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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,576 - 2008 නොවැම්බර් 14 වැනි සිකුරාදා - 2008.11.14
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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 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 21st November, 2008, should reach the Government Press on or before 12 noon on 07th November, 2008.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2008.

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, Pelawatta, Battaramulla.

Posts – Vacant

THE GOVERNMENT OFFICERS' BENEFIT ASSOCIATION

Post of Secretary and Accountant

APPLICATIONS are invited for the Post of “Secretary and Accountant” of this Association from Officers (Male or Female) those who have following qualifications:

- (i) Class I officers, in service of the Public Management Assistant Service,
- (ii) Applicant should be a permanent resident within 30 miles from Colombo,
- (iii) Applicant should be below 53 years of age on 01.01.2009,
- (iv) Applicant should have minimum 15 years Government Service experience,
- (v) Applicant should be able to work in Sinhala and English Languages,
- (vi) Preference will be given to applicant who are members of the Association and to those who possess Accounting and Administration qualifications and experience and knowledge in Tamil Language.

Salary Scale applicable to this Post is as follows :

Consolidated salary and additional allowance of 50% percent of same.

The selected candidate will be seconded for service in the Association for a period of 02 years. He will be required to furnish security in sum of Rs. 10,000 through a Guarantee Bond of the Insurance Corporation.

Applications in the applicants own handwriting giving full details should be sent through the Head of Department to reach the undersigned on or before 19.12.2008 under Registered Cover.

W. L. T. SUMATHIRATHNA,
President,
Government Officers' Benefit Association.

No. 65/1, Sir Chittampalam A. Gardiner Mawatha,
Colombo 02,
14th November, 2008.

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Examinations, Results of Examinations & c.

MINISTRY OF EDUCATION

Admission of Teachers in Government and Government approved Private Schools to Universities in Sri Lanka for the Academic Year 2008/2009

APPLICATIONS are entertained from teachers in Government and Government approved Private schools, who have passed the General Science/Arts (with English as a subject) qualifying (External) Examination to study the following courses in Universities in Sri Lanka during the academic year 2008/2009:

- (i) Bachelor of Arts Degree Programme with English as a Subject ;
- (ii) Bachelor of Science Degree Programme.

02. For this purpose, the applicants should possess the qualifications as follows:

- (i) Should have passed the General Science/Arts (with English as a subject) qualifying (External) Examination held in or after year 2004 (A copy of the result sheet should be attached to the application);
- (ii) Should have completed five years service as a teacher on the last date of receiving applications and should be confirmed in the post;
- (iii) Should not have been registered already to follow courses in a Teachers' College, a College of Education, a University or in the National Institute of Education;

(iv). Selection for admission will be based on the total number of marks obtained in the General Arts Qualifying Examination (External) or General Science Qualifying Examination (External) and the marks obtained for the relevant subject.

In addition to this, the applicants qualified for General Science Degree will be subjected to an oral test conducted by the relevant university and the applicants qualified for Arts Degree will be interviewed by the University Grants Commission.

(v) Only teachers who are entitled to study leave should forward their applications, as study leave has to be granted to them if they are selected to follow the course.

03. Claims for approval of full pay study leave will be examined at the interview.

04. The Ministry is not bound with the responsibility to provide graduate teaching appointments after the award of the Degrees.

05. In the case of applications forwarded by teachers in Government approved private schools, the Principal/Manager of the school should state therein whether full pay study leave for the relevant teacher could be allowed/not allowed.

06. All applications should be prepared in accordance with the specimen form appearing herewith and forward them in duplicate under registered post to the address given hereunder to reach before 28.11.2008.

07. The words "Applications for Admission to Universities in Sri Lanka 2008/2009" should be clearly written on the left hand top corner of the envelope enclosing the application. Applications of teachers in Government Schools should be certified by the Principal, Zonal Director and the Provincial Director of Education and those of teachers in Government approved private schools by the Principal/Manager of the relevant schools.

M. M. N. D. BANDARA,
Secretary,
Ministry of Education.

Human Resources Development Branch,
Ministry of Education,
"Isurupaya",
Battaramulla.

SPECIMEN APPLICATION FORM

MINISTRY OF EDUCATION

APPLICATION FOR ADMISSION TO
UNIVERSITY TO FOLLOW A COURSE INDURING
THE ACADEMIC YEAR 2008/2009

1. (i) Name in full:_____.

(ii) Name with initials :_____.

2. Sex:_____.

3. Post held (Service Class/Grade) :_____.

4. Private Address:_____.

5. Official Address:_____.

6. Telephone No. :_____.

7. Present place of work :

(i) School:_____.

(ii) District:_____.

(iii) Province:_____.

8. (i) Date of first appointment:_____.

(ii) Date of confirmation:_____.

9. Teacher Registration Number :_____.

10. (i) Date of Birth :_____.

Year:_____, Month:_____, Date:_____.

(ii) Age on 28.11.2008 :

Years:_____, Months:_____, Days:_____.

11. Year of passing the qualifying Examination and Subjects :
(a copy of the Result Sheet should be attached).

(i) Year: :_____.

(ii) Subjects: 1. _____, 2. _____,
3. _____.

12. Name of the course and subjects to be followed:

(i) Name of the Course: :_____.

(ii) Subjects: 1. _____, 2. _____,
3. _____.

13. Name of the University expected for admission :_____.

14. Whether already registered to follow another course in
Teachers' College, College of Education, University or National
Institute of Education? :_____.

If so details :_____.

I certify that the above details are true and correct.

_____,
Signature of Applicant.

Date : _____.

I certify that the above teacher is serving in _____
School with effect from _____and his/her last salary
was paid from this school. He/She can be released to follow the
above course.

I recommend/do not recommend the approval of study leave
required by the applicant.

(Please give reasons if study leave is not recommended.)

Principal/Manager
Signature and Seal.

Date : _____,
Address : _____.

Recommended/not recommended.

Zonal Director.
Signature and Seal.

Date: _____,
Address: _____.

Recommended/not recommended.

Provincial Director of Education.
(Signature and Seal).

Date : _____,
Address: _____.

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**NATIONAL APPRENTICE AND INDUSTRIAL TRAINING
AUTHORITY
(Ministry of Vocational and Technical Training)**

Personal Secretary Course (English Medium)
"A Vocation with a High Demand for Employment"

APPLICATIONS are invited from suitable candidates for training as Personal Secretaries under the National Apprentice and Industrial Training Authority (NAITA).

01. *Training Period* - 1 1/2 Years full - time
Institutional Training 12 months +
on the job training 6 months

02. *Educational Qualifications* - A pass at the G C E (O/L) Examination in 06 subjects in not more than two sittings including the Medium of language and a credit pass for English.

03. *Age* - Should not be less than 16 years and not more than 35 years on 01.11.2008.

04. *Applications and Examination fees* - Applications prepared in English stating your Full name, Address, Date of Birth, Identity Card No. and the Educational qualifications (with subjects passed) should be sent by Registered Post to the address given below, along with a copy of the cash-paying-in-slip obtained from any branch of People's Bank for Rs. 100.00 credited to the National Apprentice and Industrial Training Authority Collection Account No. 174100170347379 at People's Bank, Nugegoda to reach on or before **25th November, 2008**. This fee will not be refunded under any circumstances.

Applicants will be selected for training on the basis of the results of a competitive examination in English language. The Training Centre preferred, with the copy of the cash-paying - in - slip should be sent along with the application. The Training Centre preferred should also be written on the top lefthand- corner of the envelope.

Note.- All incomplete applications will be rejected.

05. *Training Centres*-Colombo, Katunayake, Matara, Baddegama, Weligama, Badulla, Ratnapura, Anuradhapura, Kurunegala, Polonnaruwa, Madampe and Kandy.

06. *Course Fees* - Rs. 3,000.00

For further details please contact :

Director (Training),

National Apprentice and Industrial Training Authority,
No. 971, Sri Jayewardeneputra Mawatha,
Welikada,
Rajagiriya,
Telephone No. : 011- 2863680 or 011- 2867435.

Chairman,
National Apprentice and Industrial Training Authority.

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