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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,557 – 2008 ජූලි 04 වැනි සිකුරාදා – 2008.07.04
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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 11th July, 2008, should reach the Government Press on or before 12 noon on 27th June, 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. 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 other 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

MINISTRY OF JUSTICE AND LAW REFORMS

Appointment of Inquirers (into Sudden Deaths) (Muslim) under Section 108 of the Code of Criminal Procedure Act, No. 15 of 1979

APPLICATIONS are invited from Muslim candidates for vacancies in the Post of Inquirer (into sudden deaths) (Muslim) in the areas indicated in the schedule below.

02. Applications prepared on the specimen given below should be sent under registered cover to the "Secretary, Ministry of Justice and Law Reforms, Colombo 12" on or before 31.07.2008. The words "Post of Inquirer (into sudden deaths) (Muslim), District of" should be written on the top left hand corner of the envelope containing the application. Late applications will be rejected without any notice.

03. This is not a permanent post in the Government service. This appointment is made to be valid until the age of 60 years and this period could be extended upto the age of 70 years on the submission of relevant recommendations and medical certificates. Nevertheless, the Minister may at any moment prior to that, terminate the services of an Inquirer (into sudden deaths) with reasons assigned. Divisions where vacancies now exist are given in the annexed schedule.

04. The appointees should perform the duties of Inquirers (into sudden deaths) in accordance with the provisions of the Code of Criminal Procedure Act, No. 15 of 1979.

05. This post does not carry a salary. However, a fee of Rs. 300 per inquest, travelling expenses and subsistence allowance approved for Inquirers (into sudden deaths) will be paid.

06. Only persons who satisfy the following requirements may apply.

- should be a citizen of Sri Lanka;
- should be a permanent resident during the last two years within the area for which appointment is sought;
- should not be less than 30 years and not more than 58 years as at the closing date of applications;
- should have passed the G. C. E. (Advanced Level) examination in 03 subjects. (Priority will be given to the applicants who have passed in science subjects)
- should be physically sound and of good moral character. Priority will be given to persons who are non smokers and teetotalers.

07. Persons who are in receipt of a salary or an allowance from the government or a fund of a Provincial Council or local

Government institution as at the closing date of applications, employees and members of the Boards of Directors of State Corporations or Co-operative Societies and members of Provincial Councils or of Local Government Institutions are not eligible to apply for this post.

08. No document should be attached to the application. However applicants should produce at the interview sufficient evidence in support of their qualifications, and the originals of the following documents should be submitted.

- Certificate of Birth
- Educational Certificates
- National Identity Card
- Certificate of Grama Niladhari to prove permanent residence
- Two recent character certificates
- Other certificates if any, in support of additional qualifications.
- In case of retired applicants, documentary evidence to prove the date of retirement.

09. All applications should be filled in block letters according to the following format. Applications submitted without indicating all required information will be rejected without any notice.

10. When filling the specimen forms of application accurate details on eligibility criteria should be included. The appointments of applicants falling into any category referred to in Para 7 above and of the applicants who have furnished false information for paragraphs Nos. 06 and 08 will be cancelled, if the inaccuracy is detected after appointment following the interview, their appointments will be cancelled with immediate effect.

11. If a person appointed as an Inquirer (into sudden deaths) is subsequently appointed to a post described in the aforesaid paragraph 07, his appointment to the post of Inquirer (into sudden deaths) will lapse from the date of appointment.

SUHADA K. GAMALATH,
Secretary,
Ministry of Justice and Law
Reforms.

17th June, 2008.
At the Ministry of Justice and Law Reforms,
Colombo 12.

POST OF INQUIRER (INTO SUDDEN DEATHS) (MUSLIM)

District:_____.
Divisional Secretary's Division:_____.
Inquirer's (into sudden deaths) Division:_____.
Relevant Magistrate's Court:_____.
Relevant Police Station:_____.

Grama Niladhari Division where the applicant is resident:

No.:_____.

01. (a) Name with initials (in block letters):_____
(underline the surname)

(b) Names denoted by initials:_____.

02. Address:_____.

03. Date of Birth:_____.

04. Age as at 31.07.2008

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

05. Whether a citizen of Sri Lanka by descent or by registration:

06. Sex:_____.

07. Educational Qualifications:

I. G. C. E. (Ordinary Level) Examination:

<i>Subjects passed</i>	<i>Grade</i>	<i>Year</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

II. G. C. E. (Advanced Level) Examination:

<i>Subjects passed</i>	<i>Grade</i>	<i>Year</i>
1.		
2.		
3.		
4.		

08. Professional Qualifications:_____.

09. Present Occupation:_____.

10. Previous Employment:_____.

11. (a) Are you an employee of state, a state corporation/
Provincial Council, Co-operative or Local
Government institution?:_____.

(b) If you have resigned/retired from such a service,
reason for such resignation/retirement:_____.

(c) Date of approval of such resignation/retirement:
_____.

12. (a) Has your employer taken any disciplinary action
against you?

(b) If so, the nature and the result of such charge:

13. (I) Have you ever been sued for any offence in any court
of law?

(II) Has any complaint to which you were a party been
ever made to a Mediation Board for mediation:

If so, the result thereof:

14. (a) Do you presently hold a post of Inquirer (into sudden
deaths)?

(b) If so, the date of first appointment and file No. of
the Ministry:

15. Details of other qualifications, if any, relevant to this
appointment:

16. Names, addresses and designations of the two persons who
have given character certificates:

(1) (2)

Certificate

I hereby certify that above particulars furnished by me are true
and accurate.

Signature of Applicant.

Date:_____.

Colombo District

Divisional Secretary's Division

- i. Sri Jayawardhanapura
- ii. Kolonnawa

Gampaha District

Divisional Secretary's Division

- i. Biyagama
- ii. Minuwangoda

Kalutara District

Divisional Secretary's Division

- i. Beruwala
- ii. Bandaragama
- iii. Matugama
- iv. Bentota

Kandy District

Divisional Secretary's Division

- i. Doluwa - Gampola
- ii. Medadumbara
- iii. Harispattuwa
- iv. Panvila
- v. Ganga Ihala Korale
- vi. Kundasale - Manikhinna

Pathadumbara Udagampaha East
Pathadumbara Udagampaha West

Nuwara-Eliya District

Divisional Secretary's Division

- i. Hanguranketha
- ii. Ambagamuwa Korale
- iii. Kothmale

Matale District

Divisional Secretary's Division

- i. Dambulla
- ii. Naula
- iii. Ukuwela
- iv. Pallepola

Anuradhapura District

Divisional Secretary's Division

- i. Central Nuwaragam Division
- ii. East Nuwaragam Division
- iii. Kekirawa
- iv. Kahatagasdigiliya
- v. Horowpatana
- vi. Ipalogama
- vii. Nochchiyagama
- viii. Rambewa

Polonnaruwa District

Divisional Secretary's Division

- i. Hingurakgoda
- ii. Lankapura
- iii. Thamankaduwa

Matara District

Divisional Secretary's Division

- i. Pasgoda
- ii. Welipitiya
- iii. Athuraliya
- iv. Kirinda-Puhulwella
- v. Dickwella

Hambantota District

Divisional Secretary's Division

- i. Hambantota
- ii. Lunugamvehera
- iii. Tissamaharamaya

Kegalle District

Divisional Secretary's Division

- i. Aranayaka
- ii. Dehiowita
- iii. Ruwanwella
- iv. Galigamuwa

Kurunegala District

Divisional Secretary's Division

- i. Ehatuwewa
- ii. Rideegama
- iii. Ambanpola
- iv. Narammala
- v. Udubaddawa
- vi. Weerambagedara
- vii. Kobeigane
- viii. Rasnayakapura
- ix. Wariyapola
- x. Mawathagama
- xi. Ibbagamuwa
- xii. Polgahawela
- xiii. Kuliypitiya - West
- xiv. Kurunegala
- xv. Galgamuwa
- xvi. Bingiriya
- xvii. Mallawapitiya
- xviii. Kuliypitiya - East

Puttalam District

Divisional Secretary's Division

- i. Kalpitiya
- ii. Chilaw
- iii. Mundalama
- iv. Puttalam
- v. Mahawewa

Ratnapura District

Divisional Secretary's Division

- i. Godakawela
- ii. Kuruwita
- iii. Ratnapura
- iv. Balangoda

Monaragala District

Divisional Secretary's Division

- i. Buttala
- ii. Wellawaya

Badulla District

Divisional Secretary's Division

- i. Welimada
- ii. Bandarawela
- iii. Kandaketiya
- iv. Passara

Ampara District

Divisional Secretary's Division

- i. Addalachchenai
- ii. Akkaraipattu
- iii. Samanthure
- iv. Potuvila

Trincomalee District

Divisional Secretary's Division

- i. Thambalagamuwa
- ii. Kinniya
- * Sinnak Kinniya
- * Kinniya

Batticaloa District

Divisional Secretary's Division

- i. Manmunei Pattu
- * Palamunai
- * Kankeyanodai
- * Ollikkulam

- ii. Eravur Town

(For the Grama Niladhari Divisions of 193A-Meerakerny, 193 B-Michnagar, 193C-Iyankerny, 193D-Iyankerny (M) 189-B, Kudirippu)

07-60

Examinations, Results of Examinations &c.

**LIMITED COMPETITIVE EXAMINATION FOR
THE PROMOTION OF GRADE II GRAMA
NILADHARIES TO GRADE I - 2008**

APPLICATIONS are invited for promotion of Grama Niladharies in Grade II possessing the following qualifications to Grade I of the service.

02. Candidates will be selected for promotion to Grade I based on the results of a written examination to be conducted by the Commissioner General of Examinations on a date determined by him. To be considered for a promotion, a candidate is required to obtain a minimum of 40% of marks in each subject prescribed for the written examination. Promotions shall be granted with effect from a date determined by me being the Promotion Authority. Officers who are not in the service on such date will not be eligible for the promotion. Commissioner General of Examination shall determined the Examination Centres considering the number of applications received at administrative district level.

03. *Scheme of Limited Competitive Examination.* - Candidates are required to appear for tests in the following subjects:

- (i) General Intelligence - 1 hour - 100 marks
- (ii) Professional Knowledge - 1 1/2 hours - 100 marks

04. *Syllabus:*

- (i) General Intelligence - A paper consisting of subject related brief questions that will be set to test the degree of General intelligence of the candidate on numerical and language skills, problem solving aptitude, logical reasoning and decision making ability.

- (ii) Professional Knowledge - A paper consisting of two parts (2) containing subject related brief questions as follows:

- (a) *Statutory Functions* - A paper containing questions to test the knowledge in office systems, general administration and relevant ordinances, acts, rules and regulations.

Knowledge on responsibility for Public Funds, Maintaining of Diary, Valuation Functions, Registration of Persons Act, Registration of Voters Act, No. 44 of 1980. Acts pertaining to Conservation of State Lands, Land Acquisition Act, Environmental Conservation Act, Rules and Regulations pertaining to Conservation of Fauna and Flora Forest Ordinance. Duties under the Muslim Marriages and Divorce Act, Kandyan Marriages and Divorce Act, Fisheries and Sea Cost Conservation, Pradeshiya Sabha Act, Gramodaya Mandala Act, Agrarian Services Act, Conservation of Artefacts, Irrigation Act and Duties and Responsibilities of Grama Niladharies under these Acts and Regulations will be tested.

- (b) *Non-statutory Functions* - Candidates Knowledge on public relations, development administration, change agent activities in development, programmes for poverty alleviation, rural development planning, major changes introduced to divisions level administration, environmental pollution and to effects, export development programmes of the Government and rural unemployment will be tested.

05. *Eligibility :*

- (i) Should have completed 10 years of service in Grade II of Grama Niladhari Service as at 31.07.2008 (10 years in Grade II includes the period of permanent service as Special Services Officers, Cultivation Officers, Agricultural Extension Officers, Samurthi Animator/Govi Niyamaka, in case of officers who have been admitted into Grama Niladhari Service from one of the above posts. Further, when taking into consideration the satisfactory service period of officers who have lost their employment due to political grounds in 1977 and reinstated in 1995 on the cabinet decision No. අමප/97/0419/05/016, the service period from the date of first appointment in year 1977 will be counted.)
- (ii) Should have completed 5 years of satisfactory service and earned salary increments as at 31.07.2008.
- (iii) Should have passed the Efficiency Bar in accordance with the approved procedure of the Grama Niladhari Service before 31.07.2008.

Note.- The requirement to promote over the Efficiency Bar for Grade II of the Grama Niladharies who have completed 10 years service depends on a certificate issued by the Divisional Secretary of the Divisional Secretariat Division to the effect that the officer's work, conduct and attendance are satisfactory disregarding the salary scale.

06. (i) *Salary Scale for Grade I of the Grama Niladhari Service:*
Rs. 16,680 - 09 x 240 - 10 x 320 - Rs. 22,040 Monthly
(In terms of Public Administration Circular 6/2006 (iv))

(ii) Grama Niladharies who are promoted will be placed on the relevant salary step into above salary scale in terms of the revisions which have been made by Public Administration Circular 6/2006 (iii), (iv) and revisions which would be made there to from time to time.

07. *Procedure of Examination :*

- (i) Candidates are required to answer the 02 question papers either in the language medium in which the candidate passed the recruitment examination to Grama Niladhari Service in Sinhala or Tamil medium. Those who have been recruited to the Grama Niladhari Service without a Competitive Examination are required to answer these two question papers either in the language medium in which they have received their education Sinhala medium or Tamil medium. Both the papers should be answered in one and the same language.
- (ii) A Specimen form of the application for the examination has been published at the end of this notification. Candidates should prepare their own application forms strictly in accordance with the Specimen Form. Applications should be prepared on a A4 size paper. Applications should be so prepared that cages 01 to 07

appear on the first page and the rest on the following pages. whilst the application forms may be type written or computer generated, they should be filled by candidate's own handwriting correctly and legibly in accordance with the instructions given in this notification. The title of the examination should be indicated in English as well in addition to Sinhala and Tamil in the respective applications.

- (iii) The address to which the admission card should be sent is also required to be furnished in the application form in addition to the official address. This is needed solely for the purpose of prompt delivery of admission cards to the candidates. It is emphasized that this address will in no way be made use of in giving promotions.

08. *Applications.-* Applications should be filled in duplicate and a copy should be sent to the Divisional Secretary to be included in the Candidate's personal file and the other to the Commissioner General of Examination in accordance with the following instructions.

- (i) All candidates should forward their application forms under registered cover along with the recommendation of the Divisional Secretary of the Division to which they are attached, to the Commissioner General of Examinations, Department of Examinations, Pelawatte, Battaramulla, Sri Lanka, to receive on or before 31.07.2008.
- (ii) The top left hand corner of the envelop containing the application should bear the words "Limited Competitive Examination for Promotion of Grade II Grama Niladharies to Grade I - 2008". Applications received after the closing date and which have not been duly perfected will be rejected.

09. *Examination Fee* - Fee for Examination is Rs. 300. The receipt obtained from the Divisional Secretariats by making the payment to be credited to the A/C No. 4000-20-03-20-13 of Commissioner General of Examinations should be affixed by only one margin in the prescribed cage whilst mentioning the receipt number, date and the name of Divisional Secretariat. Under no circumstance, this fee will be refunded or considered for transferring as Examination Fee for any other Examination. Money orders or stamps will not be entertained for the purpose of Examination fee and such applications will be rejected without any notice.

10. *Admission to the Examination:*

- (i) Admission cards indicating the date of examination will be issued, to all candidates who have submitted applications by the Commissioner General of Examinations. Candidates should get their signatures in the admission card attested in advance and produce them to the supervisor of the examination hall. Candidates will not be allowed to enter the examination hall and to sit for the examination without an admission card.

- (ii) All candidates should be aware of the rules and regulation on examinations in the *Government Gazette* and they should be bound by them. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examination and they will be liable to a punishment imposed of the Commissioner General of Examination for breach of these rules.

11. Duty leave will granted by the Heads of Departments to the candidates to whom admission cards have been issued, by the Commissioner General of Examination to enable them to sit for the examination. Traveling expenses will not be paid.

12. *Identity Cards.*- Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they appear for. 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.

13. The Commissioner General of Examinations will issue admission cards to all candidates whose applications have been accepted. The issue of an admission card to a candidate does not necessary mean that he or she has the requisite qualification to sit the examination. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. Steps should be taken to notify the Department of Examinations if the admission card is not received even after 2 or 3 days of such advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations: *i. e.* certified photocopies of the application form and the receipt kept at your possession, receipt of registration and in case of applicants out side Colombo, letter of request furnishing a fax number to which the admission card should be sent.

1. Name of the Examination,
2. Full Name of the candidate,
3. Address,
4. Post Office, registration number, and the date of the posting,
5. Divisional Secretariat to which the examination fee was paid,
6. Number of the receipt and date.

D. DISSANAYAKE,
Secretary,
Ministry of Public Administration
And Home Affairs.

Ministry of Public Administration And Home Affairs,
Independence Square,
Colombo 07.
16th June, 2008.

Specimen Application Form

LIMITED COMPETITIVE EXAMINATION FOR THE PROMOTION OF GRAMA NILADHARIES IN GRADE II TO GRADE I - 2008

(Should include No. 01 to 07 on the first page and from No. 08 onwards on other pages)

(For office use only)

Language medium of examination :

Sinhala - 2
Tamil - 3
English - 4

District Serving in:
District No.:

(Refer schedule No. 01)

(Indicate the relevent number in the cage)

PART I

N. B. - Application should be filled by the candidate in his/her own handwriting correctly and legibly.

01. (i) (a) Name :———. (With initials in Sinhala)
(b) Name :———. (With initials in English, eg: SUNIL, R. M. T.)
(ii) Names denoted by initials :———.
02. (i) Office Address :———. (ii) Address to which the admission card should be sent (in English) :———.
03. (i) Divisional Secretary's Division to which the officer is attached at present :———. (ii) Gram Niladhari Division to which the officer is attached at present
Grama Niladhari Division Number
04. National Identity Card Number:
05. Date of Birth:
Year: Month: Date:
06. (i) Date of appointment/absorption to the present position and the reference number of the letter :———. (ii) Period of Service (as at 31.07.2008)
Years: Months: Days:

07. If you are an officer absorbed to the Grama Niladhari Service, the particulars of the previous service (complete only the relevant paragraph):

Name of the Service	Date of Entry	Period of Service
(a) Special Services Officers' Service
(b) Cultivation Officers' Service
(c) Agricultural Extension Officers Service
(d) Samurdhi Animators/ Govi Niyamaka Service
(e) Others

08. (i) Have you earned all increments during the period of service?
(ii) If not, give particulars:

09. Give particulars if you have now been released to serve in a corporation or other service:

10. Give particulars, if you have taken no pay leave for employment abroad or for any other purpose:

11. Give particulars if any disciplinary actions have been taken against you:

12. N. B. - The receipt obtained from the Divisional Secretariats by paying the examination fee as specified in the *Gazette* should be pasted here properly.

Number of the receipt:
Divisional Secretariat:
Date:
Amount: Rs.

I certify that the particulars from 1 to 12 above are true and correct. Furthermore, I am aware that, I could be disqualified without considering my claim for promotion to Class I, if the above particulars are found false and also disciplinary. action could be taken against me and I have no objection for taking actions accordingly. Furthermore, I hereby state that I will be abide by the rules and regulations imposed by the Commissioner General of Examination on conducting of the Examination.

_____,
Signature of Candidate.

Date:_____.

(iii) That his/her service has been satisfactory during the 05 years immediately preceding and has been appointed to Grade II of the Grama Niladhari Service with effect from and he/she has been promoted over/ released from the Efficiency Bar of Grade II Grama Niladharies with effect from and that a copy of the application forwarded herewith was attached to the officer's personal file.

(iv) That he/she has paid the prescribed examination fee and that the receipt obtained has been affixed in the given cage.

_____,
Divisional Secretary.

Name:_____.
Designation:_____.
Official Stamp:_____.
Date:_____.
(delete inapplicable words)

Schedule No. - 01

- 1 Colombo
- 2 Gampaha
- 3 Kalutara
- 4 Matale
- 5 Kandy
- 6 Nuwara-Eliya
- 7 Galle
- 8 Matara
- 9 Hambantota
- 10 Jaffna
- 11 Mannar
- 12 Mullativu
- 13 Vavuniya
- 14 Trincomalee
- 15 Batticaloa
- 16 Ampara
- 17 Puttalam
- 18 Kurunegala
- 19 Anuradhapura
- 20 Polonnaruwa
- 21 Badulla
- 22 Monaragala
- 23 Kegalle
- 24 Ratnapura
- 25 Kilinochchi

07-22 _____

PART - II

To be perfected by the Divisional Secretary

PROMOTION OF GRAMA NILADHARIES TO GRADE I ON MERIT - 2008

(i) I, certify that the particulars furnished above by Mr./Mrs./ Miss are true and correct and were found to be correct when compared with him/her personal file;

(ii) That no decision has been made to make disciplinary action against him/her; and

APPLICATIONS are invited from Grama Niladharies in Grade II possessing the following qualifications for promotion to Grade I on seniority and merit.

01. *Procedure of Promotion.*- Promotions will be granted to the Grama Niladharies who have satisfied the qualifications

mentioned in Paragraph 02 below taking in to account their seniority and merit assessed at the interview to be conducted by a Board of Interview appointed by me. Those candidates who secure 40% of marks or more at the interview will be promoted to Grade I of the Grama Niladhari Service.

02. *Qualifications :*

- (a) Possessing 15 years of service in Grade II of the Grama Niladhari Service as at 31.07.2008 including the period of absorption in to Provincial Public Service. (15 years in Grade II included the period of permanent service as Special Services Officers, Cultivation Officers, Agricultural Extension Officers, Samurdhi Animator/Govi Niyamaka, in case of officers who have been absorbed into Grama Niladhari Service from one of the above posts. Further, when taking into consideration the service period of officers who have lost their employment due to political grounds in 1977 and reinstated in 1995 on the Cabinet Decision No. අමප/97/0419/05/016, the service period from the date of first appointment in year 1977 will be counted.)
- (b) Should have possessed a satisfactory period of service and earned increments of last 5 years in Grade II of the Grama Niladhari Service prior to 31.07.2008.
- (c) Should have passed from the Efficiency Bar Examination in terms of the approved scheme of the Grama Niladhari Service before 31.07.2008.

Note- The requirement to promote over the Efficiency Bar for Grade II of the Grama Niladharies who have completed 10 years service depends on a certificate issued by the Divisional Secretary of the Divisional Secretariat Division to the effect that the officer's work, conduct and attendance are satisfactory, disregarding the salary scale.

- (d) Candidates who are appearing for the Competitive Examination for promotion to Grade I of Grama Niladhari Service due to be held in 2008 by the Commissioner - General of Examination may also apply for this if they possess the qualifications listed above.

03. *Salary scale :*

- (i) For Grade I of the Grama Niladhari Service
Rs. 16,680-09x240-10x320-Rs. 22,040 Monthly
(In terms of Public Administration Circular 6/2006 (iv))
- (ii) Grama Niladharies who are promoted will be placed on the relevant salary step into above salary scale in terms of the revisions which have been made by Public Administration Circular 6/2006 (iii), (iv) and revisions which would be made there to from time to time.

04. *Procedure of Recruitment.*- Candidates will be tested by calling them before an interview board. The following will be taken into consideration at the interview by the board and marks will be allocated accordingly.

- (a) 20 Marks for satisfactory service records - 2 marks will be allocated for each year year in respect of the previous period except the 5 years immediately preceding the prescribed date.
- (b) 20 Marks for Commendation - 04 marks for Commendation Certificates made in accordance with the approved form and 02 marks for other Commendation Certificates.
- (c) 20 Marks for Creative Activities.
- (d) 30 Marks for Seniority - 2 marks will be allocated for each year of satisfactory service beyond 15 years of service.
- (e) Service Experience - 20 marks for the sound understanding of the duties entrusted.

Those who secure 40% of marks or more at the interview will be promoted to the Grade I of the Grama Niladhari Service w. e. f. the date determined by me being the Promotion Authority. However, any officer who is not in the service as at the date determined for such promotion, will not be eligible for promotion.

05. *Receiving of Applications :*

- (i) All applications should be prepared in duplicate and one copy should be sent through the Divisional Secretary of the Division where the applicant is serving by registered post to reach the District Secretary on or before 31.07.2008 and steps should be taken to get the other copy included in the Personal File.
- (ii) District Secretary shall prepare a list of applications, at the level of Divisional Secretariat Divisions, which are received on due date and send the list to the Ministry. (It is not necessary to send the applications)
- (iii) Applicants should prepare their applications only as per the specimen form of application. Application can be type written, but should be filled correctly and legibly by the applicants themselves in their own handwriting.
- (iv) Any documents or a copy of a document should not be attached to the application. However, the documents to prove the qualifications furnished in the application should be kept ready for submission whenever requested.

(v) All applications prepared contrary to the instructions given in this notification will be rejected.

D. DISSANAYAKE,
Secretary,
Ministry of Public Administration
and Home Affairs.

Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07,
16th June, 2008.

Specimen Application Form
(Should be prepared using both sides of A4 Paper)

Part - I

01. (i) Name with initials : _____.
Names denoted by initials : _____.
02. (i) Office Address : _____.
(ii) Private Address : _____.
03. Date of Birth : _____.
04. Age as at 31.07.2008 :
Years: _____, Months: _____, Days: _____.
05. Date of first appointment to Public Service : _____.
06. Date of appointment to Grama Niladhari Service/Date of absorption : _____.
07. Particulars if absorbed into Grama Niladhari Service (Fill only the relevant paragraph) :

<i>Name of the Service</i>	<i>Date of Entry</i>	<i>Period of Service</i>
----------------------------	----------------------	--------------------------

- | | | |
|---|-------|-------|
| (a) Special Services Officers' Service | | |
| (b) Cultivation Officers' Service | | |
| (c) Agricultural Extension Officers Service | | |
| (d) Samurdhi Govi Animation Service | | |
| (e) Others | | |

08. (i) Name and number of Grama Niladhari Division serving at present : _____.
- (ii) Divisional Secretary's Division to which that Grama Niladhari Division belongs : _____.

09. Districts, Divisional Secretary Divisions and Grama Niladhari Divisions served
(With the period of service) :

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Grama Niladhari Division</i>	<i>Period</i>	
			<i>From</i>	<i>To</i>

10. (i) Have you earned all increments during the period of service? : _____.
- (ii) If not, give particulars : _____.
11. Give particulars if you have now been released to serve in a corporation or other service : _____.
12. Give particulars, if you have taken no pay leave for employment abroad or for any other purpose? : _____.
13. Creative work carried out by you during the period of service (state in brief about the work done, population benefited etc.) : _____.
14. Details about commendations received during the period of service : _____.
15. Give particulars, if any disciplinary actions have been taken against you : _____.

I,certify that the particulars furnished above are true and correct, furthermore I am aware that, I could be disqualified without considering my claim for promotion to Class I if the above particulars are found false and also disciplinary action could be taken against me and I have no objection for taking actions accordingly.

Signature of Candidate.

Date : _____.

Part II

To be perfected by the Divisional Secretary:

- (i) I certify that the particulars furnished above by Mr./Mrs./Miss..... are true and correct and were found to be correct when compared with his/her personal file;
- (ii) That no decision has been made to take disciplinary action against him/her; and
- (iii) That his/her service has been satisfactory during the 05 years immediately preceding and has been appointed to Grade II of the Grama Niladhari Service with effect from

..... and he/she has been promoted over/released from the Efficiency Bar of Grade II Grama Niladharies with effect from and that a copy of the application forwarded herewith was attached to the officer's personal file.

_____,
Divisional Secretary.

Name: _____
Designation: _____
Official Stamp: _____
Date: _____
(Delete inapplicable words)

07-23

**EFFICIENCY BAR EXAMINATION FOR OFFICERS
IN CLASS II OF PUBLIC MANAGEMENT
ASSISTANTS' SERVICE – 2008 (I)**

IT is hereby notified that an Efficiency Bar Examination for the officers in Class II of Public Management Assistants' Service will be held by the Commissioner-General of Examinations in the month of October 2008 as per provisions of para 5.2 of the approved service minute of Public Management Assistants' Service published in the *Government Gazette of the Democratic Socialist Republic of Sri Lanka* bearing No. 1372/23 dated 24.12.2004.

2.0 This Examination for officers in Class II of the Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of relevant town and town numbers are given below. The Commissioner-General of Examinations reserves the right to cancel any center due to insufficiency of candidates or any other reason and decide an alternative considering the candidate's preference of towns.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

3.0. (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him.

(ii) The rules and regulations for candidates have been separately printed in the *Gazette Notification*. Candidates will be subjected to any punishment imposed by the Commissioner-General of Examinations for violation of these rules and regulations.

4.0. *Eligibility*.- Officers who have been appointed to posts in Class II of Public Management Assistant's Service are eligible to appear for this examination.

5.0. The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the registered post through the respective Heads of Departments to reach the Commissioner-General of Examinations, Department of Examinations, Organization & Foreign Examinations Branch, Pelawatta, Battaramulla, on or before 04th August, 2008. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

6.0. *Identity of the 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 one of the following documents should be submitted to the supervisor :

- (i) Tha National Identity Card issued by the Department of Registrations of Persons ;
- (ii) A valid Passport.

The candidature of those who fail to produce any of the above mentioned documents may be cancelled at the discretion of the Commissioner-General of Examinations.

7.0. *Applications*.- Applications should be prepared in a paper of A4 size in such a manner that para nos. 1.0 to 5.0 appear on the first page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting.

The candidates appearing for the examinations for the first time need not pay examination fees. However, stamps to the value of Rs. 90 should be affixed for the whole examination for subsequent sittings, and stamps to the value of Rs. 50 should be affixed if only one subject is offered. The stamps should be duly cancelled by placing signature of the candidate and the date. Under any circumstances, the fees will not be refunded or transferred in respect of any other examination.

8.0. Commissioner-General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been accepted. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. If a candidate has not received his/her admission card at least seven

days (07) before the day of examination, he/she should, without delay, inform the Commissioner-General of Examinations, Department of Examinations, Organization & Foreign Examinations Branch, Pelawatta, Battaramulla (Telegraphic Address : "Exams" Battaramulla) about the non-receipt of admission card along with 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.

9.0. 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.

10.0. Candidates should answer both question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language.

11.0. Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. (For further details, refer to para. 5:2 of Public Management Assistants' Service Minute.)

12.0. For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.

13.0. The Commissioner-General of Examinations will release the results of the examination to the Director General of Combined Services and the lists of names of the candidates who have passed the exam will be published in the *Government Gazette of Democratic Socialist Republic of Sri Lanka*.

14.0. *Examination Procedure.*- Candidates should sit for a written examination which will consist of the following subjects :

Subject	Marks	Duration	Subject No.
(01) Office systems and procedure	100	02 Hrs.	01
(02) Accounting Systems adopted in the Government Offices	100	02 Hrs.	02
Total	200		

14.1 *Office Systems and Procedure.*- This paper is intended to test the candidate's knowledge of office systems adopted in government offices and his/her ability of practical application of the knowledge. This paper consist of two parts :

Part I - A paper of multiple choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

14.2 *Accounting Systems adopted in Government Offices.*- Candidate's knowledge in Accounting Systems adopted in government office, books and records controlling accounts and orders and instructions of the Treasury issued in relation to that and his/her ability of practical application of the knowledge will be tested. This paper consists of two parts :

Part I - A paper of multiple choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

15.0. 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,
Ministry of Public Administration
& Home Affairs.

Ministry of Public Administration
& Home Affairs,
Independence Square,
Colombo 07,
17th June, 2008.

Specimen Application Form

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN
CLASS II OF PUBLIC MANAGEMENT ASSISTANTS'
SERVICE – 2008 (I)

Serial No.

(For office use only)

(Indicate the name and the number of the town in which you wish to sit for the examination as per para 2.0 of the *Gazette notification*)

	Town	Town No.
1.		
2.		

Medium of examination

Write the relevant number in the cage
(Sinhala-2, Tamil-3, English-4)

01. 1.1 Name with Initials : Mr./Miss/Mrs. : _____.
(In Capital Letters)
Eg: Mr./Miss/Mrs. SILVA M. A.
- 1.2 Name with initials : _____.
(In Sinhala/Tamil)
- 1.3 Names denoted by initials : _____.
(In Capital Letters)
- 1.4 Names denoted by initials : _____.
(In Sinhala/Tamil)

02. Place of work and address :
- 2.1 Name and Address of the Office/Department/
Institution : _____.
(In English Capital Letters)
- 2.2 Name and Address of the Office/Department/
Institution : _____.
(In Sinhala/Tamil)
- 2.3 Address to which the admission card should be sent
: _____.
(In Capital Letters)

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

04. National Identity Card No. :

05. Subject/s you offer on this sitting :
- | Subject | Subject No. |
|---------|-------------|
| | |
| | |

06. Present Post :
- 6.1 Post : _____.
- 6.2 Number of the letter of appointment : _____.
- 6.3 Date of entry into Class II of Public Management
Assistant's Service : _____.

07. 7.1 Are you sitting the examination for the first time ? : _____.
- 7.2 If not, value of the stamps affixed : _____.
- 7.3 Stamp Cage : _____.

Stamp to the value of Rs. 90 for
whole Examination and Rs. 50 for each
subject.

Note. - The candidates should affix stamps to the relevant value and cancel them by placing their signature and date. Stamps should not overlap each other.

08. Certificate of the Candidate :
- I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. I also certify that the Rs. stamps affixed here to are genuine and have not been used before. Further, I agree to be bound by the rules and regulations of the examinations act and also to the decision taken by the Commissioner-General of Examinations regarding this examination.
- _____,
Signature of candidate.

Date : _____.

Note. - The candidate should sign in the presence of the Head of his/her Department/Institution or an officer authorized to sign on behalf of such Head of Department.

ATTESTATION OF THE SIGNATURE

I certify that who is an officer in my office and who is known to me personally placed his/her signature in my presence this day of

_____,
Signature and official stamp of the
person attesting.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

- I certify that,
- (i) The particulars furnished by the candidate have been examined ;
- (ii) The officer has *appeared/not appeared for the examination earlier ;
- (iii) *He/she has affixed stamps to the value of Rs. since *he/she has appeared for the examination ; and
- (iv) The candidate is eligible to sit the examination.

_____,
Signature and official stamp of the
Head of the Department.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

*(Delete inapplicable words)

**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE
"GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA"
EFFECTIVE AS FROM JANUARY 01, 1995**

(Issued every Friday)

1. All notices and Advertisements are published at the risk of the Advertisers.
2. All notices and Advertisements by Private Advertisers may be handed in or sent direct by post together with full payments to **the Government Printer, Government Press, Colombo 8.**
3. The office hours are from 8.30 a.m. to 4.15 p.m.
4. Cash transactions will be from 9.00 a.m. to 3.00 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements sent direct by post should be accompanied by Money order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements.
6. To avoid errors and delay "copy" should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale for charges for notices and Advertisements is as follows from January 01, 1995 :-**

	<i>Rs. c.</i>
One inch or less	51 0
Every addition inch or fraction thereof	51 0
One column or 1/2 page of <i>Gazette</i>	504 0
Two columns or one page of <i>Gazette</i>	1,008 0

All fractions of an inch will be charged for at the full inch rate.

11. The "**Gazette of the Democratic Socialist Republic of Sri Lanka**" is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.
12. All Notices and Advertisements should reach the **Government Printer, Government Press, Colombo 8**, as shown in schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.
13. * **REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 1995**

(Govt. Gazette Annual)

	<i>Local</i>	<i>Foreign</i>
	<i>Rs. c.</i>	<i>Rs. c.</i>
Whole of Part I (3 sections together)	1,612 0	2,098 0
Parts II to VI (Each Part)	572 0	745 0
Section I	520 0	1,007 0
Section II (Advertising, Vacancies, Tenders Examinations etc.)	624 0	1,009 0
Section III	468 0	907 0
Extraordinary Gazette	3,360 0	4,422 0

Subscription to the "Gazette of the Democratic Socialist Republic of Sri Lanka" are booked per periods of not less than 12 months so as to terminate at the end of a calendar year only.

*** Rates for Single Copies if available in stock**

	<i>Price</i>	<i>Postage (Local)</i>
	<i>Rs. c.</i>	<i>Rs. c.</i>
(A) Part I	31 0	5 0
Parts II to VI (Each Part)	11 0	5 0
(B) Section I	10 0	5 0
Section II	12 0	5 0
Section III	9 0	5 0

All remittances should be made in favour of the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05. who is responsible for booking subscriptions and for sale of single copies.

IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Press.

The Government Printer does not accept payments of subscription for the Government Gazette. Payments should be made direct to the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05.

Note.—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer and not by the Superintendent, Government Publications Bureau.

Schedule

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
2008						
JULY	04.07.2008	Friday	—	20.06.2008	Friday	12 noon
	11.07.2008	Friday	—	27.06.2008	Friday	12 noon
	18.07.2008	Friday	—	04.07.2008	Friday	12 noon
	25.07.2008	Friday	—	11.07.2008	Friday	12 noon
AUGUST	01.08.2008	Friday	—	18.07.2008	Friday	12 noon
	08.08.2008	Friday	—	25.07.2008	Friday	12 noon
	15.08.2008	Friday	—	01.08.2008	Friday	12 noon
	22.08.2008	Friday	—	08.08.2008	Friday	12 noon
	29.08.2008	Friday	—	15.08.2008	Friday	12 noon
SEPTEMBER	05.09.2008	Friday	—	22.08.2008	Friday	12 noon
	12.09.2008	Friday	—	29.08.2008	Friday	12 noon
	19.09.2008	Friday	—	05.09.2008	Friday	12 noon
	26.09.2008	Friday	—	12.09.2008	Friday	12 noon

LAKSHMAN GOONEWARDENA,
Government Printer.

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