

N. B.— The Catalogue of books printed quarterly in April-June, 2006 has been published in Part V of this *Gazette*.

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

අංක 1,613 - 2009 ජූලි 31 වැනි සිකුරාදා - 2009.07.31  
No. 1,613 - FRIDAY, JULY 31, 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 07th August, 2009 should reach Government Press on or before 12.00 noon on 24th July, 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 form 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

### MINISTRY OF LAND AND LAND DEVELOPMENT

#### Land Commissioner General Department

#### RECRUITMENT OF THE POST OF DATA ENTRY OPERATER

APPLICATIONS are called for the recruitment to the Post of Data Entry Operater. Date of closing application is 14th of August, 2009.

#### 02. Eligibility : Every Applicant :

- 2.1 Should be a citizen of Sri Lanka ;
- 2.2 Should be of a good character and in sound health ;
- 2.3 Should not be less than 18 years and not more than 45 years on the date of closing applications. (This upper age limit does not apply for those who are already in the Government Service/Provincial GOvernment Service.).

#### 03. Educational Qualifications :

- (a) Should have passed 06 subjects with 05 credit passes including one subject among the subjects such as Sinhala/ Tamil Language or literature, Mathematics, English Language and Chemistry/Biology/Physics in not more than two sittings at the General Certificate of Education (Ordinary Level) Examination (Should have passed 05 subjects at once) ; or
- (b) Should have passed 06 subjects with 05 credit passes including the subjects such as Mathematics, Sinhala/Tamil Language and English Language in not more than two sittings at the General Certificate of Education (Ordinary Level) Examination (Should have passed 05 subjects at once) ; or
- (c) Should have passed 06 subjects with 05A or B passes including the subjects such as First Language, Mathematics, Science and English Language in not more than two sittings at the National Certificate of Education (Ordinary Level) Examination (Should have passed 05 subjects at once).

#### 04. Professional and other Qualifications :

- (a) Should have completed a Diploma Course on Computer in a recognized institute for a period not less than 06 months. This course should comprise currently used Word Processing, Spread Sheets, Data Base and Operating System with ;
- (b) A period of 06 months as a Data Entry operator in a recognized institute.

05. *Salary Scale.* – Rs. 13,120 - 10 x 145 – 11 x 170 - 10 x 240 - 10 x 320 - Rs. 22,040. Before get the fourth and seventh steps the first and second Efficiency Bar Examinations should be respectively passed after being appointed to this post.

*First Efficiency Bar.* – Should have passed an examination, based on the establishment Code and Financial Regulations. The relevant syllabus and examination procedure will be shown in the Annexure I.

*Second Efficiency Bar.* – Should have followed a Diploma course on Computer Science for a minimum period not less than 06 months. Even a part time course will be enough. Should have informed the Name of the Institute, intended to follow the Diploma Course, to the Head of the Department and obtained his approval for following the Diploma course in the said institute.

06. *Method of Recruitment.* – Selections will be made by calling applications through the *Government Gazette* and subject to a Professional Test and structural interview as per Public Administration Circular No. 15/90. Only Twenty five candidates, who will score higher marks on a marking scheme, will be summoned for the Professional Test. Those who will obtain minimum 50 marks at the Professional Test, will be call for the interview. And those who will obtain the highest marks out of the Professional Test and Structural Interview will be selected. If the relevant department is not capable of holding such Professional Test, the assistance for that purpose, will be sought from the National Management Institute or Computer Technology Board. The theoretical and practical knowledge about the facts, mentioned in the paragraph 4, will be evaluated at the Professional Test.

The Structural Interview panel should consist of minimum 03 staff officers. The manner of giving marks at the Structural Interview is mentioned below :

If a course, for a period more than 06 months has been completed, the maximum	15
marks or 06 months by 02 marks	
Having experienced for a period more than 06 months as a Data Entry Operator in a recognized Institute, the maximum marks for 06 months by 02 marks	20
The Interview	<u>15</u>
	<u>50</u>

07. *Term of Engagement.* – The post is permanent and pensionable. Further, you shall contribute to the Widows' and Orphans' Pension Fund/Widowers' and Orphans' Pension Fund. You shall pay contributions to this fund as declared by the government from time to time.

08. *Condition of Service.* – Provisions of section from 10 to 12 in the Chapter II of the Establishment Code will apply to this appointment as the case may be.

09. *Method of Application.* - Applications, prepared on both sides of paper, sized 8 1/2 x 13 1/2 as per specimen appearing at the end of this notification, should be sent by registered post so as to reach the land Commissioner General, Land Commissioner General Department, No. 07, Hector Kobbekaduwa Avenue, Colombo 07 on or before 21st of August, 2009. Applications of those who are already the government service/Provincial government service, should be sent through the respective heads of the department. The top left hand corner of the envelope, enclosing the application should be marked as Post of Data Entry Operator.

This signature should be attested by placing signature and official frank of a Justice of Peace, Commissioner for oaths, Lawyer, Notary Public, Principal of a government school, officer holding government post, incumbent There of Buddhist temple, leader of the other religion or any other person holding a responsible post.

Receipt of application will not be acknowledged. Applications, received after the closing date, those not confirmed to the requirements and those not duly perfected will be rejected. Complaints to the effects that application has been lost in post will not be entertained and the applicants are requested to post their applications well in time to avoid delay in post.

*Note.* - The vacancies exist in the Head Office of the Land Commissioner General Department, situated at Colombo. No travelling expenses or other expenses will be paid to the candidates who are summons for the examinations and the interviews. As per instruction of Public Service Commission, the Land Commissioner General reserved the authority of taking decision of any matter, not covered by this notification.

S. D. A. B. BORALASSE,  
Land Commissioner General.

Land Commissioner General Department,  
No. 07, Hector Kobbekaduwa Avenue,  
Colombo 07.

**SPECIMEN APPLICATION FORM**

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR OF THE LAND  
COMMISSIONER GENERAL DEPARTMENT (01 POST)

(For official use only)

01. 1.1 Name with initials : \_\_\_\_\_.  
(i) Sinhala/Tamil : \_\_\_\_\_.  
(ii) English (in Block Letters) : \_\_\_\_\_.
- 1.2 Full name with names denoted by the initials (in legible hand writing) :  
(i) Sinhala/Tamil : \_\_\_\_\_.  
(ii) English : \_\_\_\_\_.
02. Private Address : \_\_\_\_\_.  
Division Secretary's Division : \_\_\_\_\_.  
District : \_\_\_\_\_.

03. Official Address (if any post is held) : \_\_\_\_\_.
04. Date of Birth :  
Age as on 14th of August : \_\_\_\_\_.  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
05. National Identity Card No. : \_\_\_\_\_.
06. Gender (Put x in the relevant box) :  
Female  Male
07. Civil Status : \_\_\_\_\_.
08. Ethnicity : \_\_\_\_\_.
09. Citizenship :  
By descent : \_\_\_\_\_.  
By registration : \_\_\_\_\_.
10. Educational Qualifications : \_\_\_\_\_.  
(i) General Certification of Education (Ordinary Level) Examination/National Certificate of Education (Ordinary Level) Examination :  
Index No. : \_\_\_\_\_, Year : \_\_\_\_\_.  
Medium : \_\_\_\_\_.

<i>Subject</i>	<i>Grade</i>

- (ii) General Certification of Education (Advance Level) Examination :  
Index No. : \_\_\_\_\_, Year : \_\_\_\_\_.  
Medium : \_\_\_\_\_.

<i>Subject</i>	<i>Grade</i>

11. Details of the Professional and other Qualifications :

<i>Course followed</i>	<i>Institution</i>	<i>Subject</i>	<i>Result of the Final Examination</i>

12. Details of the Experience : \_\_\_\_\_.
13. If employed, details of the present post : \_\_\_\_\_.  
(i) Designation and Grade/Class : \_\_\_\_\_.  
(ii) Date of Appointment : \_\_\_\_\_.  
(iii) Institute : \_\_\_\_\_.  
(iv) Whether pensionable : \_\_\_\_\_.  
(v) Present annual consolidated salary scale and present pay particulars : \_\_\_\_\_.

14. Have you been convicted of any criminal offence in the court of law ? If so, give details :\_\_\_\_\_.

FIRST EFFICIENCY BAR EXAMINATION FOR THE  
POST OF DATA ENTRY OPERATOR SYLLABUS

I declare that the particulars furnished in this application are true and correct to the beat of my knowledge. I further declare that I have not been dismissed from the Government service or deemed to have vacated post. I do agree to bear up the loss to be caused by leaving some parts herein incomplete or falsely completing. I declare that every part here in is duly perfected. I am aware that if any particular, furnished by me, are found to be false or incorrect, I am liable to disqualification before selection and to dismissal without any compensation if this inaccuracy is detected after appointment.

01. This examination will be conducted by the Land Commissioner General depending on the requirement of the Department, the time to held the examination will be decided.

02. The Question paper is 1 hour paper which contains 50 Multiple choice questions :  
1. Establishment code (Establishment code - 1985) (30 questions)  
2. Financial regulations (20 questions)

02 marks will be given to each correct and pass mark is 40 marks.

\_\_\_\_\_,  
Signature of Applicant.

Syllabus :

Date :\_\_\_\_\_.  
Name of attester :\_\_\_\_\_.  
Designation :\_\_\_\_\_.  
Address :\_\_\_\_\_.  
(Plase of offiical frank)

- (1) Establishment code (Establishment code – 1985)
  - 1. Recruitment procedure and appointments (Chapter II)
  - 2. Grant of monthly pay, temporary status, permanent status and pension ability (Chapter IV)
  - 3. Release (Chapter V)
  - 4. Salaries (Chapter VII)
  - 5. Overtime pay, etc., (Chapter VIII)
  - 6. Leave (Chapter XII)
  - 7. Salary loans and advances (Chapter XXIV)
  - 8. General conduct and discipline (Chapter XLVII in the Volume II).

*IN THE CASE OF GOVERNMENT SURVANT/PROVINCIAL GOVERNMENT SERVANT CERTIFICATE OF THE HEAD OF THE DEPARTMENT*

I am forwarding the application of Mr./Mrs. .... He/She is Permanently/Temporarily/Casually employed in this Ministry/ Department and in the event of his/her selection for appointment to this post he/she can/cannot be released from the service.

(2) Financial Regulations :

\_\_\_\_\_,  
Head of Department or officer authorized to sing for him.

- 1. Accounting officers (Chapter III).
- 2. Receipt of Public Money (Chapter XI).
- 3. Security of Public Money (Chapter VII).
- 4. Principle books and documents of the Government Department (Part II of the Chapter VII).
- 5. Procurement procedure and Principles.

Date :\_\_\_\_\_.  
Designation :\_\_\_\_\_.  
Ministry/Department :\_\_\_\_\_.

07-920

**REGISTRAR GENERAL'S DEPARTMENT**

**Post of Registrars - Marriages, Births and Deaths**

COLOMBO 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 01st September, 2009.

E. M. GUNASEKARA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbakaduwa Mawatha,  
Baththaramulla.  
30th June, 2009.

SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which applications were called</i>	<i>Address to which applications should be sent</i>
01 Colombo	Colombo	Post of Medical Registrar of Births and Deaths in Aluthkade Division	District Secretary/ Additional Registrar General District Secretariat Colombo 12.
02. Colombo	Colombo	Post of Medical Registrar of Births and Deaths in New Basar Division	District Secretary/Additional Registrar General District Secretariat Colombo 12.
03. Colombo	Colombo	Post of Medical Registrar of Births and Deaths in Maradana Division	District Secretary/Additional Registrar General District Secretariat Colombo 12.
04. Colombo	Colombo	Post of Medical Registrar of Births and Deaths in Modara Division	District Secretary/Additional Registrar General District Secretariat Colombo 12.
05. Colombo	Colombo	Post of Medical Registrar of Births and Deaths in Kotahena Division	District Secretary/ Additional Registrar General District Secretariat Colombo 12.

07-755

## Examinations, Results of Examinations & c.

### MINISTRY OF EDUCATION

#### Efficiency Bar Examination for Officers in Class 2 Grade II of Sri Lanka Teacher Educator's Service - 2009

THE Efficiency Bar Examination for Officers in Grade 2-II of Sri Lanka Teacher Educators' Service will be held in Colombo in November 2009.

The syllabus of this examination and other provisions have been published in the *Gazette* Extra Ordinary of the Democratic Socialist Republic of Sri Lanka bearing No. 1070/13-1999 dated 11th March, 1999. This syllabus and other provisions are indicated below for the convenience of the applicants.

An officer may appear for this Efficiency Bar examination for the prescribed subjects in one instance or in different instances.

*Syllabus :—*

<i>Subject No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Time</i>
(01)	General Management and Establishment Work Regulation in the Establishment Code with special reference for Chapters i, ii, iii, iv, v, vii, viii, ix, xii, xiii, xiv, xxiv, xxviii, xxx and xxxi	100	1 1/2 hours
(02)	Financial Regulations With special reference for Chapters i, ii, v, viii, xii and xiv in Part I of the Government Financial Regulations	100	1 1/2 hours
(03)	Education Law Candidates' knowledge expected relating to the following Ordinances and Acts of Parliament	100	2 hours

- (i) Education Act, No. 31 of 1939 and regulations imposed thereunder
- (ii) Assisted Schools and Training Colleges (Special Provisions) Act No. 5 of 1960
- (iii) Assisted Schools and Training Colleges (Supplementary Provisions) Act, No. 8 of 1961
- (iv) Public Examinations Act, No. 25 of 1968 amended by Public Examinations (Amendment) Act, No. 15 of 1976
- (v) Assisted Schools (Special Provisions) Act, No. 65 of 1981
- (vi) National Institute of Education Act, No. 28 of 1985
- (vii) Colleges of Education Act, No. 30 of 1986
- (viii) National Education Commission Act No. 19 of 1991
- (ix) National Authority on Teacher Education Act, No. 32 of 1997
- (x) Constitution of Sri Lanka with special reference for the 13th Amendment and Chapter 3 on Fundamental Rights.
- (xi) Enactments made by Provincial Councils relating to Education.

*P.S.*- Applicants should obtain at least 40% marks for each subject for passing the Efficiency Bar Examination.

03. Language medium of the examination:—

- (i) Applicants may answer the papers in Official Language or in the National Language.
- (ii) Applicants may answer the papers in the language medium of the competitive examination they appeared for joining the Public Service. Regarding those who joined Public Service without appearing for a Competitive Examination they may answer the papers in the language medium of the examination they were qualified to join the Public Service.

04. If it is revealed that any candidate had appeared for the examination in a medium he/she is not entitled to answer his/her candidature will be cancelled.

05. Application should be prepared in conformity to the following specimen form. Applications should be prepared by including all items in the first page and the relevant information should be filled in applicant's own handwriting. Applications which do not conform with the Specimen Application and those with incomplete information will be rejected without any intimation. It will be useful to keep a photocopy of the application with the applicant and the applicant should verify whether the completed application is in conformity with the specimen form given in the examination notification as otherwise the application is liable to be rejected. In preparing the application the name of the examination mentioned at the top of the application should be indicated in English in addition to Sinhala in the Sinhala applications and in English in addition to Tamil in the Tamil applications.

06. This examination is conducted by the Commissioner General of Examinations and Applicants are bound to abide by the rules and regulations imposed by him for conducting this examination.

07. Applications should be sent under registered post addressed to Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, Pelawatta, Battaramulla to be reached on or before 28.08.2009. Any applications received after this date will be rejected. The words "Efficiency Bar Examination - Sri Lanka Teacher Educators' Service 2-II" should be written on the top left hand corner of the envelope enclosing the application.



08. Immediately after the issue of admission cards to the applicants the Commissioner General of Examinations will public a news paper notice to that effect. In the event of any applicant not receiving his admission card even after 2 or 3 days of the publication of the above notice he should promptly notify to that effect to the Department of Examinations as indicated in the notification. It will be more useful if you may forward your request to the Department of Examinations along with a certified copy of the application and the receipt for payment of fees kept with you and a fax number to send the admission cards when it is outside Colombo.

09. Complaints made later by applicants who fail to fulfill the requirements indicated at para. 8 above will not be considered.

10. Applicants should submit their admission card with the signature attested to the Supervisor of the Examination hall on the date of the examination;

11. It is responsibility of the applicants to submit evidence to prove their identity at the Examination hall and for this purpose any one of the following documents will be valid.

I. National Identity Card issued by the Commissioner of the Department of Registration of Persons,

II. A valid Passport.

12. The issue of an admission card to an applicant should not be treated as an acceptance that he/she has fulfilled the qualification to appear for the examination.

13. It has been decided to charge examination charges from the applicants who appear for this examination on the following basis.

(a) No fees will be charged from Applicants appearing for the first time for the whole examination or for part of the examination.

(b) Fee for the whole examination                      Rs. 150.00  
Fee for one subject    Rs. 50.00

Applicants should pay the examination fee by revenue stamps by duly canceling them after placing their signature on stamps.

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

Ministry of Education,  
Isurupaya,  
Battaramulla,  
09th July, 2009.

#### APPLICATION

##### EFFICIENCY BAR EXAMINATION IN CLASS 2 GRADE II OF SRI LANKA TEACHER EDUCATORS' SERVICE - 2009

Applications should be sent under registered post addressed to Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, Pelawatta, Battaramulla through the Head of the Institute.

(Name of the examination should be indicated on the top left hand corner of envelope)

Language medium appearing for the examination

Sinhala - 2

Tamil - 3

English - 4

(Relevant Number to be written in the cage)

01. (a) Name with initials at end : \_\_\_\_\_,  
(In English capital letters) Ex. :- Mr./Mrs./Miss.  
SILVA, A. B.

(b) Names denoted by initials : \_\_\_\_\_,  
(In English capital letters)

02. Date of birth : \_\_\_\_\_.

Year   Month  Date

03. (i) Designation : \_\_\_\_\_,  
(ii) Name and address of NCOE/TC serving (Admission Card will be sent to this address) : \_\_\_\_\_,

04. Private address (In English capital letters) : \_\_\_\_\_,

05. Please indicate clearly the subject number and subjects appearing as indicated under -

(a) in Para 3 of the Notice :

<i>Subject No.</i>	<i>Subject</i>

06. Whether you have appeared for this examination earlier completely or partly and if so indicate the subjects, year appeared and the medium :

<i>Subject</i>	<i>Year</i>	<i>Medium</i>	<i>Index No.</i>

07. Examination fees paid :

Stamps to be affixed here

(Prescribed stamps to be affixed and cancelled by placing applicant's signature)

08. I hereby declare that the above details are true and correct and that I am entitled to sit for this examination in the language medium indicated in Para. 03 of the *Gazette* Notification. I will abide by the rules and regulations imposed by Commissioner General Examinations relating to conducting this examination.

\_\_\_\_\_,  
Signature of applicant.

Date: \_\_\_\_\_

*COMMISSIONER GENERAL OF EXAMINATIONS*

Forwarded,

I certify that this applicant is eligible to sit this examination and he/she is qualified to appear in the language medium indicated under Para. 03 of *Gazette* Notification 02. I also certify that the applicant has duly cancelled the stamp/stamps.

\_\_\_\_\_,  
Signature of President NCOE/  
Manager T.C./Designation.

Date : \_\_\_\_\_

**SPECIAL OPEN/LIMITED COMPETITIVE EXAMINATION FOR THE RECRUITMENT OF  
TAMIL MEDIUM LABOUR OFFICERS TO THE LABOUR DEPARTMENT - 2008**

A competitive examination will be conducted by the Commissioner General of Examination on November, 2009, at Colombo only in Tamil Medium, in order to recruit Tamil Medium Labour Officers to the Department of Labour.

2. *Salary Scale.* - The salary segment of the Public Administration Circular No. 06/2006(IV) entitled to the class I and class II of the Labour officer service. MN 05-2006-A Rs. 16,720 - 10 x 320 - 11 x 365- 15 x 450- Rs. 30,685 (monthly).

(In accordance with the public administration Circular No. 20/2001 First Efficiency bar examination should be pass within 3 years from the appointment date or before the 4th salary step and Second Efficiency bar within 6 years from the appointment date or before the 7th salary step.)

*Note.* - Applicants are recruited to the class II, Officers who have passed the 1st and 2nd Efficiency bar Examinations, completed the Language Proficiency (Sinhala) Oral Test and confirmed in the service and have 10 years satisfactory service, earned 5 subsequent increments as at the date of promotion and no penalty imposed against him are promoted to the class I.

3. *Educational and Other qualifications.* - The applicants :

- (i) Should be physically sound and of good moral character ;
- (ii) Should be a citizen of Sri Lanka ;
- (iii) The examination will be conducted in Tamil medium only. Nationality or race of the applicant will not be considered ;
- (iv) Eligibilities for Open Examination.

The applicants should satisfy the following qualification as at the closing date.

- (a) Degree of a recognized university ; or
- (b) Professional qualifications which authorize him to practice as an attorney at law.

(v) Eligibilities for Limited Examination :

- (a) An officer who has 10 year permanent and pensionable service in Management Assistant Service or Clerical and parallel services in the Public Service or Provincial Public Service and confirmed in the service on or before the closing date of this notice ; or
- (b) An officer who has obtained a degree from a recognized university and 5 year permanent and pensionable service in Management Assistant Service or Clerical and parallel services in the Public Service or provincial public service and confirmed in the service on or before the closing date of this notice.

Note : (i) If the applicant has not gained satisfactory service report within the succeeding 5 years up to 31.08.2009 is not be considered for the appointment although he has appeared for the examination. An applicant is considered as he has a satisfactory service.

(a) If he has earned all the salary increments during the 5 years preceding the closing date for accomplishing qualifications ; and

(b) If he has not punished for any offence caused by him during this period (except advices).

(ii) Services and classes which satisfy the eligibilities in above (V) (a) (b) and qualified for the Limited examination are included in the Schedule 1.

(vi) Not less than 18 years and not more than 45 years of age as at the closing date of receiving application. (This age limit will not be applicable to the persons already in Public or Provincial public service.)

(vii) In case, any applicant who is qualified to appear for limited examination is acquired qualifications required to appear for open examination too, he/she can apply for the examination through one application including the accurate information.

4. *Method of recruitment :*

- (a) Each 10 of the 20 approved posts will be filled from the applicants who satisfy the qualifications in subsection IV and V of the Section 3 above, in pursue of the results of a written examination conducted by the Commissioner General of examination and an Interview conducted by the Commissioner General of Labour to scrutinize the qualifications and certificates.
- (b) Priority list will be prepared considering the applicants who take 40 or more marks for the respective question paper of the competitive examination.

5. *Conditions of Service :*

- (A) This post is permanent and pensionable. Contributions will be made to the widows and Orphans Fund. The appointment will be given on three years probation period. In the event, any person, who has been already holding a permanent and pensionable post in state service is selected, he/she will be appointed subjecting to one year acting period.
- (B) The selected applicants are bound to work in the Labour Offices in North and East provinces and Labour Offices indicated below, at least 10 years from the appointment date. Transfers will not be granted to the exclusive offices. Nuwara Eliya, Hatton, Badulla, Haputhale, Gampola, Nawalapitiya, Kandy North, Kandy South, Mathugama, Mathale, Kegalle, Avissawella, Rathnapura, Pelmadulla.
- (C) The officers should pass the 1st Efficiency Bar Examination, below mentioned, during the probation period :
- (i) Test in Labour laws I and II ;  
(ii) Test in Establishment code (Part I and II), Financial Regulations, Office System ;  
(iii) Sinhala Oral Test - (this examination is conducted by the Commissioner General of Examination).
- (D) In accordance with the public administration Circular No. 07/2007 and 07/2007(I), selected applicants should be skilled in Sinhala Language within 5 year from their recruitment. If failed to acquire this language proficiency during the succeeding 5 years from the appointment date salary increments will be deferred until he/she qualified.
- (E) To see the other conditions of service, please see the General conditions applicable for the posts in public service, published in the beginning of the Para. II(a) of the Part I of this *Gazette*.

06. *Examination procedure.* - Competitive examination for both open/limited candidates :

Aptitude Test (1 Hour - 100 Marks)

A paper prepared to test the linguistic and numeric ability, logical strength and decision making of the applicant, (50 objective type questions included.)

07. *Submitting Applications :*

- (i) While preparing the application, caption 01 to 04 should be indicated in the first page. 05 to 10 should be indicated in 2nd page and the rest should be included to 3/4 pages. Then the relevant information should be inserted in own hand writing. Applications which are compatible with the specimen application and the applications which indicate imperfect information will be rejected with no acknowledgement. It is useful if the applicant could keep a photocopy of the application with him/her. Further he/she should ascertain the application's compatibility with the specimen application. Otherwise the application is rejected. While preparing the applications in Tamil medium name of the Examination mentioned in the Heading should be indicated in English Language in addition to the Tamil Language.
- (ii) The applications should be sent under registered cover to reach "Commissioner General of Examinations, Pelawatta, Battaramulla, on or before 12.00 p. m. 31.08.2009. Applications received after due date will not be entertained. The department will not take the responsibility of the applications delayed or lost in the post. Requests to sit for this examination in any other language except Tamil language will not be considered.
- (iii) The words "Competitive examination for recruitment of Tamil medium labour officers - 2008" should be clearly mentioned on the top left corner of the envelope containing the application.
- (iv) The fees for examination is Rs. 300. This fee should be paid at any District secretariat or Divisional Secretariat before the closing date for applications with the instruction that is should be credited to revenue head 4000-20-03-20-13 of

Commissioner General of Examinations. The receipt obtained from the District Secretariat or Divisional Secretariat should be affixed at the respective place of the application. It is useful if you could keep a photocopy of the receipt of payment and the application for subsequent inquiries.

- (v) Fees paid for this examination will not be refunded for any reason whatsoever apart from the cancellation of the examination. Further this fee cannot be transferable for any other examination.
- (vi) Applicants who are already in Public Service should forward their applications through their Heads of the Department. The attestation of the Head of the Department indicated at the end of the application should be accomplished compulsorily.
- (vii) The candidates should refer this *Gazette* notification carefully before they complete their applications. Any application which is not completed in every respect is liable to be rejected.
- (viii) Applications should not be delivered to any personal address. The Department of Examinations of Sri Lanka will publish a News paper notice immediately after issuing the admission forms to the applicants. If the admission cards are not received even after 02 or 03 days of publishing this Notice, you should inform the Department of Examination as instructed by the same. It would be effective if you could provide certified copies of the application and the receipt of payments, the receipt of registration and a letter which indicates a Fax Number in order to send the admission card in case you have dispatched your application form from an outer area from Colombo keeping a copy with you when notifying the Department of Examinations.
- (ix) The signature of the application should be attested by any of the authorized officer mentioned below. A Justice of peace, a commissioner of Oaths, an Attorney-at-Law, Notary public, a principal of a Government school or Director managed school, an officer holding *Gazette* post in police service, a Staff grade Officer, a High Priest of a Buddhist Temple, a chief incumbent, a member of the Clergy of any other Religion holding a respectable post.
- (x) The candidates will not be refunded travelling or any other expenses, which they spend for sitting this examination.

08. *Admission to the examination :*

- (i) The Commissioner General of Examination will issue an admission card to all the candidates whose application has been received by him. A candidate presenting himself for the examination must produce his admission card in which his/her signature attested therein to the supervisor of the examination centre on the date of examination. A candidate, who fails to produce his admission card, will not be permitted to sit for the examination.
- (ii) A candidate must sit for the examination at the examination hall assigned to him and will not be allowed to sit for this examination at any other examination center.
- (iii) Entry for this examination is not considered as an acceptance of his/her qualifications. A set of rules to be followed by all candidates is published in this *Gazette*. All the candidates are bound to follow these rules. Candidates are abided by the conditions pertaining to the examination established by the Commissioner General of Examinations. Any applicant who contravene these conditions he/she will be subjected to any punishment imposed by Commissioner General of Examination.

09. *Identification of the Candidate.*— A candidate should prove his identity at the examination hall to the satisfaction of the supervisor on the day of examination. For this purpose one of the following documents will be accepted.

- (a) The National Identity card issued by the Department of registration of persons ;
- (b) A passport valid as at the date of examination.

*Note.*— any candidate who fails to produce any of the above documents will not be allowed to sit for the examination. Therefore the candidates are instructed hereby to get prepare the necessary documents early.

10. *Documents of Eligibility :*

- (i) The candidate should complete all the required information in the application. Any application, which does not meet with the requirements in this notification, will be rejected.
- (ii) The applicants who are called for the final interview should prove their qualifications through documents. Otherwise these documents should be posted to me under registered cover, immediately on my request.

(iii) Following documents are required :

- (a) Two character certificates issued by two responsible persons. (Not applicable for the persons who are already attached to the Government Service).
- (b) Certified copy of the certificate of the registration of birth of the candidate :
- (i) Special Birth Certificate issued for using in schools or educational purposes or certified extracts of the birth certificate will not be accepted.
- (ii) Affidavits and Certificates of Baptism will not be accepted in lieu of Birth certificate.
- (c) A certificate which proves that the applicant is a citizen in Sri Lanka by registration or by descent.
- (d) Original certificates of education.
- (e) A certificate with regards to the period of service should be produced by the candidates who are already in the Government Service (in addition to the certification in the application).
- (f) Identity card.
- (iv) None of the above certificates should be attached to the application and should be produced at the interview.
- (v) All the candidates are instructed to get prepare all the necessary documents when they apply for the examination. Candidature of any candidate who fails or delays to submit these documents at the interview or on my request will be cancelled.

11. *Penalty for furnishing false information.* - If a candidate is found to be ineligible according to the regulations for this examination, his candidature is liable to be cancelled at any stage of prior to, during or after the examination.

If any of the particulars furnished by the candidate is found to be false within his knowledge or if he has willfully suppressed a material fact, he will be liable to dismissal from the Public Service.

*Note.* - Please be informed that if there is any discrepancy found between this *Gazette notification* published in Sinhala, English and Tamil languages, the notification published in Sinhala Language will be considered as correct.

MAHINDA MADIHAHEWA,  
Secretary,  
Ministry of Labour Relations and Manpower.

### Specimen Application

SPECIAL OPEN/LIMITED COMPETITIVE EXAMINATION FOR THE RECRUITMENT OF  
TAMIL MEDIUM LABOUR OFFICERS TO THE DEPARTMENT OF LABOUR - 2009

For office use only

Please mention whether you appear for the limited examination/Open examination in accordance with the *Gazette* Notification.

Limited examination - 1  
Open examination - 2  
Both Limited and open examination - 3  
(If qualified)

(insert relevant number in the cage)  
(Not allowed to alternate later)

01. 1.1 Name of the applicant with initials at end : \_\_\_\_\_.  
(In block english letters) Ex : SILVA, A. B.
- 1.2 Name in Full : \_\_\_\_\_.  
(In block English letters)
- 1.3 Name in full : \_\_\_\_\_.  
(In Tamil)

02. 2.1 Permanent Address : \_\_\_\_\_.  
(In English block letters) (Admission Card is posted to this address)
- 2.2 Applicable District : \_\_\_\_\_.  
(In English block letters)
- 2.3 Official Address (If relevant) : \_\_\_\_\_.  
(In English block letters)

03. 3.1 National Identity Card No. : 

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04. 4.1 Sex : Male - 0   
Female - 1 (insert relevant number in the cage)
- 4.2 Race : Sinhalese - 1  
Sri Lankan Tamil - 2  
Indian Tamil - 3  
Muslim - 4  
Male - 5   
Other - 6 (insert relevant number in the cage)

05. 5.1 Date of Birth : Year     Month   Date

5.2 Age as at 31.08.2009 : Years   Months   Days

5.3 Total period of service as at 31.08.2009, which qualifies you to apply for the examination (Applied to the candidates of Limited examination only) :  
Years   Months   Days

5.4 You have become a Sri Lankan citizen :  
By descent - 1   
By registration - 2  (insert relevant number in the cage)

06. If you are an employee in Public Service, Present Designation : \_\_\_\_\_.
07. Please state that you apply for this examination under which Section/Sections of the *Gazette* notification (whether under the Section (iv) or (v) of the para (3)) : \_\_\_\_\_.
08. Educational Qualifications (Please mention if it is applicable to you) :  
1. The Degree you are holding : \_\_\_\_\_.  
2. Year and the University : \_\_\_\_\_.  
3. Year that you qualified to practice as an Attorney-at-Law ? : \_\_\_\_\_.

09. Service Description (for the applicable candidates) :

<i>Establishment</i>	<i>Designation</i>	<i>Period</i>	
		<i>from</i>	<i>to</i>

10. If you are an employee in Public Service and subjected to penalty excluding warnings, provide details : \_\_\_\_\_.
11. (a) The District Secretariat/Divisional Secretariat where the examination fees was paid ? : \_\_\_\_\_.  
(b) Date and Number of the cash receipt : \_\_\_\_\_.  
(Please affix the Edge of the cash receipt firmly in the cage below) :

(to affix the cash receipt)

12. Declaration by candidate :

- (a) I declare that the information given in this form is true and accurate to the best of my knowledge.
- (b) I am also aware that if the statement made by me herein is found to be false, I am liable to disqualification if detected before selection and to dismissal from service, if detected after appointment.
- (c) Further I agree to abide by all the conditions pertaining to the examination established by the Commissioner General of Examination.
- (d) I am qualified to sit for the Limited/Open examination in accordance with the Section 3 of the *gazette* notification. (Cross the word not relevant to you/if you are qualified for both examinations do not).

\_\_\_\_\_,  
Signature of the Applicant.

Date : \_\_\_\_\_.

13. (a) Attestation of the signature of the applicant,

I certify that the applicant ..... is known to me and he/she placed his/he signature in my presence.

\_\_\_\_\_,  
Signature and Frank of the Attester.

Date : \_\_\_\_\_.

Name of the Attester : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

(b) Certificate of the Head of the Department :

My No. :

I certify that ..... the applicant who forwards this application is serving in this office as a ..... since ..... and all the particulars furnished by him/her self above are accurate.

Further I inform that I can/cannot release this officer from his service if he/she elected to the above post.

\_\_\_\_\_,  
Head of the Department.

Date : \_\_\_\_\_.

SCHEDULE - 01

OFFICERS IN FOLLOWING SERVICES/GRADES CAN APPLY FOR THIS EXAMINATION AS LIMITED CANDIDATES

- (a) An officer in any of the following Combined Services under the control of the Director General of Combined Services :  
Officers in Public Management Assistant Service, Translators : Librarian.
- (b) An officer in any of the following clerical Services :  
Postal, Railway, Parliamentary, Schools, Government Press, Former P. W. D., Health, Justice, Employees Provident Fund Clerk.
- (c) An officer in any of the following Departmental Grades or who had been in such a grade and subsequently absorbed to a Similar Grade in the Provincial Public Service.

*Department/Ministry*

*Grade*

All Ministries

Public Relations Officer

Ministry of Youth Affairs and Sports

District Sports Officer, Sports Officer

Ministry of Finance and Planning

Statistical Survey Officer, Statistical Assistant, Project Officer, Budget Assistant, Statistical Measuring Officer

Ministry of Policy, Planning and Implementation

Statistical Survey Officer, Statistical Assistant, Divisional Development Officer, Plan Implementation Officer, Statistical Assistant



<i>Department/Ministry</i>	<i>Grade</i>
Education	Hostel Superintendent, Planning/Financial Assistant
Educational Publications	Proof Reader
Immigration and Emigration	Senior Authorized Officer, Authorized Officer
Ayurvedic	Hospital Secretary, Co-ordinating Officer
Food	Food Control Inspector (Former Food and Price Control Inspector), Preventive Officer (Charmers' Granaries), Grain Surveyor, Wharf Field Officer, Wharf Clerk, Graduate Assistant (Female)
Land Commissioner's	Field Instructor (Former Land Development Overseas), Kachcheri Surveyor, Colonisation Officer, Block Administrator, Assistant Land utilize planning Officer
Marketing Development	Marketing Officer, Manager, Investigation Officer, Divisional Marketing Officer
Ministry of Public Administration and Home Affairs	Grama Niladari, Development Co-ordinators, Co-ordinating Assistant, Development Officer, Research Assistant, Translator
Labour	Human Resources Development Officer, Field Officer, Human Resource Development Assistant, Financial Assistant
Small and Rural Industries	Industrial Assistant, Management Assistant, General Manager, Economic Assistant, Technical Assistant
Police	Police Constable
Archeology	Archeological Research Officer
Import and Export	Budget Assistant
Building	Progress Assistant
Agrarian	Service Divisional Officer
Rural Development	Agricultural Research and production Assistant Rural Development Officer, Senior Supervisor, Rural Development, Senior Rural Development Assistant, Rural Development Assistant
President Secretariat	Statistical Investigator
Water supply and Drainage	Progress Assistant
National Museum	Curator
National Housing	Graduate Assistant
Railway	Time keeping clerk, Recovery and Reconciliation Assistant
Inland Revenue	Librarian
Fisheries	Fisheries Assistant, Fisheries Resource Management Assistant
Legal Draftsman	Translator, Publication Assistant Children and
Child Care Services	Head Master, Head Mistress, Probation Officer, Warden, House Master, House Mistress
Local Government	Superintendent of Village works (Technical officer IIA) Investigation Officer, Community Development Officer, Local Government Clerk, Shroff, Translator, Stenographer, Typist, Storekeeper
Postal	Postal Officers who are in Combined Postal Services of Class A Grade III, Class B Grade I and II
Media and Information	Information Officer, Press Officer, Statistical and Research Officer, Proof Reader
General Treasury	Investigation Officer
Highways	Progress Assistant
Commerce and Customer Affairs	Inspector of Weights and Measures, Price Control Inspector (former food and price control inspector)
Price Controller	Examiner of Motor Vehicles
Motor Traffic	Development Officer, Senior Supervisor Rural Development, Senior Rural Development Assistant, Rural Development Assistant, Rural Development Officer,
Central Province Development	Inspector
Rubber Control	Resarch Assistant, Translator
Official Languages	Proof Reader, Government Press Clerical Service
Government Press	Wharf Clerk
Government Supplies	Personal Officer (Labour), Planning Assistant
Irrigation	Superintendent Civilian Establishment
Sri Lanka Air Force	

<i>Department/Ministry</i>	<i>Grade</i>
Supreme Court	Stenographer
Justice Judicial Reforms	program Assistant, Stenographer, Translator, Publication Assistant
Social Services	Superintendent of State Home for the Aged and Informed, Social Services Officer, Superintendent of Welfare and Social Welfare, Superintendent of Home for the Aged and Disabled
Co-operative Development	Lecturer, School of Co-operatives, Polgolla and Inspector of Co-operative Societies, Co-operative Development Officer, District Officer
Ministry of Health and Hospitals	Health Secretary, Colombo Group of Hospitals, Hospital Secretary, Budget Assistant, Public Health Inspector, Planning and Programming Officer, Hospital Diet Stewardess, Hospital Ward Clerk, Planning and Programming Assistant, Statistical Investigators, Labour Relations Officer, Store Keeper
Census and Statistics	Statistical Investigator, Statistical Officer
Ministry of Cultural Affairs	Cultural Officers, Assistant Archivist, Assistant Archival Officer, Record Investigation Officer, Archival Research Assistant, Record Indexing Officer, Archival Officer (Indexing)
Textile Industry	Management Assistant
Agriculture Department	Economic Assistant, Statistical Assistant, Graduate Assistant, Agriculture Instructor
Export Agriculture Department (Former Minor Export Corps)	Development Assistant
Ministry of Industrial Development	Industrial Inspector
Department of Internal Trade	Assistant Commissioner Internal Trade and Inspector Internal Trade Grade I
Ministry of Housing Construction and Public Utility	Authorized Officer Implementation of House Rent Act
All the Ministries and Departments	Trainee Graduates

- (d) An officer who has obtained basic qualifications mentioned in Section 3(V) in any of the following services of the Provincial Public Service :-  
Management Assistant, Clerical, Stenographers, Typists, Shroffs, Book-Keepers, Translators, Store-Keepers, Librarian.
- (e) An officer who has obtained basic qualifications mentioned in Section 3(V) in any of the following Services of the Provincial Public Service :-  
Revenue Inspector, Labour and Welfare Officer, Weights and measures Inspector, Relief Officer, Staff Assistant, Secretary, Charity Commissioner's Department Colombo Municipal Council, Proof reader, Management Service Officer, Local Government Officer, Project Co-ordinator -
- (f) Officers who have obtained basic qualifications mentioned in Section 3(V) above and holding any other designation approved by the Director General of the Establishment time to time.