

N. B.— Part IV(A) of the *Gazette* No. 1,619 of 11.09.2009 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,620 - 2009 සැප්තැම්බර් 18 වැනි සිකුරාදා - 2009.09.18
No. 1,620 - FRIDAY, SEPTEMBER 18, 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 25th September, 2009 should reach Government Press on or before 12.00 noon on 11th September, 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

DEPARTMENT OF OFFICIAL LANGUAGES

Posts of Translators (Sinhala/English), (Tamil/English), and (Sinhala/Tamil)

APPLICATIONS are invited from Sri Lankans who possess the qualifications in terms of the advertisement for Post of Translators (Sinhala/English), (Tamil/English) and (Sinhala/Tamil) in the Department of Official Languages.

02. Educational Qualifications/Alternative Qualifications –

For the Post of Translator (Sinhala/English) :

- (a) (i) A degree from a recognized University with Sinhalese as a subject ;
or
- (ii) Should be an Attorney-at-Law ;
or
- (iii) Tripitakavedi degree of the Buddha Sravaka Dharmapeeta ;
or
- (iv) Final Examination of the Society of Oriental Studies.
- (b) (i) A credit pass for English Language or English Literature at the G. C. E. (Ord. Level) Examination or a "B" pass for English Language at the N. C. G. E. Examination ;
or
- (ii) At least an ordinary pass for English Language at the G. C. E. (Adv. Level) Examination.

For the Post of Translator (Tamil/English) :

- (a) (i) A degree from a recognized University with Tamil as a subject ;
or
- (ii) Should be an Attorney-at-Law ;
or
- (iii) Should have passed the four year course of "Pulavar" or "Vidwan" of the University of Madras.
- (b) (i) A Credit pass for English Language or English Literature at the G. C. E. (Ord. Level) Examination or a "B" pass for English Language at the N. C. G. E. Examination ;
or
- (ii) At least an ordinary pass for English Language at the G. C. E. (Adv. Level) Examination.

For the Post of Translator (Sinhala/Tamil) :

1. Educational Qualifications/Alternative Qualifications –

For candidates in Sinhala Medium :

- (a) (i) A degree from a recognized University with Sinhalese as a subject ;
or

- (ii) Should be an Attorney-at-Law ;
or
- (iii) Tripitakavedi degree of the Buddha Sravaka Dharmapeeta ;
or
- (iv) Final Examination of the Society of Oriental Studies.
- (b) (i) A Credit pass for Tamil Language and Tamil Literature at the G. C. E. (Ord. Level) Examination or a "B" pass for Tamil Language at the N. C. G. E. Examination ;
or
- (ii) At least an ordinary pass for Tamil Language at the G. C. E. (Adv. Level) Examination.

For candidates in Tamil Medium

- (a) (i) A degree from a recognized University with Tamil as a subject ;
or
- (ii) Should be an Attorney-at-Law ;
or
- (iii) Should have passed the four year course of "Pulavar" or "Vidwan" of the University of Madras.
- (b) (i) A Credit pass for Sinhala Language or Sinhala Literature at the G. C. E. (Ord. Level) Examination or a "B" pass for Sinhala Language at the N. C. G. E. Examination ;
or
- (ii) At least an ordinary pass for Sinhala Language at the G. C. E. (Adv. Level) Examination.

03. *Age Limit.* – Candidates should not be less than 25 years and more than 45 years of age, on 31.10.2009. The upper age limit will not apply to those who are already holding Posts in the Public Service/Provincial Public Service.

04. *Salary Scale.* – MN/6-2006/A Rs. 17,680-10x320-11x365-15x450-Rs. 30,685 per month.

05. *Method of Recruitment.* – Recruitment will be made on the results of a written test on the basis of merit in terms of the Public Administration No. 15/90.

For Sinhala/English Candidates there will be two question papers of 03 hours duration containing paragraphs for translation from Sinhala into English and *vice versa* in relation to the fields of Science, Literature, Law, Economics and Accounts.

For Tamil/English Candidates there will be two question papers of 03 hours duration containing paragraphs for translation from Tamil into English and *vice versa* in relation to the fields of Science, Literature, Law, Economics and Accounts.

For Sinhala/Tamil Candidates there will be two question papers of 03 hours duration containing paragraphs for translation from Sinhala into Tamil and *vice versa* in relation to the fields of Science, Literature, Law, Economics and Accounts.

This examination will be held in Colombo by the Commissioner of Official Languages.

Candidates will be interviewed by a Panel of interviewers presided by the Commissioner of Official Languages to peruse their qualifications and certificates.

06. *Terms of Engagement* :

- (i) This Post is Permanent and Pensionable. Appointees should contribute to the Widows/Widowers and Orphans' Pension Fund.
- (ii) Appointees will be placed on three years' Probation. If they are already confirmed in the Public Service, they will be subject to one years' acting period.
- (iii) Sinhala/English appointees should, before they are confirmed in the Post, obtain a Credit Pass in Tamil Language and Literature at the G. C. E. (Ordinary Level) examination.
- (iv) Sinhala/Tamil appointees should, before they are confirmed in the Post, obtain a Credit pass in English Language or English Literature at the G. C. E. (Ordinary Level) examination.
- (v) Tamil/English appointees should, before they are confirmed in the Post, obtain a Credit Pass in Sinhala Language and Literature at the G. C. E. (Ordinary Level) examination.
- (vi) All officers recruited in accordance with P. A. C. 07/2007 should acquire proficiently in other Official Language within 5 years from the recruitment in addition to Official Language they entered the Public Service.

07. *Conditions of Service*. - Section 10 to 12 of chapter II of the Establishment Code will apply.

08. Perfected application forms prepared in conformity with the Specimen given below should be sent on or before 31.10.2009 by registered post addressed to-

Commissioner of Official Languages,
"Bhasha Mandiraya",
Department of Official Languages,
341/7, Kotte Road,
Rajagiriya.

09. The words "Post of Translator-Sinhala/English or Tamil/English or Sinhala/Tamil" should be written on the top left hand corner of the envelope enclosing the application.

10. To Application form should be completed in all respects. Late applications will be rejected without notice and any complaints to the effect that the applications or relevant papers being in post will not be entertained.

11. Officers in the Public/Provincial Public Service should forward their applications through their Heads of Departments/Institutions.

12. In the event of a false declaration made in the application of a candidate being detected before he/she is selected, he/she will be liable to be disqualified and if detected after selection, he/she will be liable to dismissal.

By order of the secretary, Ministry of Constitutional Affairs and National Integration.

Commissioner of Official Languages,
"Bhasha Mandiraya",
Department of Official Languages,
341/7, Kotte Road,
Rajagiriya.

SPECIMEN APPLICATION

DEPARTMENT OF OFFICIAL LANGUAGES

APPLICATION FOR THE POST OF TRANSLATOR (SINHALA/ENGLISH), (TAMIL/ENGLISH) AND (SINHALA/TAMIL)

No. : _____.
(For office use only)

01. Name in Full : In Sinhala : _____.
In English : _____.
02. Name with Initials : In Sinhala : _____.
In English : _____.
03. Private Address : In Sinhala : _____.
In English : _____.
04. Official Address : _____.
05. Telephone No. : _____.
06. National Identity Card No. : _____.
07. Date of Birth : _____.
08. Age as at 31.10.2009 :
Years : _____, Months : _____, Days : _____.
09. Whether Male or Female : _____.
10. Citizenship : _____.
11. Medium of Education : _____.
12. The post applied-whether for : _____.
Translator (Sinhala/English)
Translator (Tamil/English)
Translator (Sinhala/Tamil)
13. Educational Qualifications :
Highest exam passed

<i>Institution</i>	<i>Name of examination</i>	<i>Subjects</i>	<i>Year</i>

<i>Institution</i>	<i>Name of examination</i>	<i>Subjects</i>	<i>Year</i>

If the applicant is a Government officer recommendation of the Head of the Department.

PART 'A'

Recommendation of Head of Institution in the Public/Provincial Public Service

Degree

<i>University</i>	<i>Name of Degree</i>	<i>Subjects</i>	<i>Year</i>

I certify that the applicant Mr./Mrs./Miss. is employed as in this Department/Ministry/Provincial Council, the particulars given above are correct and his/her work, attendance and conduct is satisfactory. In case he/she is selected to this post he/she can be/cannot be released.

_____,
Signature of the Head of the Department/
Authorized Officer.

G. C. E. (A/L)

<i>School</i>	<i>Pass</i>	<i>Year</i>

Name :_____.
Post :_____.
Address :_____.
Date :_____.

09-571

G. C. E. (O/L)

<i>School</i>	<i>Pass</i>	<i>Year</i>

**RECRUITMENT FOR THE POST OF TECHNICIAN
GRADE III IN THE DISTRICT SECRETARIAT
KALUTARA**

Professional Qualifications

<i>Institution</i>	<i>Nature of the Course</i>	<i>From to</i>

APPLICATIONS are invited for the post of Technician Grade III at the District Secretariat Kalutara from the resident in the district who possess the relevant qualifications. Applicants are advised to prepare the application according to the specimen form of application given and send them before the 30th of September, 2009. Those who are already employed in the Public Service should submit their applications through Head of the Department.

Other Supportive Educational Qualifications :

14. If you are an Attorney-at-Law period of practice Experience :_____.

15. The languages in which the applicant wishes to sit the written examination :

- (i) Sinhala and English :_____.
(ii) Tamil and English :_____.
(iii) Sinhala and Tamil :_____.

16. I hereby certify that particulars given in this application are true and correct. I am aware that I am liable to be dismissed from service without compensation if any false or inaccurate information given above is detected after I am selected or to be disqualified if it is detected prior to selection.

_____,
Signature of the Applicant.

Date :_____.

1. *Job Details.*— Electrical and plumbing maintenance work in the building of District Secretariat Kalutara.

2. *Age limit.*— Should be greater than 18 year and less than 45 years (This age limit is not applicable for those who are already in the Public Service).

3. *Educational Qualifications.*— Should have passed the G. C. E. O/L Examination in 06 subjects with 02 credits passes.

4. *Professional Qualifications.*— Should have followed a course of not less than 3 months including electrical and plumbing technology in a technical college or a institute recognized by the government.

5. *Salary Scale.*— PL 3 Rs. 12,360 - 10 x 110 - 10 x 120 - 10 x 130 - 12 x 140 - Rs. 17,640 (6/2006iv).

6. *Conditions of service.*— This post is permanent and pensionable. Selected candidates are bound to work in any area of the country.

7. *Method of recruitment.*— A suitable candidate is selected by structural interview.

8. *Method of forwarding applications.*— Candidates are required to prepare their application in accordance with the specimen form and should forward to the address of District Secretary, District Secretariat, Kalutara on or before the 30th of September, 2009, by registered post the title "Technician Grade III" should be written on the top left corner of the envelope containing the application. Applications delayed and not completed necessary qualifications are rejected. The decision taken by the district secretary with regard to the rejection of applications and other facts is final and receiving or rejecting of application will not be informed.

S. HAPUARACHCHI,
District Secretary (Government Agent),
Kalutara,
Additional Secretary of
the Ministry of Home Affairs.

At District Secretary District Secretariat,
Kalutara.

Specimen Form of Application

POST OF TECHNICIAN – GRADE III

DISTRICT SECRETARIAT – KALUTARA

1. Name with initials : Mr./Mrs./Miss : _____.
Name in full : Mr./Mrs./Miss : _____.
2. N. I. C. No. : _____.
3. Date of Birth :
(i) Year : _____, Month : _____, Date : _____.
(ii) Age as at 2009 :
Year : _____, Month : _____, Date : _____.

4. If employed in the public service :
(i) Department/Provincial : _____.
(ii) Post : _____.
5. Residential District : _____.
6. Address :
(i) Residential address : _____.
(ii) Official address : _____.
7. (i) Educational qualifications : _____.
(ii) Professional qualifications : _____.
8. Civil states : _____.

I hereby certify that the information's furnished by me in this application are true and accurate. I declare that I have never been dismissed from the public service or retired on the inefficiency as a compassion able alternation or treated as having vacated the post.

_____,
Signature of the applicant.

Date : _____.

IF THE APPLICANT IS IN THE PUBLIC SERVICE CERTIFICATE OF THE
HEAD OF THE DEPARTMENT

I certify that Mr./Mrs./Miss is an employee of this department. In the event of his/her selection for appointment he/she can/cannot be released from the service.

_____,
Signature of the Head of the Department.

1. Name : _____.
2. Designation : _____.
3. Department : _____.
4. Official Stamp : _____.
5. Date : _____.

09-722

Examinations, Results of Examinations & c.

MINISTRY OF VOCATIONAL AND TECHNICAL TRAINING

Department of Technical Education and Training

TO all applicants,

I do hereby inform you that the following marking scheme will be implemented, in terms of the *Gazette* Notification dated on 10.07.2009, in regard with the Class I Posts of the Sri Lanka Technical Education Service.

TILAK HAPANGAMA,
Secretary to the Ministry of Vocational and Technical Training.

Ministry of Vocational and Technical Training,
No. 354/2, Nipunathapiyasa,
Elvitigala Mawatha,
Narahenpita,
Colombo 05.

THE MARKING SCHEME UTILIZED IN THE INTERVIEWS FOR THE CLASS I POSTS OF
THE SRI LANKA TECHNICAL EDUCATION SERVICE

maximum marks 40 seniority (4th notice of Gazette dated 10.07.2009) by 5 marks per year to 01.01.2006			merit (maximum marks - 40)		(Maximum- marks - 10) - research texts and publication etc :- - New products innovation - Assignment, - Patent - Admirer letters	(Maximum- marks 10) Interviews - 10 skill of Language and language facts, merits, Leadership and other merits Participation and Presentation to the local and International Training Programmes
4.3(i)	4.3(ii)	4.3(iii)	Professional qualifications (For obtained additional qualifications)	10	Administrative experience 30 Scheduled post of class I (appointed by the public service commission) if service period is 2 years more (maximum marks can be given) Scheduled post of class II (03 per year) Other academics Post of Management and administrative (HOD)	
			post graduates	10		
			post graduate diploma	07		
			Degrees	05		
			certificates, participated to training courses	05		

09-761

DEPARTMENT OF AYURVEDA

Recruitment for the Training of Ayurveda Pupil Nurses – 2010

APPLICATIONS are invited from those who possess following qualifications for the training of Pupil Nurses under the Department of Ayurveda.

01. Educational Qualifications :

- (a) Should have passed the G. C. E. (A/L) Examination in one sitting in all four Science/Maths stream subjects under the old syllabus or in all three Science/Maths subjects in one sitting if under the new syllabus ; and
- (b) Should have passed G. C. E. (O/L) examination in not more than two sittings in 06 subjects with 04 credits, inclusive of Sinhala/Tamil, Mathematics and Science. Certified Photostat copies of the certificate of above two examinations should be attached to the application for the confirmation of educational qualifications.

02. Other Qualifications :

- (a) Should be a citizen of Sri Lanka ;
- (b) Should not be less than 18 years and not more than 35 years of age as at 01.01.2010 ;
- (c) Should not be less than 04 feet and 10 inches in height ;
- (d) Should be unmarried ;
- (e) When applications are forwarded by the children of Traditional Ayurvedic Physicians a certificate from the Ayurvedic Medical Council together with a certificate from the Grama Niladari should be submitted to establish the fact that the applicants' Mother/Father is a Traditional Physician.

03. *Mode of application :*

- (a) Applications should be prepared in conformity with the specimen application form appended below, using both sides of the 13" x 8" sized paper ;
- (b) Duly completed applications should be sent under registered cover to the address of the Commissioner of Ayurveda, Department of Ayurveda, Navinna, Maharagama on or before 15.10.2009 with the letters marked, "Recruitment for the Training of Ayurvedic Pupil Nurses" on the top left hand corner of the envelope enclosing the applications. Belated applications will be rejected and the Department of Ayurveda will not take responsibility for the loss or delays of applications in post.

Applicants' signature should be certified by an officer in the Sri Lanka Administrative Service/Education Service/Government Accountants' Service/Principal of a Government School/ a Justice of Peace/an Attorney-at-Law or by a Government Officer drawing not less than an initial salary of Rs. 240,360 per year, or a retired person who held above mentioned positions.

04. *Mode of Selection and Training Procedure :*

- (a) The Department of Ayurveda will hold an open written competitive examination to select the eligible from among the applicants and those who score the highest marks will be called for the interview. For the competitive examination, all the applicants are required to answer the following one hour question paper which will be prepared according to the syllabus stated below :

Syllabus : Intelligence Test ;
General Knowledge ;
Subject-related knowledge.

- (b) Marks will be given at the interview for those who are called for the interview and selections will be made according to the marks scored at the competitive examination and the interview. The interview Board will give marks on the following criteria :-
1. Professional knowledge and experience ;
 2. Maximum 30 marks for the children of Traditional Physicians ;
 3. Personality.

Selected applicants as Ayurvedic Pupil Nurses will be directed to the Department of Ayurveda to follow a three year training course in Sinhala medium.

- (c) At the time of enrolment for the training, the trainees will be supplied with a set of rules and regulations in the Department of Ayurveda. They will be subject to these rules as well as other rules which may be imposed from time to time.
- (d) Trainees who fail in the prescribed examinations or whose work and conduct are unsatisfactory or those who fail to comply with the conditions of examinations or leave will be at risk to have terminated their training at any time without compensation.

Trainees will not be entitled to any type of leave during the training and in the event of their absence a proportionate amount of money will be deducted from their allowance, depending on the number of days absent. However, it is compulsory to maintain an attendance of 80% in each year to sit for the examination.

- (e) Allowances will be paid for trainees as follows, during their training at the Department of Ayurveda :-

1st year monthly	Rs. 12,920
2nd year monthly	Rs. 13,040
3rd year monthly	Rs. 13,160

- (f) If any trainee removed himself from the training or left it during the period of training he or she should refund to the Department the allowances paid to him/her together with the other expenses incurred by the State on the training. For this purpose the applicant should sign an agreement with two sureties who receive a confirmable income of Rs. 300,000 or over per annum.

05. *Conditions and Agreements on Non-marriage :*

- (a) All applicants should be unmarried at the time they make their applications and they should compulsorily remain as bachelors/spinsters during their three year training period. To prove that they are unmarried, they should attach to the application a certificate from the Grama Niladari, certified by the Divisional Secretary.

- (b) Pupil Nurses are required to sign an Agreement with the Commissioner of Ayurveda at the time of their admission to the school of nursing, the Department of Ayurveda, to the effect that they will successfully complete the training and serve in the Department of Ayurveda after the training, till they retire from service. The Commissioner of Ayurveda will determine the period of this training from time to time.

06. *Terms of engagement :*

- (a) On the results of the final examination which will be conducted after the above training, the Commissioner of Ayurveda will give appointments on the salary scale relevant to the Post of Nurse Grade III, when the vacancies occur in the posts.
- (b) This appointment will be subject to a period of probation for three years and it will be pensionable.

07. *Conditions of service and salary scale :*

- (a) Appointments will be given to existing vacancies in the posts of Nursing Officers Grade III on the salary scale of Rs. 15,080- 5 x 150 - 9 x 240 - 7 x 240 - 20 x 320 - Rs. 26,420 as mentioned in MT 7-2006 of P. A. Circular 06/2006.
- (b) All officers in the Nursing Service are subject to the provisions of the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Conditions of the minutes of Ayurvedic Nurses, Transfers as per the policies of the Department of Ayurveda, Financial and other Regulations and Rules and Orders imposed by the Government from time to time.

R. P. W. GUNAWARDANA,
Commissioner of Ayurveda,
Department of Ayurveda.

(SPECIMEN APPLICATION FORM)

RECRUITMENT FOR THE TRAINING OF PUPIL NURSES

01. (a) Last name with initials (In capital letters) :———. .
(b) Full name (In Sinhala) :———.

02. Postal address (In English) :———.

03. (i) Permanent address (In Sinhala) :———. .
(ii) District (In English) :———.

04. Date of Birth :

Year :———, Month :———, Date :———.

05. (i) Sex : (ii) Civil Status :

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

Married	<input type="checkbox"/>
Unmarried	<input type="checkbox"/>

Put (✓) in the appropriate cage

06. Are you a citizen of Sri Lanka :

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Put (✓) in the appropriate cage

07. National Identity Card No. :

--	--	--	--	--	--	--	--	--	--

08. Height :..... ft.....inches

09. (a) General Certificate of Education (Advanced Level) Examination (Science/Maths Subjects stream) (Attach copies of marks)
Year :———. . Index No. :———. .

Subject	Grade	For office use	Subject	Grade	For office use
1.			3.		
2.			4.		

(b) General Certificate of Education (Ordinary Level) Examination :

First Sitting

- (i) Year and month of the examination :———.
(ii) Index No. :———.

Subject	Grade	For office use	Subject	Grade	For office use
1.			7.		
2.			8.		
3.			9.		
4.			10.		
5.			11.		
6.			12.		

Second Sitting

- (i) Year and month of the examination :———.
(ii) Index No. :———.

Subject	Grade	For office use	Subject	Grade	For office use
1.			7.		
2.			8.		
3.			9.		
4.			10.		
5.			11.		
6.			12.		

11. Have you ever been convicted before a court of law ?

Yes	
No	

If yes give details

12. Certificate of the applicant :

- (a) I respectfully state that the particulars furnished by me in this application are true and correct to the best of my knowledge.
(b) I am aware that if this statement made by me is found to be incorrect I am liable to be disqualified before selection and to dismiss from service if the detection was made after the appointment.

_____,
Signature of the Applicant.

Date :———.

13. Attestation of the applicants' Signature :

I do hereby certify that who forward this application is known to me personally and that he/she place his/her signature before me on

_____,
Signature of the Attester.
With Official Seal.

Date :———.

Details of Attester :

Full name :———.
Designation :———.
Address :———.

**EFFICIENCY BAR EXAMINATIONS FOR THE OFFICERS IN SRI LANKA ANIMAL
PRODUCTION AND HEALTH SERVICE – 2008(2009)**

IT is hereby notified that the Efficiency Bar Examination for Officers in the above mentioned Service will be held in Peradeniya on January, 2010. Applications are called from the officers who were in the Sri Lanka Animal Production and Health Service as at 15th October, 2009.

2. Time tables will be prepared enabling the candidates to sit for the Efficiency Bar Examinations 01 and 02 at the same time.

3. The Syllabus and rules and regulations relevant to Efficiency Bar Examinations 1 and 2 are stated in the service minute. Accordingly Syllabus for the 1st Efficiency Bar Examination of Sri Lanka Animal Production and Health Service is given in Appendix "A" and syllabus for the 2nd efficiency Bar Examinations is given in appendix "B". Officers can sit for all subjects in one attempt or several attempts.

4. The prescribed subjects for the efficiency bar examinations are given below :-

Sri Lanka Animal Production and Health Service

<i>1st Efficiency Bar</i>			<i>2nd Efficiency Bar</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration hours</i>	<i>Subject No.</i>	<i>Subjects</i>	<i>Duration hours</i>
01	Funding sources	3	01	Part I	3
02	Administration	3	02	Part II	3
03	Dept. Regulations	2	03	Part 03 - Paper I	3
04	Paper I	3	04	Part 03 - Paper II	3
	Dept. Regulations		05	Part 03 - Paper III	3
05	Paper II	3	06	Part 03 - Paper IV	3
	Special paper*		07	Part 03 - Paper V	3
			08	Part 03 - Paper VI	3
			09	Part 03 - Paper VII	3
			10	Part 03 - Paper VIII	3
			11	Part 03 - Paper IX	3
			12	Part 03 - Paper X	3
			13	Part 03 - Paper XI	3

*Only for the Veterinary Research Officers.

Note.— The candidates who sit for 2nd Efficiency Bar Examination should select either Part 01 or 02 and two question papers from the above XI Papers in Part 03. Candidate should obtain at least 40 marks for each paper. (Candidate should obtain 40 marks or more for each paper in order to pass Efficiency Bar Examinations I and II.

5. The attention of the Candidates who sit for the Efficiency Bar Examinations is drawn to paragraph 5 of the Treasury Circular No. 701 dated 04.09.1966 which is reproduced below :-

“The medium for departmental examinations (including Promotional and Efficiency Bar Examinations) should be the Language in which the officer sat for the Competitive Examination to enter the Public Services or the Official Language. But the officers who entered the service without a competitive examination should select either the Language in which the officer qualified for entry to the Public Service or the Official Language.

6. Arrangements will be made by the Commissioner General of Examinations enabling the candidates to answer the following papers in Sinhala, Tamil and English. Permission will not be given to change the medium applied by the candidate later :-

1. Funding Sources ;
2. Administration ;
3. Departmental Regulation Paper I ;
4. Departmental Regulation Paper II.

7. If found later that the candidate has sat for the examination in a medium in which he is not entitled his candidature will be cancelled.

8. The application should be in the form of the specimen appended to the notification and should be prepared on A4 size paper using both sides of it. If the candidate wishes to sit for Efficiency Bar Examinations I and II the applications should be submitted separately for each of them. It should be noted that the cages 01 to 08 should appear on page I of the paper and the balance on the other side of the paper. The application should be filled by the candidate. The applications which are not prepared as per the specimen form and the incomplete application forms will be rejected without informing the candidate. The candidate is advised to keep a Photostat copy of the application for his use. Further the candidate should check the applications prepared by himself with the specimen application appeared in the notice. The name of the examination should be written in English too in the applications prepared in Sinhala and Tamil Medium.

9. The Examination will be conducted by the Commissioner General of Examinations and candidates are bound to abide by rules and regulations enacted by him. The relevant rules and regulations are appeared at the end of this notice. If a candidate violates any of the rules is liable to punishment at the discretion of the Commissioner General of Examinations.

10. Applications should be forwarded through the Head of Department/Institute by registered Post to reach the Director General, Department of Animal Product and Health, Peradeniya on or before 19.10.2009. The applications received after the closing date will be rejected.

11. The candidate who have not received the admission card should contact the Department of Animal Production and Health with the photostat copy of the application and those who reside outside Colombo should contact giving the Fax No. with the request.

12. The claims submitted later by the candidates who have failed to fulfill the requirements as stated in the above paragraph 11 will not be considered.

13. The attention of all the candidates is invited to Circular No. 274 dated 29.06.1971 issued by the Commissioner General of Examinations regarding the use of identity cards. It is the responsibility of candidates to prove their identity at the Examination Hall. Only the National Identity Card issued by the Department of Registration of Persons or the valid passport will be accepted for the examinations conducted by the Department of Examinations in order to prove the identity of the candidate at the examination hall.

14. The candidate should affix stamps to the relevant value and cancel them by placing their signature.

(a) No. fees will be levied from candidates who sit for this examination for the first time.

(b) For each subsequent sitting :

For whole examination	Rs. 100 0
Single subject	Rs. 50 0

Candidates who have already sat for this examination are required to pay the relevant fees as indicated above.

SUNIMAL SENARATHNE,
Secretary,
Ministry of Livestock Development.

Ministry of Livestock Development,
No. 45, St. Michel Road,
Colombo 03,
24th August, 2009.

Specimen Application Form

DEPARTMENT OF EXAMINATIONS – SRI LANKA

EFFICIENCY BAR EXAMINATION FOR OFFICERS OF THE SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE – 2008

The name of the examination should be written on the top left hand corner of the envelope. Two applications should be sent for Efficiency Bar Examinations I and II if the candidate wishes to sit for them at the same time.

Language medium of examination	Sinhala	-	2	<input type="text"/>	(Give the relevant number in the box)
	Tamil	-	3		
	English	-	4		

Examination applied by the candidate	1st Efficiency Bar Examination	-	1	<input type="text"/>	(Give the relevant number in the box)
	2nd Efficiency Bar Examination	-	2		

01. (a) Last name with initials : _____.
(b) Names denoted by initials : _____.
02. Date of Birth :
Year : _____, Month : _____, Date : _____.
03. Designation : _____.
Name of Department : _____.
04. Postal Address (for dispatch of admission card) : _____.
05. The date on which the appointment was made to the Sri Lanka Animal Production and Health Service : _____.
06. Subjects selected with the number as indicated in the paragraph 04 of the notification (Should be written clearly) :
- | | | | | |
|-----------------|----------------------|----------------------|---------|-------|
| I Subject No. | <input type="text"/> | <input type="text"/> | Subject | |
| II Subject No. | <input type="text"/> | <input type="text"/> | Subject | |
| III Subject No. | <input type="text"/> | <input type="text"/> | Subject | |
| IV Subject No. | <input type="text"/> | <input type="text"/> | Subject | |
| V Subject No. | <input type="text"/> | <input type="text"/> | Subject | |
07. State whether you have sit for the whole/part of examination previously : _____.
If so give the subjects, year and the month : _____.
08. NIC No. : _____.
09. State whether you have sit for the whole/part of examination previously : _____.

I declare that the above particulars are correct and that I am entitled to sit for the examination in the language medium indicated in the paragraph 08.

I also declare that the stamps affixed to this application are valid and unused before the cancellation by me.

10. Examination fee Rs. : _____.

Cage for stamps :

_____,
Signature of Candidate.

Date : _____.

Commissioner General of Examinations,
Through Director General Department of Animal Production and Health

Forwarded :

*I certify that the candidate whose particulars appear above is eligible to sit for the examination and that he/she has qualifications to sit for the examination in the medium stated in paragraph 08.

I also certify that the stamps have been duly affixed and cancelled by the candidate.

I attest the candidate's signature.

_____,
Signature of Head of Department and Designation.

Date : _____.

(*May be deleted fee not be pay)

Annexure "A"

- (a) The 1st Efficiency Bar Examination for Officers in the Sri Lanka Animal Production and Health Service will comprise the following subjects :

1. Financial Regulations,
2. Administration,
3. Departmental Regulations - I,
4. Departmental Regulations - II

1. *Financial Regulations :*

The Examination in Financial Regulations will be based on the following :

- (a) The Financial Regulations of the Government of Sri Lanka Part I (Except Chapter X) ;
- (b) Estimates of the current year. *e. g.* - preparations of them funding scores Appropriation Act ;
- (c) Kacheries Accounts.

Note. - A candidate should obtain 40% of the total marks for a pass.

2. *Administration :*

The Examination in administration will be based on the following :

- (a) Office and Field Organizational methods ;
- (b) The Establishment Code (Chapters I, II, III, V, VI, VII, IX, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII)

Note. - A candidate of should obtain 40% of the total marks for a pass.

3. *Departmental Regulations - I :*

The examination in Departmental Regulations will be based on the followings :

A two hours paper on the following subjects ;

The ordinance for contagious Animal Diseases, Animal Act, Departmental Orders and circulars relevant to Veterinary Surgeon's Services.

Note. - A candidate should obtain 40% of the total marks for a pass.

4. *Departmental Regulations - II :*

A Three hours paper on the following subjects :

- 1. Dissemination of specimens, Laboratory identification including post - mortem examination. Pregnancies diagnosis, vaccines for contagious and infectious disease, sera logical test.
- 2. Techniques and practices of artificial inseminations, principles relevant to breeding and rearing of calves, hatching and rearing of chicks by incubation, animal nutrition food rationing usage, pasture fodder cultivation, preparation of silages and Livestock Management.
- 3. Milk production, bottling and transportation of pasteurized milk, bacteria and fat in milk, separation of cream and processing of butter, ghee and curd.
- 4. Analysis of meat, including slaughtering of animal in abattoirs, identification of meat.

Note. - A candidate should obtain 40% of the marks for a pass.

Annexure "B"

- (a) The 2nd Efficiency Bar Examination for Officers of the Sri Lanka Animal Production and Health Service will comprise the following subjects :

Part I - Sections 2:1, 2:2, 4:1, 4:2, 5:2, 5:8, 6:5, 7:2:1, 8:2, 8:2:2, 8:2:3, 8:3:1, 9:2, 9:4, 9:6, 9:7 The syllabus can be obtained from the Director General of Department of Animal Production and Health, Peradeniya and all the Provincial Directors' offices of Department of Animal Production and Health.

Part II - Sections 1:1:1, 1:1:4, 1:2:1, 3:2, 3:1:1, 3:1:2, 3:2:1, 10:1:1, 10:1:2, 10:1:3, 10:1:4, 10:1:6, 10:2:1, 10:2:8, 10:4:1 The syllabus can be obtained from the Director General of Department of AP&H, Peradeniya and all Provincial Directors' offices of Department of Animal Production and Health.

Part III - Paper I - Epidemiology
Paper II - Livestock Economics
Paper III - Veterinary Public Health
Paper IV - Agriculture Extension
Paper V - Genetics and Breeding
Paper VI - Animal Physiology and Reproduction
Paper VII - Housing for Animals and Management
Paper VIII - Animal Nutrition
Paper IX - Pasture and Fodder
Paper X - Applied Vet. Microbiology and Immunology
Paper XI - Applied Medicine, Pathology and Parasitology.

Details can be obtained from the Director General of Department of Animal Production and Health, Peradeniya and all Provincial Directors' offices of Department of Animal Production and Health.

**EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS I OF THE GOVERNMENT
TRANSLATORS' SERVICE – 2009**

AN Efficiency Bar Examination for Officers in Class I of the Translators' Service, as provided for in paragraph 08 of the Translators' Service Minute published in the Government *Gazette* Extraordinary No. 829/7 dated 26.07.1994, will be held in Colombo by the Commissioner General of Examinations in the month of December, 2009. Candidates may appear for the examination either in Sinhala, Tamil or English mediums. The language medium of examination applied initially will not be allowed to change.

02. The specimen form of application for this examination is published at the end of this notification. Applications should be prepared correctly and legibly and the officers should send their applications through the respective Heads of Departments by registered post to reach the Commissioner General of Examinations, Department of Examinations Sri Lanka, Organizations and Foreign Examinations Branch, Pelawatta, Battaramulla, on or before 19th October, 2009. The name of the examination should be indicated on the top left-hand corner of the envelope in which the application is sent to the Commissioner General of Examinations. Applications received after the closing date will be rejected.

03. (i) The application should be prepared on a paper 8"x12" size, using both sides of the paper in such a manner that items No. 1.0 to 2.10 appear on the first page and the remaining numbers in the second page. Although application form could be typewritten, it should be filled by the candidate's own handwriting. Applications that are not complete in every aspect and that do not comply with the specimen will be rejected without any notice. It would be advisable to keep a photocopy of the completed application form at the candidate's possession.
- (ii) For the purposes of Official Languages Policy, all the officers should prepare and fill their application forms in the official language. The name of the examination appearing in the heading of the application form should be indicated in English as well in addition to Sinhala in Sinhala medium applications and Tamil in Tamil medium applications.

04. Syllabuses and Scheme of Examination.

1st Subject - Paper 01

Translation of –

- (i) A passage of general interest ; and
(ii) Extracts from –
(a) an official document or report ; and
(b) a newspaper article or report in one of the following ways selected, in accordance with the Candidate's medium of translation.
(i) From Sinhala into Tamil
(ii) From Sinhala into English
(iii) From Tamil into English

Duration - 03 Hours

Marks - 100

2nd Subject - Paper 02

Translation of –

- (i) A passage of general interest ; and
(ii) Extracts from –
(a) an official document or report ; and
(b) a newspaper article or report in one of the following ways selected, in accordance with the Candidate's medium of translation.
(i) From Tamil into Sinhala
(ii) From English into Sinhala
(iii) From English into Tamil

Duration - 03 Hours

Marks - 100

Candidates should obtain 40% or above of the total marks for each paper to pass the examination.

05. Candidate's handwriting will be taken into consideration.

06. *Examination Fees.*— Examination fees will be levied in respect of candidates for this examination on the following basis :

- (a) No fees will be levied in respect of candidates appearing for the first time.
- (b) Fees for appearing on a subsequent occasion will be Rs. 175 for the full examination and Rs. 90 for a single subject.
- (c) The examination fee could be paid at any post office in the Island to be credited to the revenue head 4000-20-03-20-13 of the Commissioner General of Examinations and the receipt obtained should be affixed to the relevant cage of the application form. It is advisable to keep a photocopy of the cash receipt with the candidate.
- (d) The examination fees will not be refunded or transferred in respect of any other examination under any circumstances.

07. *Admission to the Examination :*

- (i) The Commissioner General of Examinations will issue admission cards to all applicants whose applications have been received. Candidates must get their signatures in the admission cards attested in advance and produce the admission cards to the supervisor of the examination center, when presenting themselves for the examination. Candidates without such admission cards will not be permitted either to enter the examination hall or sit the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : *i. e.* certified photocopies of the application form and the receipt kept at your possession, receipt of registration by Head of Department and in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission cards should be sent.
- (ii) Each candidate will be issued a timetable along with the admission card.
- (iii) Candidates are bound by the rules and regulations prescribed by the Commissioner General of Examinations for the conduct of the Examination. They will be liable to any punishment imposed by the Commissioner General of Examinations for the breach of these rules.
- (iv) Rules prescribed for candidates are printed at the beginning of this *Gazette*.

Note.— The issue of an admission card to sit for the examination should not be considered as an acceptance of requisite qualifications of a candidate to complete at the examination.

08. Heads of Departments should grant duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, to present themselves at the examination. Travelling expenses are not payable.

09. *Identity of Candidates.*— Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents will be accepted.

- (a) The National Identity Card issued by the Department of Registrations of Persons ;
- (b) A valid passport.

The candidature of any candidate who is unable to submit any one of the above mentioned documents in addition to his admission card is liable to be cancelled on the discretion of the Commissioner General of Examinations.

10. The decision of the Director General of Combined Services will be final in respect of any matter, which has not been provided for in this notification.

B. P. P. S. ABEYGUNARATHNA,
Director General of Combined Services.

Combined Services Division,
Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
01st September, 2009.

(For office use only)

Specimen Application Form

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS I OF THE GOVERNMENT TRANSLATORS' SERVICE - 2009

(N. B.- This form should be filled correctly and legibly by the candidates own handwriting.)

1.0 Medium of Translations of candidate as per Para 04 of the *Gazette* Notification :

- | | | | | |
|----------|-----------------------------|---|---|---|
| Paper 01 | : From Sinhala into Tamil | - | 1 | |
| | : From Sinhala into English | - | 2 | |
| | : From Tamil into English | - | 3 | <input type="checkbox"/> (Indicate the relevant number in the cage) |
| Paper 02 | : From Tamil into Sinhala | - | 4 | |
| | : From English into Sinhala | - | 5 | |
| | : From English into Tamil | - | 6 | <input type="checkbox"/> (Indicate the relevant number in the cage) |

* Candidates may appear for either paper 01, paper 02 or both the papers.

2.0 Personal Information :

2.1 Name with initials in English block capitals :_____.

Eg:- SILVA, A. B.

2.2 Names denoted by initials in English block capitals :_____.

2.3 Full Name (in Sinhala/Tamil) :_____.

2.4 Name of Ministry/Department/Office :_____.

2.5 Office Address (in English block capitals) :_____.

(The admission card will be sent to this address)

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

2.7 Date of Birth :

Day Month Year

2.8 National Identity Card No. :

2.9 Present Post :_____.

2.10 Number of the letter of Appointment :_____.

3.0 3.1 Are you appearing for this examination for the first time ? :_____.

3.2 If not, number of the affixed cash receipt received by paying the examination fee :_____.

Date :_____.

Issued Post Office :_____.

The cash receipt, for payment of Rs. 90 for one subject and Rs. 175
for whole examination, should be affixed here (Please keep a photocopy of the cash receipt)

4.0 Certificate of Candidate :

I declare that the particulars furnished above are true, that I am entitled to sit for the examination in the medium stated above and that I have not been subjected to any form of disciplinary punishment. I agree to abide by the rules and regulations of this examination imposed by the Commissioner General of Examinations.

_____,
Signature of candidate.

Date :_____.

5.0 Certificate of the Head of the Department :

I hereby certify that,

- (i) This candidate is employed in this department as a Translator in Class I of the Translators' Service ;
- (ii) The particulars furnished above are correct ;
- (iii) His/her work and conduct have been satisfactory throughout and he/she has not been subjected to any form of disciplinary punishment (excluding warning) during the 5 years preceding ; and
- (iv) He/she is eligible to sit for this examination ;
- (v) He/she has paid the prescribed examination fee and the receipt has been affixed (delete if inapplicable).

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

Designation :_____.

Address :_____.

Date :_____.

09-719