

N.B.— Part IV(A) of the *Gazette* No. 1,461 of 01.09.2006 was not published.

# ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

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

අංක 1.462 - 2006 සැප්තැම්බර් 08 වැනි සිකුරාදා - 2006.09.08  
No. 1,462 - FRIDAY, SEPTEMBER 08, 2006

(Published by Authority)

### PART I : SECTION (IIA) — ADVERTISING

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

	PAGE		PAGE
Posts - Vacant	1026	Examinations, Results of Examinations &c.	1028

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

ATTENTION is drawn to each of the ‘Notices’ appearing in the 1st week of every month, regarding the latest dates and times of acceptance of notices for publication in the weekly *Gazette* at the end of each Part of the *Gazette of the democratic Socialist Republic of Sri Lanka*.

All notices to be published in every Part of the *Gazette* shall close at 12 noon of each Friday, a fortnight before the date of publication. All Departments, Corporations, Boards, etc., are advised that any notification fixing specific dates for closing times of applications in regard to vacancies, tender notices and the dates and times of auction sales, etc., should be prepared with due regard to this change, i.e., by giving adequate time both from the time of despatch of notice to the Government Press and from the date of publication thus enabling those interested in the contents of the notices to actively and positively participate.

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication e.g., Notices for publication in the weekly *Gazette* of 15th September, 2006, should reach the Government Press on or before 12 noon on 01st September, 2006.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2006.

### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Rules And Instructions For Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts - Vacant

### GOVERNMENT ANALYST'S DEPARTMENT

APPLICATIONS are invited for the post of "Experimental Officer" in the Government analysts' Department. The applications should be in the form of the specimen appended to the notification and should be prepared on a paper of size 34x21cm (13"x8") containing No. 1-8 in the first page of the application form. Completed applications should be sent by registered post to reach The Government Analyst, Government Analyst's Department, Independence Square, Colombo 07, on or before 05.10.2006. The top of left corner of the envelope containing the application should bear clearly the title "Application for Experimental Officer".

#### 2. Terms of engagement and conditions of service :—

- 2.1 The post is permanent and eligible to a contributory pension under the Contributory Pension Fund. The pension scheme will operate in respect of person who are already in pensionable post.
- 2.2 The selected candidates should be prepared to serve in any part of the Island.
- 2.3 The appointment will be given according to the General conditions applicable for the appointments to the post in public service and the Recruitment Procedure for Experimental Officers.

3. *Salary Scale.*— The consolidated annual Salary of the post (Group M.N. 4,2006).

178,200—10x2,220-4x2,520-15x3,480-7x3,840—289,560  
(According the P.A. Circular No. 6/2006) Efficiency Bar will be before the third annual salary setps *i.e.* 184,860.

Note:

#### *Efficiency Bar:*

The Selected candidates should pass the efficiency bar Examination before three years. It is a written examination and will be held once a year by the Head of department depending on the necessity. The selected candidates should answer for a question paper and submit a Thesis. No one will be released from the above efficiency bar on age grounds.

#### 4. Educational and Other Qualifications :

All applicants should furnish satisfactory evidence in proof of the following.

- 4.1 Should be of an excellent moral character and physically sound.

4.2 Should be over 18 years and under 45 years of age as at closing date of the application. (maximum age limit will not be applicable to those who are in the Government Service).

4.3 Should possess relevant educational qualifications indicated below as at the closing date of application.

- (i) *Educational Qualifications.*— B.Sc Special Degree in Chemistry from a recognized University.

5. *Method of Recruitment.*— Recruitment will be made by the Government Analyst subject to the provisions of the Establishment code and Recruitment Procedure for the above post, by a structured interview.

6. Candidates will be required to submit the following documents whenever requested.

- (a) Certificate of birth (*note:* Baptismal certificate or certificate of birth issued for the purpose of assisted schools will not be accepted.)
- (b) Degree certificate and the higher Educational certificates.
- (c) Two character certificates (one of them should be from Director in the academic Institute/Lecturer or Professor in the University).
- (d) Certificate in relation to the professional experience or technical experience.

7. Applicants are required to submit copies of the following certificates along with their applications.

- (a) Degree Certificate ;
- (b) Certificate of Registration of birth issued by the Registrar General.

8. Officers in the Public Service should forward their application through the respective Head of the Department.

9. If the particulars given in the applications are found to be false or incorrect before selection, the applicant will be disqualified. If such detection is made after the appointment he/she will be dismissed from service without any compensation.

10. Attention is drawn to the General conditions applicable to the Appointments to the posts in Public Service published at beginning of part I ; Section (IIA) of the *Gazette* Notification.

11. Matters not covered by this conditions will be determined by the Government Analyst.





## Examinations, Results of Examinations, &c.

### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III AND II OF THE SRI LANKA LIBRARIANS' SERVICE-2006

AN Efficiency Bar Examination for the Officers in Grade II and III of Sri Lanka Librarians' Service will be held in Colombo in the month of December as provided for in paragraphs 09 and 10 of the Sri Lanka Librarians' Service Minute published in the *Gazette Extraordinary* No. 1002/13 of the Democratic Socialist Republic of Sri Lanka dated 19.11.1997.

02. (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations.
- (ii) Rules prescribed for candidates are printed separately at the beginning of the *Gazette Notification*. Candidates will be liable to any punishment imposed by the Commissioner General of Examinations for breach of these rules.

03. The specimen form of application for this examination is published at the end of this notice. Candidates should prepare their own applications correctly and legibly in accordance with the specimen form of application and the application should be sent through the respective Heads of Departments by registered post to reach the Commissioner-General of Examinations, Department of Examinations, Organization and Foreign Examination Branch Pelawatta, Battaramulla on or before 09.10.2006. The name of the examination and the relevant grade should be indicated at the top left-hand corner of the envelope in which the application is enclosed. Applications received after the closing date will be rejected.

04. *Identification of Candidates.*— Candidates should prove their identity to the satisfaction of the supervisor of the examination hall for each subject they offer. Any of the following documents will be accepted for this purpose.

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

The candidature of any candidate who is unable to submit any of the above mentioned documents will be liable to be cancelled on the discretion of the Commissioner General of Examinations.

05. *Applications.*— Applications should be prepared using both sides of an A4 size paper and the 1st page should include up to No. 05. The application could be typed but it should be filled in correctly and legibly by candidate's own handwriting.

Candidates who sit the examination for the first time need not pay examination fees. However, for subsequent sittings, candidates should pay Rs. 175/- for the whole examination, and Rs. 90/- for one subject. The cash receipt obtained from any post office for payment of Examination fees should be affixed in the due place of the application. The fees will not be refunded under any circumstance and will not be transferred in respect of any other examination. It is advisable to keep a photocopy of the cash receipt with the candidate.

06. The Commissioner General of Examinations will issue Admission cards along with copies of the time table to all candidates who have paid the relevant fees and whose applications have been filled properly and received on or before the closing date. Candidates should produce their admission cards to the supervisor of the examination hall and the candidates without admission cards will not be permitted to sit the examination. If a candidate has not received his admission card at least seven days before the day of examination, he/she should, without delay, notify the Commissioner-General of Examinations, Department of Examinations, Palawatta, Battaramulla (Telegraphic Address : "Exams" Battaramulla) about the non-receipt of the admission card giving the following information.

- (i) Name of the Examination ;
- (ii) Full Name of the Candidate ;
- (iii) Full Postal Address ;
- (iv) Post Office, Registration Number and the Date of Dispatch ;
- (v) Certified Copy of the cash receipt if fees were paid.

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

08. Candidates should answer both question papers in the language medium of the entry examination to the relevant service or in the official language. Candidates who entered the service without a Competitive Examination should answer both papers in the language medium of their education or in the official language.

09. The officers may appear separately for each subject and at different occasions. However, for a pass, officers should obtain at least 40% of the total marks for each subject.

10. *Release of the results of the examination.*— The Commissioner-General of Examinations will issue the results to the Director General of Combined Services. The list of names of officers who have passed the Examination will be published in the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

11. *Scheme of Examination :*

11.1 Efficiency Bar examination for the officers in Grade III of the Librarians' Service :

- (i) General Administration-Duration 02 Hours  
Chapters I to VIII and XII, XIV, XXIV, XXVII, XXVIII, XXXI, XXXII, XXXIII of the Establishments Code are included.
- (ii) Financial Procedure-Duration 02 Hours  
Financial Regulation-Part I (excluding Chapter X)  
Accounts work performed by librarians and the relevant regulations.

**N.B.-** Candidates should obtain 40% of marks for each subject to pass this Examination.

11.2 Efficiency Bar Examination for the officers in Grade II of the Librarians' Service :

1. General Administration and Financial Procedure-duration 03 hours :

- (i) Constitution of the Democratic Socialist Republic of Sri Lanka
- (ii) Chapters I to VIII and XIV, XXIV, XXV, XXVII, XXVIII, XXXI, XXXII, XXXIII of the Establishments Code
- (iii) Sri Lanka Library Association Incorporation Act-714
- (iv) Sri Lanka Library Service Board Act
- (v) Intellectual Property Act
- (vi) Financial Regulations-Part I
- (vii) Accounts work performed by Librarians and relevant Regulations

2. Library Organization-duration 03 hours :

- (i) Categories and Services of Libraries
- (ii) Library sources and Organization
- (iii) Government Publications and their uses

**N.B.-** Candidates should obtain 40% of marks for each subject to pass this Examination.

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

A. NOBERT,  
Director General of Combined Services.

Combined Services Division,  
Ministry of Public Administration  
and Home Affairs,  
Independence Square,  
Colombo 07,

22nd August, 2006.

## SPECIMEN APPLICATION FORM

**Efficiency Bar Examination for Officers in Grade II and III of the Sri Lanka Librarians' Service-2006**

Medium of Language in which you are appearing for the exam :	Sinhala-2 Tamil-3 English-4	(indicate the relevant No. in the cage)	<input type="checkbox"/>	<input type="checkbox"/>	(For Office use only)
--	-----------------------------------	--	--------------------------	--------------------------	-----------------------

1. 1.1 Last name with initials : Mr./Mrs./Miss :———. (In Sinhala/Tamil)
- 1.2 Names denoted by initials (In Sinhala/Tamil) :———.
- 1.3 Last Name with Initials (in block capitals, eg. SILVA, A. B.) :———.
- 1.4 National Identity Card No. :
- 1.5 Date of Birth :  
Day :   Month :   Year :
- 1.6 Sex : (Female-1/Male-0)  (Indicate the relevant No. in the cage)
2. Place of work and Address :
  - 2.1 Name of the Ministry/ Department/Office :——.
  - 2.2 Office Address :———.
3. Present Post :
  - 3.1 Post :———.
  - 3.2 Number of the Appointment Letter :———.
4. Indicate "x" opposite the Efficiency Bar Examination you are applying for in the Sri Lanka Librarians' Service :
  - 4.1 Grade III of the Librarians' Service
  - 4.2 Grade II of the Librarians' Service
  - 4.3 Subject/s offering 1. ....  
2. ....
5. 5.1 Are you sitting the examination for the first time ? :———.
- 5.2 If not give following particulars of the affixed cash receipt, received from any post office at the time of paying examination fees :——.
 

No. :———. Amount :———.

Date :———. Office issued :———.

Affix the cash receipt firmly here  
(Keep a photocopy of the receipt)
6. Certificate of the Candidate :

I declare that the particulars furnished above are true, that I am eligible to appear for the examination in the medium indicated above, and that I have not been subjected to any form of disciplinary punishment. I agree to abide by the rules and regulations of this examination.

\_\_\_\_\_,  
Signature of candidate.

Date :———.



7. *Certificate of the Head of the Department :*

I certify that,

- (i) this candidate is employed in this department as an officer in Grade II/III of the Librarians Service ;
- (ii) the particulars furnished above are correct ;
- (iii) his/her work and conduct have been satisfactory throughout and he/she has not been subjected to any form of disciplinary punishment (excluding warning) during the past 5 year period ; and
- (iv) he/she is eligible to sit for this examination.

\_\_\_\_\_,  
Signature of the Head of Department  
and official stamp.

Designation : \_\_\_\_.

Address : \_\_\_\_.

Date : \_\_\_\_.

09-384

**EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS I OF THE  
GOVERNMENT TRANSLATORS' SERVICE - 2006**

AN Efficiency Bar Examination for Officers in Class I of the Translators' Service, as provided for in Paragraph 08 of the Translators's Service Minute published in the Government *Gazette Extraordinary* No. 829/7 dated 26.07.1994, will be held in Colombo by the Commissioner General of Examinations in the month of December.

02. The specimen form of application for this examination is published at the end of this notification. Applications should be prepared correctly and legibly and the officers should send their applications through the respective Heads of Departments by registered post to reach the Commissioner-General of Examinations, Department of Examinations, Peleawatta, Battaramulla, before 09th October, 2006. The name of the examination should be indicated on the top left-hand corner of the envelope in which the application is enclosed. Applications received after the closing date will be rejected.

03. (i) The application should be prepared on a paper 8"x12" size, using both sides of the paper.
- (ii) For the purposes of Official Language Policy, all the officers should prepare and fill their application forms in the official language.

04. *Syllabus and Scheme of Examination :*

**1st Subject :- Paper 01**

Translation of,

- (i) a passage of general interest ; and
- (ii) Extracts from –
  - (a) an official document or report, and
  - (b) a newspaper article or report

in one of the following ways selected, in accordance with the Candidate's medium of translation :

- (i) From Sinhala into Tamil ;
- (ii) From Sinhala into English ;
- (iii) From Tamil into English.

Duration : 03 Hours

Marks : 100

**2nd Subject :- Paper 02**

Translation of,

- (i) A passage of general interest ; and
- (ii) Extracts from –
  - (a) an official documents or report ; and
  - (b) a newspaper article or report

in one of the following ways selected, in accordance with the Candidate's medium of translation :

- (i) From Tamil in to Sinhala,
- (ii) From English into Sinhala,
- (iii) From English into Tamil.

Duration : 03 Hours

Marks : 100

Candidates should obtain 40 marks or above for each paper to pass the examination.

05. Candidate's handwriting will be taken into consideration.

**06. Examination Fees :**

Examination fees will be levied in respect of candidates for this examination on the following basis :

- (a) No fees will be levied in respect of candidates appearing for the first time ;
- (b) Fees for appearing on a subsequent occasion will be Rs. 175 for the full examination and Rs. 90 for a single subject ;
- (c) The cash receipt obtained from any post office for payment of examination fees should be affixed in the cage given in the application. It is advisable to keep a photocopy of the cash receipt with the candidates ;
- (d) The examination fees will not be refunded or transferred in respect of any other examination under any circumstances.

**07. Admission to the Examination :**

- (i) The Commissioner General of Examinations will issue Admission Cards to all applicants whose applications have been received. Candidates must get their signatures in the Admission Card attested in advance and produce the Admission Cards to the supervisor of the examination centre, when presenting themselves for the examination. Candidates without such Admission Cards will not be permitted either to enter the examination hall or sit the examination.
- (ii) Each candidate will be issued a time table along with the Admission Card.
- (iii) Candidates are bound by the Rules and Regulations prescribed by the Commissioner General of Examinations for the conduct of the Examination. They will be liable to any punishment imposed by the Commissioner General of Examinations for the breach of these rules.
- (iv) Rules prescribed for candidates are printed at the beginning of this *Gazette*.

*Note.*— The issue of an Admission Card to sit for the examination should not be considered as an acceptance of requisite qualifications of a candidate to complete at the examination.

08. Heads of Departments should grant duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, to present themselves at the Examination. Travelling expenses are not payable.

09. *Identifications of Candidates.*— Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any of the following documents will be accepted :

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

The candidature of any candidate who is unable to submit any one of the above mentioned documents in addition to his admission card is liable to be cancelled on the discretion of the Commissioner General of Examinations.

10. If a candidate does not receive his/her admission card at least seven days before the day of examination, he/she should, at once, notify the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla, (Telegraphic Address : "Exams", Battaramulla) about non-receipt of the admission card along with the following information :

- (i) Name of the Examination ;
- (ii) Full Name of the Candidate ;
- (iii) Full Postal Address ;
- (iv) Date on which the application was posted through the Head of the Department, Post Office and the Registration Number ;
- (v) Photocopy of the cash receipt, if any :

11. The decision of the Director General of Combined Services will be final in respect of any matter, which has not been provided for in this notification.

A. NOBERT,  
 Director-General of Combined Services.

Combined Services Division,  
 Ministry of Public Administration,  
 and Home Affairs,  
 Independence Square,  
 Colombo 07,  
 22nd August, 2006.

**Specimen Application Form**

**EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS I OF THE  
 GOVERNMENT TRANSLATORS' SERVICE - 2006**

(N.B.- This form should be filled correctly and legibly by the candidate's own handwriting.)

Medium of Language in which you are appearing  for the exam :	Sinhala-2 <input type="text"/> Tamil-3 (indicate the relevant English-4 No. in the cage)	<input type="text"/>  (For Office use only)
--	---	---

- 1. 1.1 Last name with initials : Mr./Mrs./Miss : \_\_\_\_\_.  
(In Sinhala/Tamil)
- 1.2 Names denoted by initials (In Sinhala/Tamil) : \_\_\_\_.
- 1.3 Last Name with Initials (in block capitals, eg. SILVA, A. B.) : \_\_\_\_.
- 1.4 National Identity Card No. : \_\_\_\_.
- 1.5 Date of Birth :  
Day : \_\_\_\_,   Month : \_\_\_\_,   Year : \_\_\_\_,
- 1.6 Sex : \_\_\_\_\_. (Female-1/Male-0)  (Indicate the relevant No. in the cage)

## 02. Place of work and Address :-

- 2.1 Name of the Ministry/Department/Office .———,  
2.2 Office Address .———,  
2.3 Address to which the Admission Card should be sent (in Block Capitals ) .———.

## 03. Present post :

- 3.1 Post .———,  
3.2 Number of the Appointment Letter .———.

## 04. 4.1 Are you appearing for the whole examination or only one subject .———,

- 4.2 Subject offering :  
1. ——-.  
2. ——-.

## 05. 5.1 Are you appearing for this examination for the first time ? : ——-.

- 5.2 If not, number of the affixed cash receipt received by paying the examination,  
Fee .———,  
Date .———,  
Issued Post Office .———,

The cash receipt, for payment of Rs. 90 for one subject and Rs. 175 for whole examination  
should be affixed here (Please keep a photocopy for the cash receipt).

## 7. Certificate of Candidate :

I declared that the particulars furnished above are true, that I am entitled to sit for the examination in the medium state above, and that I have not been subjected to any form of disciplinary punishment. I agree to abide by the rules and regulations of this examination.

\_\_\_\_\_,  
Signature of Candidate.

Date.———,

## 8.0 Certificate of the Head of the Department :

I hereby certify that,

- (i) this candidate is employed in this Department as a Translator in Class I of the Translators' Service ;  
(ii) the particulars furnished above are correct ;  
(iii) his/her work and conduct have been satisfactory throughout and he/she has not been subjected to any form of disciplinary punishment (excluding warning) during the 5 years preceding ; and  
(iv) he/she is eligible to sit for this examination.

\_\_\_\_\_,  
Signature of the Head of Department/  
and Official Stamp.

Designation .———

Address .———

Date .———