex, Negombo .
22	Court Complex, Batticaloa.
24	Sri Bodhi Road, Gampaha.
25	District Court Premises, Panadura.
30	Court Complex, New Kandy Road, Kaduwela.
31	No. 668, Negombo Road, Mabola, Wattala .
34	Old Moravaka Magistrate's Court Building, Galdola, Kotapola.
36	Welimada Road, Bandarawela.
37	T.V. Dharmalingam Cultural Hall, Devsiripura, Thalawakele.
38	New Court Complex, Bailey Road, Nawalapitiya .
39	Palapatwala, Matale.
40	Court Complex, New Town, Ratnapura (Balangoda).
44	Court Complex, Ampara.
Trincomalee	Court Complex, Trincomalee.
Hambantota	Schedule to be established in due course.

**Cadre of the Labour Tribunal Assistant Secretary**

Number of approved cadre = 39

Number of cadre now available = 17

Number of cadre fallen vacant = 22

- \*\* The above vacancies may vary slightly as the attention is paid on granting of internal transfers in the course of making new recruitments.
- \*\* Apart from this, an officer is expected to be attached to the post of Labour Tribunal Assistant Secretary to the Hambantota Labour Tribunal which is expected to be declared open in due course.
- \*\* In case of Additional Labour Tribunals No. 01/02 Battaramulla, only one post of Labour Tribunal Assistant Secretary has been considered to be appointed.
- \*\* In case of 02 Labour Tribunals namely No.06, Ratnapura and No. 40, Balangoda, it has been informed of the adequacy of one post of Labour Tribunal Assistant Secretary thereto.
- \*\* Accordingly, as at 01.05.2024, the total number of vacancies in the post of Labour Tribunal Assistant Secretary has been considered to be 20 posts.

07-365

## PUBLIC SERVICE COMMISSION

### Recruitment on open basis for the Post of Legal Officer (Grade III of the Executive Service Category) - 2024

APPLICATIONS are invited for the vacancy in the post of Legal Officer (01) in the Office of the Public Service Commission from the citizens of Sri Lanka who have fulfilled the following qualifications.

#### 1. Method of Recruitment

The candidate who obtains the highest marks from among those who are meeting with the qualifications set out in the notice will be selected and recruited to the vacancy upon the results of an interview for evaluating the eligibility conducted by a Board of Interview appointed by the Public Service Commission. The interview for evaluating the eligibility will be held in conformity with the marking scheme (Mentioned under No. 07) approved by the Public Service Commission.

The effective date of appointment will be determined by the Public Service Commission.

#### 2. Required Qualifications

##### I. *Educational/Professional Qualifications:*

Should have sworn in as an Attorney at Law in the Supreme Court.

##### II. *Experience:*

Should have obtained an active professional experience of not less than three (03) years subsequent to swearing in as an Attorney-at-Law in the Supreme Court. (The period of experience, date and official seal of the attester should be clearly indicated in the documents provided at the interview in proof of practical professional experience)

*Or*

Should have obtained experience in a post relating to legal matters in not less than 03 years\* in a public institution subsequent to swearing in as an Attorney-at-Law in the Supreme Court.

(These matters should have proved through a letter issued by the Secretary/Head of the Department/Institution)

**Note:** Copies of the documents proving basic qualifications, certified by the Candidate himself should be attached to the application form. The applications which do not contain the certificates clearly stating the date of commencement of the service period and the last date of service, shall be rejected without notice.

\* A post relating to legal matters means a post where a degree in Law or having been sworn in as an Attorney-at-Law in the Supreme Court is considered as a basic qualifications for recruitment.

(iii) *Physical Fitness:*

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

(iv) *Other Qualifications:*

- \* Should be of excellent moral character.
- \* Should be computer literate and able to use e-mail and MS office effectively.
- \* All qualifications mentioned above should have been completed in every respect as at the date on which this notice is published in the *Gazette*.

**3. Terms of Engagement in Service and Conditions of Service**

- (i) This post is permanent and pensionable. You are subject to the policy decision made by the Government in the future on the Pension Scheme entitled to you. You are required to contribute to the Widows'/Widowers' and Orphans' Pension Scheme. You shall pay the contribution for the same as prescribed by the Government from time to time.
- (ii) This appointment will be subject to a probationary period of three (03) years. Officers should pass the first efficiency bar examination within 03 years from the date of recruitment as prescribed in the scheme of recruitment.
- (iii) You are required to acquire the proficiency in the prescribe other official language/ official languages in terms of the Provisions of Public Administration Circular 18/2020 dated 16.10.2020.
- (iv) This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government, the relevant Supreme Court Rules, and to the other Departmental orders.
- (v) Candidates will have no indicate the medium of early to the post and will not be allowed to change the medium later and the medium of language for which you are eligible for appointment shall be the medium of language mentioned by you in the application form.

**4. Age Limit**

Should not be less than 21 years and not more than 45 years of age as at the closing date of applications.

**5. Salary Scale**

The post carries the monthly salary scale of Rs. 47,615 -10 x1,335- 8 x 1,630-17 x 2,170 -110,895/- (SL-1-2016), in terms of the Public Administration Circular No. 03/2016 dated 25.02.2016.

**6. Functions relating to the post**

- i. Appear for/ represent the Public Service Commission, as applicable, explaining the position of the Commission on matters brought before the Administrative Appeals Tribunal, Human Rights Commission of Sri Lanka, Court

of Appeal, Supreme Court, Parliament Petitions Committee/ Other committees of Parliament/ Official Language Commission and Ombudsman and other Institutions as may be instituted by the Government from time to time against the decisions/ orders of the Public Service Commission.

- ii. Prepare all reports relating to legal matters and maintain the files.
- iii. Liaise with the Attorney General's Department regarding legal matters.
- iv. Prepare the relevant reports on inquiries made by the Commission to Investigate Allegations of Bribery or Corruption and appear before such Commission with relevant information when calling.
- v. Appear before the respective court on representing the Public Service Commission when Hon. Attorney General does not appear for the Commission.
- vi. Other duties assigned by the Public Service Commission.

**7. Interview for evaluating the eligibility will be on the basis of the marking scheme below.**

<i>Serial No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
01	<p><b>Additional Educational Qualifications:</b> Note: Marks will be awarded only for the highest qualification obtained.</p> <p>(a) A Postgraduate Degree in Law obtained from a university recognized by the University Grants Commission</p> <p>(b) A Postgraduate Diploma in Law obtained from the institute of Advanced Legal Studies of Sri Lanka Law College.</p> <p>(c) A Postgraduate Diploma in Law obtained from a university recognized by the University Grants Commission.</p> <p>(d) Following degrees obtained from a university recognized by the University Grants Commission,</p> <ul style="list-style-type: none"> <li>• Degree in Law with First Class Pass</li> <li>• Degree in Law with Second Class (Upper Division) Pass</li> <li>• Degree in Law with a Class Pass</li> <li>• Degree in Law with a General Pass</li> </ul> <p>(e) First Class in the final year of the Law College Second Class Pass in the final year of the Law College</p> <p>(Note : If the Final Examination of the Sri Lanka Law College has been passed with Honours Pass, the 06 marks mentioned above will be awarded.)</p>	<p>12</p> <p>11</p> <p>10</p> <p>06 05 04 02</p> <p>06 04</p>	<b>15</b>

Serial No.	Subject	Marks	Maximum Marks																					
02	<p><b>Additional Experience</b> Preparation of documents pertaining to the cases and appearing before the open Court</p> <table><tr><td></td><td>Maximum Marks for the Cases Filed (Per case 0.5)</td><td>Marks for appearing before the Court (Per case 0.5)</td></tr><tr><td>Supreme Court</td><td>6</td><td>6</td></tr><tr><td>Court of Appeal</td><td>5</td><td>5</td></tr><tr><td>High Court</td><td>3</td><td>4</td></tr><tr><td>District Court</td><td>5</td><td>5</td></tr><tr><td>Tribunal (AAT)</td><td>5</td><td>6</td></tr><tr><td>HRC/ Tribunal (LT)</td><td>2</td><td>3</td></tr></table> <p><b>Note :</b> Copies of the relevant decisions or a certified copy of the case report on the date of last hearing of the case should be submitted to the interview board in proof of the above qualifications.</p>		Maximum Marks for the Cases Filed (Per case 0.5)	Marks for appearing before the Court (Per case 0.5)	Supreme Court	6	6	Court of Appeal	5	5	High Court	3	4	District Court	5	5	Tribunal (AAT)	5	6	HRC/ Tribunal (LT)	2	3		55
	Maximum Marks for the Cases Filed (Per case 0.5)	Marks for appearing before the Court (Per case 0.5)																						
Supreme Court	6	6																						
Court of Appeal	5	5																						
High Court	3	4																						
District Court	5	5																						
Tribunal (AAT)	5	6																						
HRC/ Tribunal (LT)	2	3																						
03	<p><b>Language Proficiency</b> (Marks will be awarded only for the highest qualification)</p> <p><b>(A) Link Language</b></p> <p>(a) A degree obtained from a University recognized by the University Grants Commission, with English Language as a main subject.</p> <p>(b) Fluency in English language demonstrated at the Moot Court competitions at the recognized in international or national levels</p> <p><i>Individual</i></p> <p>(i) First Place/ Merit - 03</p> <p>(ii) Second Place - 02</p> <p>(iii) Third Place/ Other Skills - 01</p> <p><i>Group</i></p> <p>(i) First Place/ Merit - 03</p> <p>(ii) Second Place - 02</p> <p>(iii) Third Place/ Other Skills - 01</p> <p>(c) Diploma in English Language obtained from a University recognized by the University Grants Commission or a Diploma in English Language of SLQF Level 3 or higher level obtained from any other institution or a diploma in English language obtained from a Government training institute/ institution affiliated to a Government training institute after completing a course of 1500 study hours.</p>	<p>04</p> <p>03</p> <p>03</p>	10																					

Serial No.	Subject	Marks	Maximum Marks
	<p>(d) A Distinction pass for English Language in the G.C.E. (Advanced Level) Examination or Edexcel or Cambridge Advanced Level Examination or IELTS - an overall score of 6.5 (with a minimum score of 6 for each subject) or above, TOEFL - IBT 79 or above, TOEFL - CBT 213 or above or TOEFL - PBT 550 or above, within 02 years preceding the closing date of applications.</p> <p>(e) An Advanced Certificate in English Language obtained from a University recognized by the University Grants Commission or certificate in English Language at SLQF Level 2 obtained from any other institution.</p> <p><b>(B) Other Official Language (Tamil/ Sinhala)</b></p> <p>(a) Diploma course obtained from a Government registered Institution or university recognized by the University Grants Commission. (Duration not less than 06 Months/ 720 Hours)</p> <p>(b) Certificate Course obtained from a Government registered Institution (Duration not less than 03 Months/ 360 Hours)</p> <p>(c) Should have passed Sinhala &amp; Tamil as a First Language in G.C.E. (O/L) Exam (Local or London) (Marks are given only for the lowest grade in both language)</p> <p style="padding-left: 40px;">Distinction 05</p> <p style="padding-left: 40px;">Very good pass 04</p> <p style="padding-left: 40px;">Credit pass 03</p> <p style="padding-left: 40px;">Ordinary pass 02</p> <p>(d) Should have passed Tamil or Sinhala as a Second Language in G.C.E. (O/L) Exam (Local or London)</p> <p style="padding-left: 40px;">Distinction 02</p> <p style="padding-left: 40px;">Pass 01</p>	02	10
05	<p><b>Merit Shown in the Interview</b></p> <p>i. Attitudes on the profession and its ethics 04</p> <p>ii. Knowledge in current trends of the field of Law (With special emphasis on Administrative Law, Human Rights Law, Disciplinary Rules, Law of Evidence) 10</p> <p>iii. Fluency and the ability to express views logically 06</p>		20
	<b>Total Marks</b>		<b>100</b>

## 08. Identity of the Candidates

Those who have completed the application in every respect will only be invited for the interview for evaluating eligibility.

Originals of all certificates and copies of the certificates duly certified by the candidate himself should be furnished at the interview for evaluating eligibility.

The following identity cards are accepted to establish the identity of the candidate at the interview for evaluating eligibility:

- (i) Valid National Identity Card issued by the Commissioner General of the Department of Registration of Persons,
- (ii) Valid Passport.

#### 09. Method of the Application

- I. Applications should be sent by registered post to reach the address "**Secretary, Public Service Commission, 1200/9 Rajamalwatta Road, Battaramulla**" on or before **15.08.2024** Applications received after the closing date will be rejected.
- II. A Specimen of the application to be preferred is appended at the end of this notice.  
  
Applications should be prepared in A4 size papers indicating the items No. 01 to 04 on the first page and the items No. 05 to 07 on the second page and items No. 08 to 11 on the third page and perfected in applicant's own handwriting.
- III. The top left corner of the envelope containing the application should be marked as '**Application for the recruitment to the post of Legal Officer Grade III**'.
- IV. The signature of the applicant should be attested by a Principal of a Government School/ Justice of Peace/ Commissioner for Oaths/ Attorney-at-Law/ Notary Public/ Commissioned Officer of the Three Armed Forces or a permanent staff officer in the Public Service or Provincial Public Service drawing a consolidated monthly salary of Rs. 47,615/- or above.
- V. Candidates who are already in the Public Service or Provincial Public Service should forward their applications through the respective Heads of Departments in which they are presently serving.
- VI. The applications not in conforming with the prescribed specimen application will be rejected. No complaints will be entertained over loss or delay of applications.

#### 10. Furnishing False Information

If any information furnished by you in the application is found to be false or erroneous before the recruitment, your candidature will be cancelled. In case any such false or erroneous information is detected after the recruitment, you will be dismissed from service subject to the procedure related thereto.

11. The Public Service Commission reserves the right to fill or not to fill the vacancy.
12. In the event of any inconsistency or discrepancy between the Sinhala, Tamil and English texts of this *Gazette* Notice, the Sinhala text shall prevail.
13. In the case of any matter not provided for in this notice or where a problematic situation arises in the process of recruitment, the decisions made by the Public Service Commission thereon will be final.

By order of the Public Service Commission,

Secretary,  
Public Service Commission.

Office of the Public Service Commission,  
1200/9, Rajamalwatta Road,  
Battaramulla,  
On 02<sup>nd</sup> July, 2024.

(For office use)

SPECIMEN APPLICATION FORM

**PUBLIC SERVICE COMMISSION**

**Recruitment on open Basis for the Post of Legal Officer (Grade III of the Executive Service Category) - 2024**

Indicate the number relevant to the medium you are applying for, in the cage

Sinhala-2      Tamil- 3      English - 4     

01. 1.1 Name in full (In Block Capitals):.....  
(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDANA)

1.2 Last name followed by the initials : .....  
(In Block Capitals) (Eg: GUNAWARDANA, H.M.S.K.)

1.3 Full name (In Sinhala/Tamil):.....

1.4 National Identity Card No. :

02. 2.1 Permanent Address (In Block Capitals):.....

2.2 Permanent Address (In Sinhala/Tamil):.....

03. 3.1 Gender:      Male      - 0        
                         Female      - 1            (Indicate the relevant number in the cage)

3.2 Date of Birth:      Year          Month        Date

3.3 Age as at the closing date (15.08.2024) :  
Years        Months        Days

3.4 Telephone Number :      Fixed - .....

Mobile - .....

3.5 Email Address .....

04. Educational Qualifications:

Degree or the details of the certificate related to swearing in as an Attorney-at-Law in the Supreme Court:

I. Date of conferment:.....

II. University or Institute:.....

III. Name of the Degree or Educational Certificate:.....

IV. Effective Date of the Degree Certificate or Educational Certificate:.....



V. Class:.....

VI. Medium of the Degree followed:.....

05. Additional Educational Qualifications:

<i>Course</i>	<i>Institution</i>	<i>Qualification/ Effective Date of the certificate</i>

06. Experience in the field of Law : .....

	<i>Number of cases filed in the Court</i>	<i>No. of appearing before the Court</i>
Supreme Court		
Court of Appeal		
High Court		
District Court		
Tribunals		
Human Rights Commission/ Tribunals		

07.

7.1 Language Proficiency

<i>Spoken</i>				<i>Writing</i>			<i>Reading</i>		
	<i>Very good</i>	<i>Good</i>	<i>Weak</i>	<i>Very good</i>	<i>Good</i>	<i>Weak</i>	<i>Very good</i>	<i>Good</i>	<i>Weak</i>
Sinhala									
Tamil									
English									

7.2 Details of language courses you have followed (Degree/ Diploma/ Certificate Course) with regard to the Link Language and the Other Official language (Sinhala/Tamil)

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.....

.....

.....

.....

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.....

.....

.....

.....

8. Have you ever been convicted before a Court of Law? (Indicate "✓" in the relevant cage; if yes, give details)

Yes ☐ No ☐

9. **Candidate's Declaration:**

- (a) I do solemnly declare that the particulars given by me in the application are true and correct to the best of my knowledge. I agree to bear the loss incurred by not completing a part hereof and/or incorrectly completing any part hereto. Furthermore, I do declare that all parts of this application have been filled up accurately.
- (b) I am aware that if my declaration is found to be false, I am liable to disqualification before selection and to dismissal from service if detected after the appointment.
- (c) Furthermore, I do declare that I am bound to abide by the rules and regulations made by the Public Service Commission pertaining to the holding of the Structured Interview.
- (d) I will make no alternations subsequently to any information furnished by me in this application.

.....  
Date

.....  
Candidate's Signature

10. **Attestation of Candidate's Signature:**

I certify that Mr./Mrs./Miss ..... who submits this application is personally known to me and he/she has placed his/her signature in my presence on this.....day of ..... ..

Date:.....

.....  
Signature of the Attestor.

Name:

Designation:

Address:

(Should be authenticated by the official seal)

11. **Certification of the Head of the Department/Institution (Only for the Candidates in Public Service/Provincial Public Service)**

I hereby certify that Mr./Mrs./Miss.....who submits this application is presently serving in the post of ... ..... in this Ministry/Department/Institution and I recommend and forward his/her application. He/ She can be released from the service of this institution if selected.

Date:.....

.....  
Signature of the Head Department/  
Institution.

Name:

Designation:

Address:

(Should be authenticated by the official seal)

## **Examinations, Results of Examinations & c.**

### **LAND SURVEY COUNCIL**

#### **Ministry of Tourism and Lands**

LAND Survey Council, which is semi-government institution established by the Survey Act, No. 17 of 2002, functions under purview of the Ministry of Tourism and Lands to regulate the land surveying and professional conduct of the Surveyors. Registration of Surveyors, issuance of annual practising licences, conducting courses for continuing professional development and investigations into the complaints pertaining to surveying activities are the main duties entrusted to the Land Survey Council.

The Council intends to recruit qualified individuals, who are Sri Lankan citizens, to fill the following vacancies.

#### **Management Assistant Grade III - 03 vacancies**

##### **Educational Qualifications:**

- (a) Having passed six (06) subjects at the G.C.E. (O/L) examination in one sitting with four (04) credit passes including the subjects of
  - i. Sinhala/ Tamil
  - ii. Mathematics
- (b) Having passed at least three subjects at the G.C.E. (A/L) examination (except for Common General Test)
- (c) Having followed a Certificate Course in Computer Applications for a duration of not less than six (6) months.

*Age:* Should not be less than 18 years and not more than 45 years.

##### **Method of Recruitment:**

Recruitment will be based on the results of the competitive written examination on three subjects namely, Aptitude and General Knowledge, Language Competency and Computer Test and a Structured Interview.

**Monthly Salary Scale :** (MA-1-1) - Rs. 27,910 - 10X300 - 7X350 - 4X495 - 20X660 - 48,540

##### **Other Benefits:**

- 1. Entitlement to Employees' Provident Fund and Employees' Trust Fund.
- 2. Distress Loan.
- 3. Festival Advance.
- 4. Government approved Cost of living Allowance and other benefits enjoyed by similar status other Semi-government Institutions.

##### **Method for obtaining Applications:**

After submitting the online application available in the website of [www.landsurveycouncil.org](http://www.landsurveycouncil.org), an application in PDF format with the details submitted by the applicant could be obtained.

##### **How to send the application:**

The print copy of the application obtained should be certified and sent to the following **address by registered post on or before 12.08.2024** along with the copies of the educational certificates and the receipt obtained for the payment of the examination fees of Rs. 1,200/- to the credit of the Account No. 0001658239 in the name of "Chairman, Land Survey Council" maintained at the Bank of Ceylon, Narahenpita Branch (please note that this fee will not be refunded under no

circumstances). The words "Applications for the post of Management Assistant" should be written on the top left hand corner of the envelope enclosing the application.

Chairman,  
Land Survey Council,  
Survey General's Office,  
150, Bernard Soyza Mawatha,  
Colombo 05.

07-378

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**THE CHITHTHA ADVANCED PSYCHOLOGICAL STUDIES OPEN INSTITUTE  
OF SRI LANKA (ARRANGEMENTS HAVE BEEN MADE TO INCORPORATE UNDER THE  
PARLIAMENT ACT, BILL NO. 105 OF 2022)**

**Diploma in Human Resource Development & General Office Administration 2024 (Main Intake)**

APPLICATIONS are invited from those aspiring to study the Diploma in Human Resource Development and General Office Administration conduct by the Business Studies Department & Human Resource Development of the Chiththa Advanced Psychological Studies Open Institute of Sri Lanka. Through this course, public and private officials who wish to acquire the professional educational qualification required to become a recognized professional human resource manager or human resource development officer or for higher position in the field can apply for the course.

**Qualifications :**

G.C.E. (A/L) 3S pass grades in any stream and,  
18 years of age on 30.06.2024, of good character and in good health.  
Nature of Course : Online (Open and Distance Learning)

**Medium :** English or Sinhala

**Course Duration :**

One year part time course. Lecture recordings and additional readings links are will be provided meanwhile the lectures which can be viewed at convenient times.

**Course Fees and Student Registration Fees:** The total course fee is Rs. 36,900.00 While registering for the course, the student registration fee of 900.00 must be paid. Rs. 36,000.00 can be paid at once or Rs. 3,000.00 payable in twelve monthly instalments.

**How to Apply for the Course :**

By the applicants should send their,

1. G.C.E. (A/L) examination result sheet's original photograph,
2. Original National Identity Card photo/ Passport photo (front and rear sides)
3. Self coloured clear photograph (for processing online student ID card),

**To 070-5508778 (Whats App) number.**

**The last date for enrolling students for the course is : 31<sup>st</sup> July 2024.**

**For more information :** can inquire through the phone number 037-3170999 at Office hours from 8.30 a.m. to 4.30 p.m.

Registrar - Department of Business Studies & Human Resource Development, The Chiththa Advanced Psychological Studies Open Institute of Sri Lanka.

07-432

## MINISTRY OF EDUCATION

### Selection of Teachers to follow Teacher Educational Courses which are conducted in Teachers' Training Colleges - 2024/2025

APPLICATIONS ARE INVITED FROM NON-GRADUATE AND UNTRAINED TEACHERS, WHO FULFILLING THE QUALIFICATIONS AS PER THE CIRCULAR NO. 28/2016 ISSUED BY THE MINISTRY OF EDUCATION.

Teachers/ teacher assistants, who have not yet completed the formal training should send their applications prepared according to the Circular No. 28/2016 by registered post to reach, "**Director of Education, Teacher Education Administration Branch, Ministry of Education, Isurupaya, Battaramulla**" on before **30<sup>th</sup> August 2024**.

The Circular, Application and the Instructions manual can be downloaded from the Official Web site of the Ministry of Education ([www.moe.gov.lk](http://www.moe.gov.lk)) or can be obtained from any Zonal Office of Education.

J. M. THILAKA JAYASUNDARA,  
Secretary,

Ministry of Education,  
Isurupaya, Battaramulla.

#### Application for Undergoing Teachers' Training Courses in Teachers' Colleges 2024/2025

1. Medium :
2. Course applies for :
3. Date of assumption of duties as per first appointment letter:
4. Nature of the first appointment, subject and the service / grade you belong to:
  - a) Nature of the first appointment:

Sri Lanka Teachers' Service	-	01	<input type="text"/>
Teacher Assistants	-	02	
Pirivena	-	03	
Private Schools Teachers' Service	-	04	
Other (pl. mention)	-	05	
  - b) Subject of appointment
  - c) Relevant grade
5. Name of the **Teachers' College** chosen by you for the course (pl. see 2.3 of the instructions leaflet)
  - 1.....
  2. ....
6. Name with initials (in block capital letters. Write the last name first and initials at the end. Ex: PERERA, A.B.):  
Rev./Mr./Mrs./Ms. ....
7. Names denoted by initials (In block capital letters)  
.....

8. Sex (write the number in the adjoining cage)

Male - 1      Female – 2

9. National Identity Card No. :

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10. (a) Date of birth :

(b) Age at 30/08/2024: Years : ..... Months : ..... Days : .....

11. Telephone No. : Home : ..... Mobile : .....

12. E-mail address (if any) : .....

13. Personal address (In block letters)

.....  
.....

14. (1) Present place of work, address, (In block letters)

.....  
.....

District:.....

Zone:.....

(2) Nature of the place of work (write Relevant No. in the adjoining cage)

Government school - 01, Estate school-02, Government Approved Pirivena - 03

Government Approved Private School - 04, Other - 05

15. Statement of the Applicant :

I do hereby certify that the particulars furnished herewith are true and accurate and that I am not undergoing any other institutional training currently.

.....

Date

.....

Signature of the Applicant

16. Recommendation of the Principal

This is to certify that the applicant above is an employee of this school and the particulars furnished by him / her herewith are true and accurate.

It is agreed to release this teacher from duties if selected for the said teachers' training.

.....

Date

.....

Signature and official stamp of the Principal.

**17. Recommendation of the Zonal Director of Education**

It is agreed to release this teacher from duties if selected for the said teachers' training.

.....  
Date

.....  
Signature and official stamp of the Zonal  
Director

**18. Recommendation of the Provincial Director of Education**

It is agreed to release this teacher from duties if selected for the said teachers' training.

.....  
Date

.....  
Signature and official stamp of the Provincial  
Director.

**MINISTRY OF EDUCATION**

**Selection of Teachers for Undergoing Teacher Education Courses - 2024/2025**

**INSTRUCTIONS FOR COMPLETION OF THE APPLICATION**

01. APPLICATIONS are invited from teachers with the following qualifications for undergoing two years teachers' training in Teachers' Colleges.

- 1.1. Untrained teachers and teacher assistants serving in government schools with formal appointments issued by either Secretary of Public Service Commission, Secretary of Education Services Committee or Secretary of Provincial Public Service Commission.
- 1.2. Teachers with government approved appointments and serving in private schools approved by the Ministry of Education.
- 1.3. Pirivena teachers with appointments approved by the Provincial Director of Education and registered in the Pirivena Education branch of the Ministry of Education.
- 1.4. Teachers who were certified as failed by the training authorities relevant after undergoing training courses, namely distant training, Prinset, Teachers' Colleges old syllabus as well as the teachers training course for training untrained graduate teachers conducted by the National Institute of Education, Maharagama,

**02. Special Instructions:**

- 2.1 Selections will be made based on the vacancies in the Teachers' Colleges and the appointment. It is disadvantageous without professional qualifications at the promotions in the teachers' service as well as it become an obstacle to achieve quality development in the school education. All non- graduate untrained teachers shall take actions to obtain the two year teacher training considering all those circumstances.
- 2.2 This course is a two year academic training while permission would be granted to be private accommodated in the close proximity to the Teachers' College subject to the written permission of the Principal at the times sufficient accommodation facilities are not available.
- 2.3 Nearest teachers' college will not be given at times since the teachers' college for holding course will be decided according to the facilities available for conducting courses. Following information on the courses conducted in the teachers' colleges are to be utilized for completion of section No. 5 of the application.

<i>Teachers' College</i>								
	<i>Balapitiya</i>	<i>Unawatuna</i>	<i>Giragama</i>	<i>Gampola</i>	<i>Kotagala</i>	<i>Addalach chenai</i>	<i>Kopai</i>	<i>Batticaloa</i>
<i>Medium</i>	<i>Sinhala</i>	<i>Sinhala</i>	<i>Sinhala</i>	<i>Sinhala</i>	<i>Tamil</i>	<i>Tamil</i>	<i>Tamil</i>	<i>Tamil</i>
Subject	Home Economics	English	First Language Sinhala	English	Primary Education	English	English	English
	Handicraft and technology	Primary Education	Dancing		Second Language Sinhala	Physical Education	Mathematics	Primary Education
	Christianity	Science	Music		Arts	Primary Education	Special Education	Social Science
	Physical Education	Second Language Sinhala	Arts		Counseling	Islam	Commerce	Science
	Special Education	Mathematics	Buddhism		Agricultural Science	Information Technology (English)	Primary Education	First Language Tamil
	Primary Education	Information Technology (English)			Hinduism		Music	Christianity
	Social Science	Agricultural Science			Dancing		Library Science	Second Language Tamil
	Library Science	Commerce			Tamil		Handicraft and technology	
	Counseling						Home Economics	

(Please note that the Teachers' Colleges where these courses will be conducted are tend to be changed according to the number of students applied per subject)

- 2.4 Undergoing other training courses or sitting for external examinations during the training period of teachers' colleges is prohibited. Information in the connection and leaving courses will be treated according to disciplinary actions subsequent to a formal inquiry.
- 2.5 An individual been registered in a Teachers' College will not be able to change the course or appeal for transferring to another Teachers' College.
- 2.6 This course is not applicable for the following teachers.
- Teachers already having trained or being trained in any Teachers' College,
  - Teachers who have obtained graduate trainee teaching appointments, graduate management assistants appointments or any other equal graduate training,
  - Teachers who haven't accomplished the qualifications mentioned in 1 above,
- 2.7 Every candidate him/herself shall hand over following documents at the date of registration.
- Completed bond document,
  - Copy of an agreement entered into with either the government or the governing board that continuous service of 05 years will be rendered to the appointed schools (government teachers in the government schools and non – government teachers under the relevant governing board) subsequent to completion of teachers education courses,



- 2.8 It should be noted that the teachers entering in to training with teachers appointments under the district service methodology after April 1982 will be subject to serve in the same districts they are appointed to even after the teachers' training. After completing the teachers training, the relevant teacher shall report to the school the teacher used to serve or to another school with vacancies nominated by the Zonal Director of Education. Should be subject to the conditions of the appointment letter.
- 2.9 Once admitted for Teachers' Training courses, no trainee shall quit the course to their consent. A special approval should have to be obtained for quitting while government will value the government expenditure and recover it from the trainee with the surplus.
- 2.10 If revealed that non – qualified individuals have entered in to the course, training will be cancelled if during the course while Teachers' Training Certificate will be cancelled if revealed after the training.
03. (i) Trainees will be removed from the training if Teacher Principal's standards are not met, and the general behavior do not comply with the discipline of the teachers' college or no enthusiasm is apparent with regard to learning. If participation and attendance of a trainee teacher is less than 80%, he/she would be disqualified for appearing the final examination. However, decision of the Secretary of Education will be the final under special circumstances.
- (ii) **Leave :**
- (a) Study leave with full salary will be given for the institutional training. It is essential to utilize this study leave completely for undergoing the training course. However, if the Principal is satisfied that a certain number of leave is essential to the trainee, casual leave *for* a limited period can be obtained. It is emphasized that pre approval of the Principal should be obtained for such leave. Leave obtained likewise should not exceed ten days per year.
- (b) If the Principal reports that a certain candidate is unsatisfactorily performing at the academic activities of a certain course due to taking excess leave, course of such candidate will be halted and sent back to the school. A medical report from a government or government recognized medical practitioner shall be furnished for medical leave.
04. Teachers' training certificate will be awarded to those who pass the final examination conducted by the Commissioner General of Examinations after successful completion of two year Teachers' Training course including the examinations conducted by the Teachers' Colleges.
05. **Salary Scale**  
Establishment in the applicable salary scale will be made after the absorption of trained teachers into the teachers' service subject to amendments to be made in the future which will be applicable to the Teachers' Service Minute.
- 06.
- (i) Every candidate shall undergo the Teachers' Training in the same subject they are appointed for. However, teachers appointed to other subjects too can apply only for the special education course. Government appointed teachers whose subject appointed for, is not indicated in the appointment letter, can apply for teachers' training from one of the subjects they have undergone for G.C.E. (Advanced Level). A copy of the timetable approved by principal in proof of teaching the relevant subject should be furnished at the interview. When subject is unavailable with regard to those appointed from G.C.E. (Ordinary Level) qualifications, such appointments are considered as primary teacher appointments and will be taken actions accordingly. When the subject is not visible on the appointment letters of Private and Pirivena teachers, selections will be made according to the subjects they are teaching. It is essential to furnish a copy of the approved timetable bearing the signature of the head of the institution.

(ii) Following are the courses for training

No. of the course		Name of the course
i.	01	Sinhala
ii.	02	Primary Education
iii.	03	Social Science
iv.	04	Science
v.	05	Mathematics
vi.	06	Agricultural Science
vii.	07	Home Science
viii.	08	English
ix.	09	Buddhism
x.	10	Christianity / Catholic
xi.	11	Hinduism
xii.	12	Islam
xiii.	13	Arts
xiv.	14	Music
xv.	15	Dancing
xvi.	16	Arabic
xvii.	17	Special Education
xviii.	18	Handicraft and Technology
xix.	19	Commerce
xx.	20	Tamil
xxi.	21	Physical Education
xxii.	22	Second Language (Sinhala / Tamil)
xxiii.	23	Information Technology
xxiv.	24	Counseling
xxv.	25	Library Science

## 07. Eligibilities

7.1 Every candidate shall accomplish the following qualifications.

- I. Should possess a good character.
- II. Should be a citizen of Sri Lanka.
- III. Every candidate shall prove their nature of the first appointment from the first appointment letter.

08. A limited number of teachers teaching 20 hours per week in general classes within the permanent teaching staff of a government approved private school will be selected for the training.

8.1 Following schools will be treated as private schools in this connection.

- I. assisted schools that became paying schools in year 1951
- II. Schools converted to non paid private schools as at 01.12.1960
- III. Private schools and Pirivena approved by the Ministry of Education (Not the Divisional / Provincial Director of Education)

8.2 Teachers of private schools shall submit their first appointment letter as well as a letter obtained from the relevant Provincial/ Zonal Director of Education certifying that the candidate belong to the approved cadre of the staff at the interview.

8.3 Service of teachers from Pirivena approved under Pirivena Act, 1959 or No. 64 of 1979 will not be applicable for this purpose.

8.4 At present the teachers from Pirivena can only apply for the courses Sinhala, Science

Mathematics, English and Buddhism. (Should obtain the training from the same subject appointed for). Apart from this the approved teachers serving in Vidyayathana academic Pirivena can apply for courses of Music, Arts, Dancing, Commerce, Physical Education and Agricultural Science too.

8.5 A declaration pertaining to the following particulars should be furnished by all teachers of government approved private schools obtained from the Manager of the governing board while Pirivena teachers from their Kruthyadhikari (authority) at the interview.

- I. That the teacher can be released from service during the training period,
- II. That the teacher will be paid salary during the training period,
- III. Relevant teacher would be re engaged in service at the end of the training by the governing board
- IV. That no substitutes will be requested for the teachers selected for the training and that his work load would be distributed among the approved cadre of teachers.

8.6 Teachers selected from government approved private schools and Pirivena shall sign a bond that “Employments will not be demanded in government schools after the training” before registering for the training.

8.7 Teachers participating from government approved private schools shall submit first copies of their appointment letters signed by the Provincial Director of Education. Date of appointment of the teachers been appointed prior to 18 years of age shall be considered from the date they entered to 18 years. If any other officer has signed this appointment letter, the relevant Provincial Director of Education should have certified as true.

#### 09. Applying for undergoing Teacher Education Course

9.1 An application prepared by the candidate per the specimen application appeared herewith should be completed and furnished for applying.

- (a) Applications should be completed in the same media expected to undergo the teacher education course.
- (b) Specimen should be prepared using both sides of a 8” X 12” (A4) sheet.
- (c) No cage should be changed nor removed. Space between cages should be carefully divided and they should not overlap.

9.2 The applicant shall complete the application completely and accurately. Incomplete applications will be rejected. Attention of the applicants will be drawn to the following particulars.

- (a) Each candidate shall indicate their names as seen in their appointment letters.
- (b) Every candidate shall take necessary actions to attach certified Photocopies of the following document with their application.
  - a. Appointment letter,
  - b. National identity card,
  - c. A copy of the logbook with the official stamp of the Principal in proof of assumption of duties as per the first appointment letter,
  - d. Certificate on educational and professional qualifications,
  - e. Documents in proof of citizenship in Sri Lanka if Sri Lankan citizenship has been obtained by registration.
- (c) Application should be submitted through the Principal of the applicant’s school.

- (d) All applications prepared in terms of the given instructions should be sent to the address “Director of Education, Teacher Education Administration” by registered post to be received on or before 30.08.2024 indicating course, medium and the zone on an envelope prepared as per the envelope described below, to reach the “Director of Education, Teacher Education Administration Branch, Ministry of Education, Isurupaya, Battaramulla”.

No consideration will be given on complaints regarding loss or delays of any application or letter in post. Consequences of delays in sending the application should be borne by the candidates themselves.

<b><u>Registered Post</u></b>	
<p>“Selection of Teachers for Undergoing Teacher Education Courses in Teachers’ Colleges -2024/2025”</p>	
Name of the Course :	.....
Medium :	.....
Zone :	.....
<p>Director of Education, Teacher Education Administration Branch Ministry of Education, Isurupaya, Battaramulla.</p>	

- (e) Delayed applications will be rejected while,
- (i) No notification will be made about the receipt of the application.
  - (ii) First copies and certified photocopies of all certificates and documents should be ready to be tabled once called for the Teachers’ College.
10. “Selection of Teachers for Undergoing Teacher Education Courses in Teachers’ Colleges -2022/2023” should be appeared on top left hand corner of the envelope containing the application.
11. Sinhala language document will be taken into consideration if there is an inconsistency in between the Sinhala, Tamil or English documents of this notification.

J. M. THILAKA JAYASUNDARA,  
Secretary,  
Ministry of Education.

**MINISTRY OF PUBLIC ADMINISTRATION HOME AFFAIRS PROVINCIAL COUNCILS &  
LOCAL GOVERNMENT**

**Public Service Commission**

**LIMITED COMPETITIVE EXAMINATION FOR PROMOTION OF THE OFFICERS IN GRADE I OF SRI  
LANKA TECHNOLOGICAL SERVICE TO SPECIAL GRADE- 2021/2022/2023**

IT is hereby notified that, in accordance with the Minute of Sri Lanka Technological Service, published in the *Gazette Extra Ordinary* No. 1930/12 dated 01.09.2015, the limited competitive examination for promotion of officers in Grade I of Sri Lanka Technological Service to Special Grade shall be held by the Commissioner General of Examinations, in **Colombo**, on **November 2024**. Secretary in charge of the subject of Public Administration reserves the right to cancel or postpone this examination subject to the instructions of Public Service Commission.

Application is published in “Online Applications - Recruitment Exam/ E.B. Exams” under “Our Services” in the website [www.doenets.lk](http://www.doenets.lk) of the Department of Examinations, Sri Lanka and applications can strictly be submitted online. Acceptance of online applications commences on **15th July 2024 at 9.00 a.m.** and **ends on 15th August 2024 at 9.00 p.m.** After the application is submitted online, it should be downloaded and the relevant parts of printed application should be perfected in applicant’s own hand writing and the signature of the applicant should be attested by the respective Head of the Institution. Further, the officers in the Central Government Service should forward their applications through the respective Head of Department and officers in the Provincial Public Service should forward their applications through the Secretary of Public Service Commission in the Provincial Council where they serve along with the attestation of the respective Head of the Institution by registered post to reach the Commissioner General of Examinations, Institutional Examinations Branch, Department of Examinations, P.O. Box 1503, Colombo on or before the closing date of applications. The title of the examination should be clearly indicated in the top left hand corner of the envelope containing the application. Applications received after the closing date of applications shall be rejected.

02. Officers who have satisfied the following qualifications as at **31.12.2021** or **31.12.2022** or **31.12.2023**  
or  
as at any two dates from the above  
or  
as at the above three dates shall be eligible to apply for this examination.
  - I. Officers who have completed an active and satisfactory service of at least five (5) years in Grade I of Supervisory Management Assistant - Technological Service Category of Sri Lanka Technological Service and have earned the five (5) salary increments.
  - II. Officers who have not been subjected to any disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020.
  - III. Officers who have passed the third Efficiency Bar Examination.
03. Following salary scale shall be applicable to the officers in Special Grade. (MN-7-2016 Step 4) Rs. 43,845-8 x 755-18 x 1030 - Rs. 68,425/-
04. Promotion from Grade I to Special Grade of Sri Lanka Technological Service shall be in the following manner:
  - i. Percentage of Recruitment  
Limited 40%  
Service Experience and Merit 60%
  - ii. At the instances where the approved number of posts is 04, the percentage of recruitment under the limited competitive examination shall be 25% and the percentage of recruitment under service experience and merit shall be 75%. At the instances where the approved number of posts is 03. the percentage of recruitment under

the above limited competitive examination shall be 33.33% and the percentage of recruitment under service experience and merit shall be 66.66%.

- iii. In case the number of vacancies in the Special Grade of Sri Lanka Technological Service is more than 04. the filling of vacancies should be carried out on the results of the limited Competitive Examination subject to the percentages mentioned in para 04.i above.
- iv. Promotion to Special Grade shall be made by the Public Service Commission to be effective from the date of examination on the order of merit of the examination and the number of vacancies. after verifying by an interview board appointed by the Public Service Commission that the other relevant qualifications have also been fulfilled by those who have passed on the results of the limited competitive examination for promotion to Special Grade conducted by the Commissioner General of Examinations on behalf of the Secretary, Ministry of Public Administration.
- v. The results shall be made applicable to fill the vacancies existed in each year when filling the vacancies. The officers, who have become eligible as at the dates on which the posts have fallen vacant in each year are selected on the order of marks and the date on which the examination was held is considered as the date of promotion to Special Grade.
- vi. The results of the limited competitive examination for Promotion to the Special Grade shall strictly be applicable to till the vacancies existing in 2021, 2022 and 2023.
- vii. Vacancies in each post in Special Grade of Sri Lanka Technological Service existing at each Department and Ministry from 01.01.2021 to 31.12.2021. 01.01.2022 to 31.12.2022 and 01.01.2023 to 31.12.2023 shall be filled on the results of this examination.

#### 5. **Proof of Identity:**

Candidates should 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 document is accepted:

- a) The National Identity Card
- b) Valid passport
- c) Valid Sri Lankan driving license

Candidates should enter the examination hall without covering their faces and ears enabling to prove their identity. Any candidate who refuses to prove his or her identity shall not be allowed to enter to the examination hall. Further, the candidates should remain their face and ears uncovered until they leave the examination hall after the examination, enabling the invigilators to identify them.

#### 06. **Applications:**

- i. Online applications should be completed only in the English language. Once the soft copy submitted online and the printout submitted by registered post by the applicant are verified after they are received by the Department of Examinations and it shall be notified whether the Department accepts/does not accept the application as a valid application *via* an SMS to the mobile phone number, used to access to the system or to the e-mail address. Download the set of instructions, prepared to apply for the examination before perfecting the application. Strictly follow these instructions when perfecting the application. Incomplete applications shall be rejected without notice. Applications received after the closing date of applications shall not be accepted.
- ii. Candidates are not allowed to change the language medium indicated in their applications. If applications are received in all three languages, *i.e.* Sinhala, Tamil and English, the examination shall be held in all three languages. However. candidates should I answer all the question papers in one and the same language.

- iii. Candidates who appear for this examination for the first time are not required to pay any examination fee. However, if a subsequent sitting, an examination fee of Rs.600/- should be paid. Payment of examination fee should be made only by the following methods, provided by the online system.

- ❖ Any bank credit card
- ❖ Any bank debit card with facility of Internet transactions
- ❖ Online banking method of Bank of Ceylon
- ❖ Any branch of Bank of Ceylon

**Note:**

- (a) Instructions on the method of payment under the above methods have been given under the technical instructions for the examination of the website.
- (b) Payment shall be notified by a SMS or an e-mail. The full amount for the examination fee should be paid and applications of the applicants, who have paid less or more than the examination fees, shall be rejected. The Department of Examinations shall not be responsible for the defects in the payment of examination fees by the aforesaid methods.
- (c) The examination fee shall not be refunded or transferred for another examination under any circumstance.

07.

- i. The Commissioner General of Examinations shall issue admission cards to the candidates who have forwarded duly perfected applications along with the receipt of payment of examination fee on or before the closing date of examination mentioned in the Notification, if applicable, medium of examination, public service to which the applicant belongs signature of the applicant and the attestation of the signature, recommendation and certification of the Head of the Department, on the presumption that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. Officers sitting for the examination must get his/ her signature on the admission card attested in advance and produce to the supervisor of the examination center. Candidates shall not be allowed to sit for the examination without such admission card. Further issuance of an admission card to a candidate does not necessarily mean that the card date is eligible to sit for the examination.
- ii. As soon as the admission cards are issued to candidates, Department of Examination. shall publish a notice announcing the same in newspapers. If the admission card is not received even after 2 or 3 days of such an advertisement, it should be inquired from the Organizations Branch, Department of Examinations in the manner as mentioned in the notification. The applicant should correctly mention the name of the examination applied for, full name of the applicant, National Identity card number and address when making such inquiry. In case of applicants outside Colombo, it would be advisable to make the request sending a letter of request stating the same to the fax number mentioned in the Notification along with a fax number to which a copy of the admission card can be sent promptly. It would be useful to have the following documents in hand at the time of calling the Department of Examinations, *i.e.* a photocopy of the application form. receipt of payment of examination fees (if applicable) and receipt of registration.
- iii. Candidate shall get his/her signature on the application and the admission card attested by the Head of the institution or an officer authorized by him. A candidate shall sit for the examination at the examination hall assigned to him under the specific number given to him and produce his admission card with his signature attested to the supervisor of the examination center on the day of the examination. Any candidate who fails to produce his admission card shall not be permitted to sit for the examination.

08. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in Para (07) above shall not be considered.

9. Issuance of the results of the examination:

Action shall be taken to issue the results of this examination to the Secretary of the Public Service Commission.

10. Scheme of Examination

This examination shall be held in Sinhala, Tamil and English media and the language medium applied for shall not be allowed to change subsequently.

(i) Examination for promotion of officers in Grade 1 to Special Grade shall consist of 2 question papers.

(1) Aptitude Test - Duration 1 hour - 100 marks

(2) Management - Duration 3 hours - 100 marks

Candidates shall be required to obtain a minimum of 40% of the marks for each question paper to be qualified.

Syllabus of the first question paper is as follows:

**Aptitude Test - Subject No. (1)**

A test designed to assess as to whether the officer has acquired knowledge, skills and attitudes required for the fulfillment of tasks entrusted to him/her in an efficiency beyond the performance at average level and whether the officer displays competency in the application of the above. This question paper consists of 50 questions in the form of Multiple Choice and Questions for Short answers and all the questions should be answered.

Syllabus of the second question paper is as follows:

**Management - Subject No. (2)**

(i) Principles of Management

(ii) Management functions

Planning

Decision Making

Process of decision making

Organization

Staffing

Directing

Motivation Process

Leadership

Control

Process of Controlling

(iii) Participatory Management

(iv) Management Environment

(v) Case Study

This is a structured essay type question paper. All the questions should be answered.

11. Candidates are bound by the rules and regulations imposed by the Commissioner General of Examination in conducting the examination and issuing the results. Candidates are liable to be subjected to a punishment imposed by the Commissioner General of Examinations for breach of these rules. In accordance with the regulations relevant to



this notification, 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 examination.

12. The decision of the Secretary, Public Service Commission shall be the final in respect of any matter not provided for in this notification.
13. In case of an inconsistency between Sinhala, Tamil and English text of this *gazette* notification. the Sinhala text shall prevail.

On the order of the Public Service Commission

PRADEEP YASARATHNE,  
Secretary,  
Ministry of Public Administration, Home Affairs,  
Provincial Councils & Local Government

Ministry of Public Administration Home Affairs Provincial Councils  
& Local Government,  
Independence Square,  
Colombo 07,  
04th July, 2024.

07-380

## CEYLON GERMAN TECHNICAL TRAINING INSTITUTE - MORATUWA

### Ministry of Education

#### SKILLS DEVELOPMENT, VOCATIONAL EDUCATION, RESEARCH & INNOVATION DIVISION

##### ADMISSION FOR THE FULL TIME COURSES UNDER THE NATIONAL APPRENTICESHIP SCHEME - 2024

APPLICATIONS are invited from Male & Female candidates who hold following minimum qualifications for the admission of year 2024.

01. (a) Age - Between 16-22 years as at 04.08.2024.

(b) Educational Qualifications -  
Passed in 06 subjects at the G.C.E (O/L) Examination including Sinhala/Tamil language (Medium of Instruction) and Mathematics in one sitting.

Or

Passed in 06 subjects at the London (O/L) Examination including English language and Mathematics in one sitting.

01. *Applicants who have special skills:*

Candidates who have placed among first three places in a Provincial level competition or obtain a certificate of merit or above by a National Competition of Sri Lanka Inventors Commission in Electrical/ Electronic/ Mechanical fields and candidates who have completed the above section (b) qualifications with not less than two attempts are also qualified to sit for the examination.

**Note:** Candidates following full time courses at National Apprentice & Industrial Training Authority (NAITA) and bonded for period of 03 years or more are not eligible to apply for these full time Courses.

02. *Course Medium:*

All courses are conducted in Sinhala medium. Only Automobile course will be conducted in Tamil medium too. Theoretical lectures will be conducted in English medium too.

03. *Entrance Examination:*

Applicants who possess the requisite minimum qualifications will be allowed to sit for the admission test provided examination fees referred to in column 4 below have been paid.

(a) Medium of Examination : Sinhala/ Tamil

(b) Examination Centers

Colombo, Kandy, Galle, Badulla, Anuradhapura, & Kilinochchi. (The candidates who have applied from examination centers where there is no adequate number of candidates will be directed to the other centers)

Examination Subjects :

The examination will consist of two question papers based on Mathematics, General knowledge, Intelligence test, Technical knowledge, English knowledge and Technical Drawing.

04. *Examination Fees:*

Thousand Rupees (Rs. 1,000/-) should be paid online as examination fees according to the method mentioned in the application. The payments made other than this method will not be accepted.

Examination fees will not be refunded due to non appearing for the examination or for any other reason.

05. *Primary Selection:*

Primary selection of candidates for admission will be merit based on the written examination and those who obtain the required highest marks will be called for interview to the final selection. Cutoff marks for less privileged provinces would be decided by the Management of CGTTI (Less privileged provinces are decided according to Sri Lanka Examination Department.)

06. *Final Selection:*

Those who obtain highest marks from aptitude test and interview would be considered for final selection. 40% marks are allocated for aptitude test & 60% for the interview. Extra curricular activities are specially considered.

The selected candidates will have to go through a medical examination and those who fail the medical test will be discontinued.

07. *Training Courses :*

Serial No.	Course	Duration (Years)
01	Automobile Technician	04
02	Millwright Technician	04
03	Refrigeration & Air Conditioning Technician	03 ½
04	Power Electrical Technician (Industrial)	03 ½
05	Machinist (General)	03 ½
06	Industrial Mechatronics Technician	03 ½
07	Diesel Mechanic	03
08	Automobile Electrician	03
09	Welder	03
10	Motor Vehicle Body Repairer & Painter	03

You should select the above courses in the application from in the order to priority according to your preference.

08. *Bond to be signed:*

All selected candidates are required to enter in to a bond to undergo full time training at CGTTI for periods ranging from 03, 03 ½, 04 years in their allocated Trades and enter in to agreement with the National Apprentice & Industrial Training Authority (NAITA) as per their requirements.

09. *Instructions for Applying:*

All applicants should apply only through the online system.

Online application should be filled only in English, and it can be accesses through the following link.

<https://germantec.lk/index.php/register-now/>

Technical Support - 0701640650 - Mr. Ruchira Ranasinghe

The instructions given through the above link should be read and understood before applying.

The institution will not bear any responsibility for the inconvenience caused to the applicant due to not paying attention to the instructions given above, and if the information submitted by the applicant is found to be false or fraudulent, the applicant will be disqualified for further examinations conducted by the institute.

For further information can be obtained through the website [www.germantec.lk](http://www.germantec.lk)

10. *Closing date of applications:*

Application process should be completed on or before 04<sup>th</sup> August 2024 adhering to the instructions provided through the hyper link mentioned in column 09 above.

11. *Admission Cards:*

Admission cards for the examination will be sent to all qualified candidates or around **26<sup>th</sup> August 2024**. If any candidate does not receive the admission card contact over the telephone number given below within 03 days from the date:

Manager - HR & Administration  
Ceylon German Technical Training Institute  
No. 582, Galle Road,  
Mount Lavinia, (Angulana Junction),  
Telephone - 011-2605625/ 011-2605535.

07-577