

N. B.- Part II of the Gazette No. 1,551 of 23.05.2008 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,552 – 2008 මැයි 30 වැනි සිකුරාදා – 2008.05.30
No. 1,552 – FRIDAY, MAY 30, 2008

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

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N. B.— (i) National Institute of Textile and clothing Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of 18th April, 2008

(ii) Grant of Citizenship to persons of chinese origin (special provisions) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of 02nd May, 2008.

(iii) Public enterprises reform commission of Sri Lanka (repeal) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of 02nd May, 2008

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 06th June, 2008, should reach the Government Press on or before 12 noon on 23rd May, 2008.

LAKSHMAN GOONWARDENA,
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.

Posts - Vacant

MINISTRY OF TRADE, MARKETING DEVELOPMENT, CO-OPERATIVES AND CONSUMER SERVICES

National Intellectual Property Office of Sri Lanka

POST OF DOCUMENTS & DATA ASSISTANT

APPLICATIONS are invited from those qualified for the above vacancy at the National Intellectual Property Office of Sri Lanka. Applications prepared in A4 size papers in accordance with the specimen form published at the end of this notice should be forwarded by registered post to reach the Director General, National Intellectual Property Office of Sri Lanka "Samagam Medura", 3rd Floor, D. R. Wijewardana Mawatha, Colombo - 10, on or before 21st June, 2008.

Applications not in accordance with the specimen form or received after the closing date will be rejected. "The post of Documents & Data Assistant" should be mentioned in the left hand corner of the envelope.

01. *Post :*

Documents & Data Assistant
(Number of posts - 03)

02. *Education and other qualifications :*

- (i) A degree in Information Technology or Information Technology as a subject from a recognized University.
- (ii) Ability to work in English is essential for this post.

03. *Monthly Salary Scale :*

Rs. 15,215-10x215-4x240-7x320-15x360-Rs. 25,965
(according to Public Administration Circular No. 06/2006-iv)

04. *Age limit.* - Applicants must be over 18 years and not more than 45 Years. Upper age limit does not apply to those already employed in state/provincial service.

05. *Conditions of employment :*

- (i) This post is permanent and pensionable.
- (ii) The selected applicant should contribute to widows'/widower's and orphans pension fund,
- (iii) Provisions of paragraphs 10-12 in Chapter II of the Establishment Code shall apply.
- (iv) Shall gain proficiency in Official languages as per provisions of public Administration Circular No. 07/2007 dated 28.05.2007 within 05 years of date of appointment.

06. *Method of Recruitment.* - The selection will be made from those who score the highest marks in a structured interview.

07. Other.- The applicants already employed in state/provincial service must submit their applications through the respective Head of the Dept./Institution.

Director General of Intellectual Property.

National Intellectual Property Office of Sri Lanka,
"Samagam Medura",
3rd Floor,
D. R. Wijewardana Mawatha,
Colombo 10.

For official use only

Specimen Application Form

National Intellectual Property Office of Sri Lanka

Post of Documents & Data Assistant

01. Name with initials: Mr. /Miss. / Mrs.:_____.

02. Name in Full :_____.

03. Permanent Address :_____.

04. Postal Address :_____.

05. National Identity Card Number :_____.

06. Sex:_____.

07.(i) Date of Birth: Year:____. Month:____. Date:____.

(ii) Age as at 21.06.2008 Years:____. Months:____. Days:____.

08. Civil Status:_____.

09. Educational Qualifications :

Degree	Year	Subjects	Class	University

10. Declaration of the applicant:

I declare that all information given above are true to the best of my knowledge. I am aware that I shall not be entitled to be interviewed if the above particulars are found to be inaccurate or wrong and that I shall be liable to be dismissed from service without compensation if the same is proved after recruitment.

Signature of the applicant.

Date:_____.

11. Certification of the Head of the Department/Institution for the applicants already employed in State/Provincial Service.

not been subjected to any disciplinary action (other than warning) and he/she can be/cannot be released, if selected.

Signature of the Head of the Dept./Institution (Official seal).

I hereby inform that Mr./Miss./Mrs. the applicant, is presently employed as a permanent/temporary/casual/trainee officer in this Minsitry/Department/Institution. He/She has

Date:_____.
Designation:_____.
Ministry/Dept./Institution:_____.
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