

N.B.— Part II of the *Gazette* No. 1,631 of 04.12.2009 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,632 - 2009 දෙසැම්බර් 11 වැනි සිකුරාදා - 2009.12.11
No. 1,632 - FRIDAY, DECEMBER 11, 2009

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

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after three months from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 18th December, 2009 should reach Government Press on or before 12.00 noon on 04th December, 2009.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2009.

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

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars - Marriages, Births and Deaths

RATNAPURA DISTRICT

APPLICATIONS are invited for the posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

02. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

03. Both Male and Female can apply for these posts.

04. Applicants should be not less than 21 years and not more than 65 years of age.

05. Applicants should be married.

06. Details regarding educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

07. Application forms are obtainable from the offices of District Secretaries (Government Agents) and Land and District Registries. Applications should be sent by registered post to the address given in the Schedule on or before 11th January, 2010.

E. M. GUNASEKARA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbakaduwa Mawatha,
Baththaramulla.
11th November, 2009.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which applications are called</i>	<i>Address to which applications should be sent</i>
Ratnapura	Elapatha	Post of Registrar of marriages (Kandyan/ General) of Navadun Korale Division and Births and Deaths of Raddella Division	District Secretary/Additional Registrar General, District Secretariat, Ratnapura

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REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars - Births and Deaths

KALUTARA DISTRICT

APPLICATIONS are invited for the posts of Registrars of Births and Deaths in the Divisions set out in the Schedule hereto.

02. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

03. Both Male and Female can apply for these posts.

04. Applicants should be not less than 21 years and not more than 65 years of age.

05. Applicants should be married.

06. Details regarding educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

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E. M. GUNASEKARA,
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No. 234/A3, Denzil Kobbakaduwa Mawatha,
Baththaramulla.
12th November, 2009.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which applications are called</i>	<i>Address to which applications should be sent</i>
Kalutara	Beruwala	Post of Birth and Deaths Medical Registrar of Beruwala Town in Kalutara District	District Secretary/Additional Registrar General, District Secretariat, Kalutara

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AMENDMENT

Recruitment of Officers to the Posts of Interpreter (Sinhala/Tamil) and (Sinhala/English) in the Labour Tribunals

IT is hereby notified that the date indicated under the Section 08 of the application in the *Gazette* Notification published on 27.11.2009 in respect of recruitment of officers to the Posts of Interpreter (Sinhala/Tamil) and (Sinhala/English) in the Labour Tribunals, should be amended as "age as at 18.12.2009".

Secretary,
Ministry of Justice and Law Reforms.

Ministry of Justice and Law Reforms,
26th November, 2009.

12-380

Examinations, Results of Examinations & c.,

MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS

Registrar General's Department

COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF GRADE II REGISTRAR OF THE REGISTRAR SERVICE -- 2009

APPLICATIONS are invited by the Commissioner General of Examinations for the Competitive Examination for Recruitment to the Posts of Grade II Registrar of the Registrar Service in the Registrar General's Department.

02. *Examination.*- The Examination will be held in Colombo by the Commissioner General of examinations in March, 2010. The Public service Commission reserves the right to postpone or cancel the examination.

03. *Conditions of Service.*- Recruitments will be made to the posts of Registrar, Grade II on the general conditions governing appointments in the public service and on the following conditions.

- (i) These posts are permanent and pensionable. The selected candidates will be required to contribute to the W. & Orphan Children's Fund and must furnish security occasionally decided by the Registrar General. The appointments are subject to provisions of the Establishments code and Financial Regulations and orders of the Public Service Commission dated 20.02.2009.
- (ii) New entrants to the Public Service will be on probation for a period of 03 years.
- (iii) Officers already in the Public Service will be appointed in an acting capacity for a period of one year.
- (iv) All officers who are appointed to this post will have to pass the Efficiency Bar Examination within 3 years.
- (v) The service of new entrants appointed subject to a probation period will be terminated if they fail to pass the Efficiency Bar Examination within 03 years from the date of appointment.
- (vi) The period of service of Public Officers, appointed in an acting capacity will be extended by one year at the discretion of the Public Service Commission, if they fail to pass the said Efficiency Bar Test within three years from the date of appointment. If the officer fails to pass the Efficiency Bar Examination within the extended period he will be reverted to his former post.
- (vii) On confirmation in his appointment in the Registrar's Service, an officer selected from the Public Service will cease to be a member of the former service and will have no right of reversion to that service.

04. *Salary Scale.*- MN5 – 2006A Rs. 16,720 – 10 x 320 – 11 x 365 – 15 x 450 – Rs. 30,685. P.Ad. C. No. 6/2006(IV).

05. *Age limit.*- Applicants should not be less than 18 years and not more than 45 years of age on the closing date of application. The upper age limit will not apply to those already in the Public/Provincial Public Service.

06. *Educational/professional Qualifications.*- Applicants should have the following qualifications on 11.01.2010.

06.1 *External Candidates.*- Graduates who have obtained a Degree in Law from a recognized University or Attorneys-at-Law who have passed the final examination of the Law College and have completed all required qualifications to practice as a Lawyer.

06.2 *Internal Candidates :*

- I. (a) Officers of Grade III of Registrar's Service of the Registrar General's Department who have been confirmed in their posts :
- (b) Following officers of the Public Management Assistants' Service.
 - (i) Class I ; or
 - (ii) Officers of Class II of the Management Assistant's Service who have been confirmed in their appointment and have completed 08 years of service and are drawing, the third or a higher salary step than that ; or
 - (iii) Officers of the Management Assistant's Service who have obtained a degree from a recognized University and have been confirmed in their appointment and have completed not less than 03 years of service.
- (c) The officers in Grade III of the Registrar Service who have passed the Second Efficiency Bar Examination and have completed not less than 08 years of service in that class and 05 years of satisfactory service preceding the date of callings applications.

(ii) A candidate must sit for the examination at the Examination Hall assigned to him. Every applicant should observe the general rules and regulations that should be observed by the candidates for examinations.

(iii) The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit for the examination.

11. *Identity of the Candidate.*— A candidate will be required to prove his identity at the Examination Hall to the satisfaction of the Supervisor for each subject he offers. For this purpose any of the following documents will be accepted :

- (i) An Identity Card issued by the Department of Registration of Persons.
- (ii) A valid passport issued not more than three years prior to the date of examination.

12. *Furnishing False Information :*

(a) If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to or during or after the examination. If any of the particulars furnished by a Candidate, who is in the Public Service, is found to be false with his knowledge or if he has willfully suppressed any important fact, he will be liable to dismissal from the Public Service.

(b) The candidates will be subject to rules and regulations of the Commissioner General of Examinations with regard to conducting of the Examination. Candidates violating such rules and regulations will be liable to any punishment imposed there under by the Commissioner General of Examination.

13. Any matter not provided for in this notification will be dealt with as determined by the Public Service Commission :

14. *Scheme of Examination :*

I. *Medium :*

- (a) Language of Examination : Sinhala/Tamil/English.
- (b) Candidates should answer the question papers in one and the same language as indicated in the application.
- (c) Candidates are not allowed to change the language indicated in the application.

II. *Subject and syllabus :*

(a) A written examination with question papers on the following subjects :

<i>Subject</i>	<i>Time</i>	<i>Marks</i>
(i) Registration of Documents and Tittle Registration	1.30 hrs.	100
(ii) Registration of Marriages, Births and Deaths	1.30 hrs.	100
(iii) Office Management and Institutional affairs	1.00 hr.	100
(iv) Financial Management	1.00 hr.	100
(v) English	1.00 hr.	100

(b) *Syllabus :*

(1) *Registration of Documents :*

A question paper to test the candidate's knowledge of the following Ordinances and Acts.
Registration of Documents Ordinance
Notaries Ordinance
Prevention of frauds Ordinance
Stamp duty Act
Power of Attorney Ordinance
Regulations made under these Laws
Tittle Registration Act.

(2) *Registration of Marriages, Births and Deaths :*

A question paper to test the candidates knowledge on the following Ordinances and Acts.
Registration of Marriages (General) Ordinance
Kandyan Marriage and Divorce Act
Births and Deaths Registration Act
Muslim Marriage and Divorce Act
Regulations made under these laws.

(3) *Office Management and Institutional affairs :*

A question paper designed to test the candidates knowledge in the following subject.

- (i) The nature of Public administration.
- (ii) *Organizational structures :*
 - Principles of good organization ;
 - Division of work and allocation of task ;
 - Co-ordination of work ;
 - Nature of Supervision ; Span of Control ;
 - Line and Staff relationship ;
 - Hierarchy of Authority ; Delegation of Authority.
- (iii) *Administrative Process and Decision making :*
 - Rational decision making ;
 - Exercise of discretion ;
 - Reality and Evaluation judgment.
- (iv) *Communication :*
 - Flow of information with the organization ;
 - Importance of information for decision making ;
 - Function of communications within the organization ;
 - Public relations, Press relations, Relations with members of Parliament and Provincial Councils.
- (v) *Office Systems :*
 - Office procedure ; Principles of office systems ; standing orders ; organization charts ; work charts ;
 - Written specification and Schedules of procedure for clerical work ; Work study ; Method study ;
 - Measurement of work ; Measurement of efficiency.
- (vi) *Records and Filing :*
 - Essentials of a good filing system ; Methods of filing and indexing ; systems of classification ;
 - Centralized filing ; filling equipment ; Storage of records ; Disposal of valueless documents.
- (vii) *Form control and form design :*
 - Purposes of form control and form design - Style, Layout and quality of contents, Form, Size, Quantity and colour ; Economy in the use of forms.
- (viii) *Inward and outward mail :*
 - Procedures for handling mail, urgent letters, Confidential letters, Remittance through the post.
- (ix) *Correspondence :*
 - Control of correspondence, Techniques of correspondence, Form letters, Reports, Parliamentary questions, Inter-departmental Correspondence, Correspondence with Members of parliament.
- (x) *Control of works :*
 - Staff inspections, Reporting systems, Statistical measurement of work performance.
- (xi) *Control of use of office equipment :*
 - Maintenance and upkeep of photocopying machines and type-writers, Adding and calculating machines, Time Recording Machines, Telephones etc.
- (xii) *Office layout and environment :*
 - Maintenance of office premises, office layout and office furniture and office equipment (Control Procedures for cleanliness) of Security, Lighting Ventilation and safety precaution in office.
- (xiii) *Functions of the Public Service Commission and the Ministry of Public Administration :*
 - Recruitment to the Public Service, Schemes of recruitment, Minutes on various services, Conditions of service, Probation, Confirmation, Increments, Promotions, Retirements, Resignations.
- (xiv) Job analysis and job Evaluation.
- (xv) Salary scales Allowances and the remuneration of works and the office personnel.
- (xvi) Rewarding, Position and Grading Classification, Merit rating, Incentive schemes and suggestions schemes.
- (xvii) Selection and Interviewing of personnel, Aptitude tests, Interviewing techniques.
- (xviii) Personal Records - History sheets, Appointments and transfers of personnel.
- (xix) Staff welfare services, Pensions and gratuities.
- (xx) Working hours for different categories of Public employees.
- (xxi) Leave in the Public Service including special types of leave-Accident leave, T. B. leave etc.
- (xxii) Overtime.
- (xxiii) Loans and advances available to public employees.
- (xxiv) Security provided by Public Officers.
- (xxv) Role of Trade Unions.
- (xxvi) Grievances procedure in the Public services.

(4) *Financial Management* :

A question paper designed to test the candidate's knowledge in the following subjects.

- (i) Annual Estimates :
The annual estimates and the budgetary procedures, Supplementary estimates procedure under FR 71, Control of expenditure, authorization of expenditure and payment.
- (ii) Contracts and procurement :
Regulations pertaining to contracts and procurement methods.
- (iii) Supplies and Services :
Purchase of supplies (goods) and Services, Procedure of requisitioning and ordering, Settlement of supplies bills.
- (iv) Control of Stores
Systems of estimating supplies
Inventorying
Inspecting, Storage
Issuing and recording of Stores
- (v) The role of the Public Accounts Committee, General Treasury, Auditor-General and the Registrar General.
- (vi) The votes ledgers, Monthly Summaries of expenditure, Imprests.

(5) *English* :

A question paper designed to test the candidates ability to -

- (i) read and understand legislative enactments that are published in Sri Lanka in the English Language.
- (ii) exchange ideas in the English Language.

The candidates who have obtained the highest marks will be called for the interview in the descending order. The purpose of this interview will be only to scrutinize the educational and other service certificates. No marks will be given at this interview. Those candidates whose certificates and proved to be genuine and who have obtained the highest marks at the written examination will be recruited to these posts.

Secretary,
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,
Colombo 07,
.....2009.

Specimen Application Form

MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS

REGISTRAR GENERAL'S DEPARTMENT

COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF GRADE II REGISTRAR OF THE REGISTRAR SERVICE

(Candidates are not allowed to change the medium of examination indicated in the application)

For official use only

Medium :

- | | | | | |
|---------|---|---|----------------------|---|
| Sinhala | - | 2 | | |
| Tamil | - | 3 | <input type="text"/> | (Write the relevant letter in the cage) |
| English | - | 4 | | |

1. (i) Last name with initials (in English Block Capitals) :_____.

Ex : Mr./Mrs./Miss. SILVA A.B.

(ii) Names denoted by initials (in English Block Capitals) :_____.

National Identity Card No. :

2. Full Address :

- (i) Permanent (in English Block Capitals) :_____.
- (ii) Official (in English Block Capitals) :_____.
- (Candidates who are in Public Service/Provincial Public Services must write their official addresses. Any change in address should be informed immediately.)
- (iii) Address to which admission card should be sent (in English Block Capitals) :_____.

3. (i) Date of Birth :

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

(ii) Age as at 11.01.2010 :

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

(Candidates who are not in the Public Service must attach a certified copy of their birth certificate).

4. Sex : Female - 1 (Write the relevant Number in the cage)
 Male - 0

5. Civil Status : Single - 1 (Write the relevant Number in the cage)
 Married - 2

6. Candidates who are not public officers must provide the following information :

- (i) Qualifications obtained to be eligible to sit this examination under 6:iii (Please attach a true copy of the educational certificate that qualifies you to sit this examination) :_____.
- (ii) The institutions from which those qualifications were obtained :_____.

7. The following information must be provided by those candidates who are public officers :

- (a) (i) The qualifications acquired to sit this examination under Section 6:2:(i), (ii) and (iii).
- (ii) Particulars of institutions from which such Qualifications were acquired :

Name of Department	Position held	From	To	Duration

- A (i) Service/post :_____.
- (Note : State the post fully and clearly as (G.C.S. Grade I)
- (ii) Consolidated salary as at 11.01.2010 :_____.
- (iii) Total period of service under Government as at 11.01.2010 :_____.

8. Carefully paste a part of the cash receipt in a way that it cannot be removed.

For pasting the receipt

9. Certificate of the Candidate :

I certify that to the best of my knowledge and belief all the information given in this form are true and I have affixed cash receipt No.dated being the payment of the examination fee.

I also agree to be bound by the rules governing examinations and any decision that may be taken to cancel my candidature before after the examination, if I am found to be ineligible for this examination and to dismissal from my post without compensation if it is revealed after the appointment. I further declare that I am subject to abide by the rules and regulations imposed by the Commissioner General of examination in relation to conduct of the examination.

_____,
Signature of the Candidate.

Date :_____.

ATTESTATION

I do hereby certify that Mr./Mrs./Miss who is an officer of my office/and is personally known to me signed before me on 200.....

_____,
Signature of Attesting Officer.

Name :_____.
Designation :_____.
Address :_____.

In case of Government servants, the signature can be attested by the Head of Department of the relevant Staff Officer. In case of external candidates signature can be attested by any one of the following :

A principal of an approved school, a retired Principal of such school, Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, an officer of the public or Local Government Service drawing an annual consolidated salary of Rs. 240,300 or over a Notary Public, a Chief priest, Priest in charge of a religious institution.

CERTIFICATE OF THE HEAD OF DEPARTMENT

I certify that Mr./Mrs. is employed in this Department and that his/her work attendance and conduct are satisfactory. He/She fulfils the requirement stated in the relevant notification calling for applications for this examination. No penalty whatsoever has been imposed on him/her other than a warning. He/She can/cannot be released from service, if selected.

_____,
Signature of Head of the Department.

Date :_____.
Name and Designation :_____.
Address :_____.
Telephone No. :_____.
Official Stamp :_____.