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The Gazette of the Democratic Socialist Republic of Sri Lanka

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(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 21st October, 2010 should reach Government Press on or before 12.00 noon on 08th October, 2010.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2010.

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 of 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 travelling 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 (I) of 25.03.1990 & 15/90 (II) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

"All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968."

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :-

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any 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,
 Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars - Marriages, Births and Deaths

BADULLA 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 15th November, 2010.

E. M. GUNASEKARA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbakaduwa Mawatha,
Baththaramulla,
23rd September, 2010.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which applications should be sent</i>
Badulla	Mahiyanganaya	Post of Registrar of Marriages (Kandyan/General) of Bintanna Division and Births and Deaths of Bintanna West Division	District Secretary/ Additional Registrar General, District Secretariat, Badulla.

10-506

MINISTRY OF LAND AND LAND DEVELOPMENT

Sri Lanka Survey Department

RECRUITMENT TO THE POST OF APPRENTICE SURVEYORS OF THE SRILANKA SURVEY DEPARTMENT

APPLICATIONS are invited from the citizens of Sri Lanka possessing the following qualifications to be appointed to the Post of Apprentice Surveyors in the Sri Lanka Survey Department Applications prepared in accordance with the specimen given below should be sent to "The Surveyor General, Surveyor General's

Office, No. 150, Kirula road, Narahenpita, Colombo 05" under registered cover to reach him on or before 04.11.2010. The wording "Application for the Post of Apprentice Surveyors" should be clearly written on the top left hand corner of the envelope containing the application. Applications sent through other means except by post will be rejected.

02. Every candidate should have fulfilled the following eligibility requirements and must furnish proof that he/she –

- (a) is a citizen of Sri Lanka ;
- (b) is of excellent moral character and physically sound ;

- (c) is not less than 22 years and not more than 33 years on the closing date of application ;
(d) should have complied with the educational qualifications.

03. *Conditions of Service :*

- (i) *Salary :* The consolidated monthly salary scale assigned to this post is as follows :
P. A. Circular No. 06/2006 (iv) MN- 5A
Rs.16,720 - 10 x 320 - 11 x 365 - 15 x 450 - 30,685.

- (ii) This post is permanent and pensionable.

- (iii) Selected candidates will be appointed to the Post of Apprentice Surveyors in the Sri Lanka Survey Department subject to the general conditions governing the appointments of the public service and to the conditions specified in the Surveyor's Service Minute published in the *Extraordinary Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1,434/5 dated 27.02.2006 and to the amendments which have been made or may be made from time to time to the said Minute.

04. *Conditions of Appointment :*

- (i) Those who are appointed should undergo training in departmental matters for a period of 06 months.
(ii) They are bound to furnish security to the amount of Rs.25,000 for the government stores issued to them.
(iii) After completion of training period, they are subject to serve the Survey Department as a surveyor in the Sri Lanka Surveyor's Service for a period of 06 years and for that purpose they are required to enter into an agreement and a security bond with a surety having assets worth not less than a sum of Rs.150,000.

05. *Educational Qualifications.*— Should have a Degree in Surveying Science obtained from a recognized University or Institution recognized by the University Grants Commission. The undergraduates, who are waiting for the final examination results of the Surveying Science Degree in this year, can also apply for the post. However, they have to produce the degree certificate at the interview.

06. *Method of Selection.*— Selection will be made on the results of the interview, in this case, the merit order of the Surveying Science Degree examination will be taken into account. All the Surveying Science graduates, who furnish the applications and have complied with the relevant qualifications should present themselves before the interview board when called, together with the originals of the under - mentioned documents :—

- (i) Certificate of Birth,
(ii) Degree Certificate and the other educational certificates,
(iii) National Identity Card issued by the Department of Registration of Persons or a valid Passport,

- (iv) Two character certificates - One of which should be from the Grama Seva Niladhari, of your area, counter - signed by the Divisional Secretary concerned,
(v) Certificates of computer proficiency,
(vi) Certificates to prove the knowledge of the other languages in addition to the mother tongue,
(vii) Sports certificates.

07. Applications not having the necessary requirements and which are received after the closing date will be rejected.

08. If any candidate is found to be disqualified he/she is liable for the cancellation of his/her candidature before the interview or at the time of interview or after the interview or at any time thereafter.

If a candidate is found to have furnished any false information purposely or a candidate has deliberately concealed any important information he/she shall be liable to dismissal from the service.

09. Candidates already employed in the Public Service should forward their applications through the Head of their respective Departments. The Survey Department is in no way responsible for any loss of applications in the post.

By order of the Cabinet of Ministers,

T. ASHOKA PEIRIS,
Secretary,
Ministry of Land and Land Development.

No. 80/5, Govijana Mandiraya,
Rajamalwatta Road,
Battaramulla,
27th September, 2010.

SRI LANKA SURVEY DEPARTMENT

APPLICATION FOR RECRUITMENT TO THE POST OF APPRENTICE SURVEYORS
IN THE SRI LANKA SURVEY DEPARTMENT

01. Name :

- 1.1 Name with Initials :———. (in English block capitals. Eg. SILVA A. B.)
1.2 Name in full :———. (in English block capitals)
1.3 Name in full :———. (in Sinhala/Tamil)
1.4 National Identity Card No. :———. (in English block capitals)
1.5 Date of issue :———. (in English block capitals)

02. Address :

- 2.1 Permanent Address :———. (in English block capitals)
2.2 Permanent Address :———. (in Sinhala/Tamil)
2.3 Postal Address :———. (in English block capitals)

03. Ethnicity :
Sinhala - 1, Tamil -2, Indian Tamil - 3, Muslim - 4
Other- 5
(Indicate the relevant No. in the Cage)
3.1 Citizenship : _____
(Whether by descent or by registration, if by registration,
give registration No.)

04. Sex :
Female - 1, Male - 0
(Indicate the relevant No. in the cage)

05. Civil Status : _____.

06. Date of Birth :
Year : _____, Month : _____, Date : _____.

6.1 Age as the closing date of the application :
Years : _____, Months : _____, Days : _____.

07. Educational Qualifications :

- (i) University/Institution : _____.
- (ii) Degree and Year of Graduation : _____.
- (iii) Registration Number and Date : _____.
- (iv) External/Internal : _____.
- (v) Index No. : _____.
- (vi) Class (Upper/Lower) : _____.
- (vii) Medium of Language in which you appeared for the exam : _____.

08. Details of the Courses in Computer Science followed : _____.

09. Proficiency in other languages in addition to the mother tongue :
_____.

10. Sports : _____.

11. Other Qualifications : _____.

12. If ever convicted of any criminal offence in a Court of Law, give full particulars of it : _____.

13. If you are already in government service, state whether you had been subjected to interdiction from service upto the date of receiving applications : _____.

I do certify that the particulars furnished by me in this application are true and correct.

I am aware that if any particulars given by me herein are found to be false or incorrect, I am liable for disqualification if detected before selection and for dismissal from service if detected after the appointment.

Signature of the Applicant.

Date : _____.

(This is applicable only to the candidates already employed in the Public Service).

Surveyor General,

The particulars furnished by Mr./Mrs./Miss..... who serves in this Institution are correct. He/She has not been subjected to any disciplinary action and he/she can be/cannot be released from the service if he/she is selected for the post.

Signature of the Head of the Department.
(Official Frank)

Date : _____.

10-493

Examinations, Results of Examinations &c.

MINISTRY OF HIGHER EDUCATION

Sri Lanka Institute of Advanced Technological Education

PATHWAY FOR THE PROFESSIONAL DEVELOPMENT

ADMISSION OF STUDENTS TO THE ADVANCED TECHNOLOGICAL INSTITUTES FOR THE ACADEMIC YEAR - 2011

APPLICATIONS are called for the Higher National Diploma and National Diploma Courses conducted by Sri Lanka Institute of Advanced Technological Education (SLIATE) for those who have successfully completed the new or old syllabuses of the G. C. E. (A/L) Examination in or before year 2009.

How to Apply. - All duly filled applications prepared according to the specimen application form appeared below should be directed to the relevant Advanced Technological Institute/Section mentioned in the Section "A", under a registered cover with a receipt obtained by crediting of Rs. 250 to the SLIATE Account No. 025-100133397613 at People's Bank, Park Street Branch (Colombo) or any other branch of the People's Bank in Sri Lanka. The "course applied" should be clearly stated on the top left hand corner of the envelope.

Candidates wish to apply for more than one institute should submit separate applications for each institute applied, while attaching separate receipt worth Rs. 250 for each of those. Applications of which the money is credited to some other account numbers other than the account number mentioned above will be rejected.

The applications received after the closing date will not be entertained.

Addresses of the Advanced Technological Institutes/ATI Sections as well as the courses conducted of those are available in the Section 'A' and the applicants should select their academic programs from the list given in Section 'B' according to their qualifications.

Mode of Lectures :

Day/Full Time Courses : During weekdays, daytime
Part Time Courses : During Week ends, day time

: Part time courses are confined for those who employed in relevant fields.

Course Fees.— No course fees are levied for Day courses. Course fees for Higher National Diploma in English part time students will be Four Thousand Rupees (Rs. 4,000) per a semester. Course fees for 1st and 2nd year Higher National Diploma in Accountancy part time students will be Two Thousand Rupees (Rs. 2,000), 3rd and 4th year Higher National Diploma in Accountancy part time students will be Three Thousand Rupees (Rs. 3,000) per a semester and it is subjected to be revised annually. Higher National Diploma in Information Technology part time students will be Ten Thousand Rupees (Rs. 10,000) per a semester. (Two semesters per year).

Interview.— Short listed applicants will have to either sit for a written test and/or face an interview for the selections. The selections of students will be based basically on the Z-Score or the Aggregate marks of the Advanced Level Examination. Date, time and venue of interview and the necessary documents to be submitted in the interview, will be notified in writing. When the original documents are not available, certified photocopies will be accepted with the agreement of your submitting the originals at the time of registration for the academic program.

Hostel Facilities.— Limited number of hostel facilities are available for girls in ATI I Naiwala/Dehiwela and for girls as well as boys in Ampara Hardy ATI. This facility is only for the full time students and the selection criteria are based on the distance between the institute and the residence of the student.

SECTION "A"

ADDRESSES, TELEPHONE NUMBERS AND THE CODE NUMBERS OF THE ADVANCED TECHNOLOGICAL INSTITUTES/A.T.I. SECTIONS

Code No.	Name of the ATI/ATI Section	Address	Telephone Nos.
01.	Advanced Technological Institute, Dehiwala	Waidya Road, Dehiwala	011-2714270 011-2738349
02.	Galle Advanced Technological Institute, Labuduwa	Siridamma Mawatha, Labuduwa, Akmeemana	091-2227880 091-2246179
03.	Advanced Technological Institute, Kandy	No. 16, Keppetipola Road, Kandy	081-2226644 081-2232097
04.	Advanced Technological Institute, Kurunegala	No. 22/1, Wilgoda Road, Kurunegala	037-2224911 037-2229583
05.	Advanced Technological Institute, Badulla	Greenland Drive, Badulla	055-2230218 055-2223818
06.	Advanced Technological Institute, Jaffna	No. 665/5, Beach Road, Guru Nagar, Jaffna	021-2222595 -
07.	Advanced Technological Institute, Naiwala	Naiwala, Essalla, Veyangoda	033-2287519 033-2292544
08.	Hardy Advanced Technological Institute, Ampara	Inginiyagala Road, Ampara	063-2222056 063-2222056
09.	Advanced Technological Institute, Trincomalee	Kanniya Road, Varodayanagar, Trincomalee	026-2223232 026-2222593
10.	Advanced Technological Institute, Kegalle	Bandaranayake Mawatha, Kegalle	035-2221297 -
11.	Advanced Technological Institute Section, Anuradhapura	Technical College, New Town, Anuradhapura	025-2234417 -
*12.	Advanced Technological Institute Section, Ratnapura	No. 14, New Super Market, Ratnapura	045-2230780 -
13.	Advanced Technological Institute Section, Samanthurai	Main Street, Samanthurai	067-2261304 -
14.	Advanced Technological Institute Section, Batticaloa	Technical College, Manchantuduwai, Batticaloa	065-2247519 -
*15.	Advanced Technological Institute Section, Tangalle	Zonal Education Office, Tangalle	047-2240267 091-2246179

* Addresses of Rathnapura and Tangalle ATI Sections, will be changed on January, 2011.

NAMES OF THE COURSES AND THE CODE NUMBERS OF THE INSTITUTES

<i>Names of the Courses</i>	<i>Duration</i>	<i>Code number of the Institutes conduct the courses</i>
1. Higher National Diploma in Accountancy (HNDA - Day/Full time (English Medium)	4 years	1,2,3,4,5,6,7,8, 9,10, 11, 13,14
1.1 Higher National Diploma in Accountancy (HNDA) - Part time (English, Sinhala and Tamil Medium)	4 years	1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15
2. Higher National Diploma in Management (HNDM) - Day/Full time (English Medium)	3 years	1,2,3,4,5,6
3. Higher National Diploma in Business Administration (HNDBA) - Day/Full time (English Medium)	2 1/2 years	1, 2, 3, 5, 6
4. Higher National Diploma in Information Technology (HNDIT)-Day/Full time (English Medium)	2 1/2 years	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
4.1 Higher National Diploma in Information Technology (HNDIT) - Part time (English Medium)	2 years	5, 6
5. Higher National Diploma in Technology - Agriculture (HNDT-Agri) - Day/Full time (English Medium)	3 years	2, 7, 8
6. Higher National Diploma in English (HND in English) - Day/full time	2 years	1, 2, 3, 4, 5, 6, 8, 10
6.1 Higher National Diploma in English (HND in English) - Part time	2 1/2 years	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13, 14
7. Higher National Diploma in Business Finance (HNDBF) - Day/full time (English Medium)	2 1/2 years	1

Note :-

1. Syllabi of all academic programs are being revised. Some academic programs will be commenced in 2011 according to the revised syllabi and the duration of those courses also may be changed.
2. Medium of instruction of the Higher National Diploma in Accountancy program (Day/Full time) is in English Medium for the first and second years and conducted only on weekdays. Third and fourth years of this academic program are conducted in weekends and the medium of instructions of it is English.
3. The first and second years of the Higher National Diploma in Management (Day/Full time) course will be conducted during daytime of the weekdays and the third year will be conducted during the weekend.
4. A pass in the General Paper is compulsory for the applicants qualified in the G. C. E. (A/L) new syllabus.
5. It is considered the Z-score or aggregate marks of the G. C. E. (A/L) Examination as the selection criteria to select for each and every academic program.
6. Preference will be given for the candidates passed in subjects or in the field relevant to the academic program.
7. For day courses, it will be given preference for those who are under 22 years.
8. For what ever the reason no student will be transferred to any other Advanced Technological Institute after their selecting for a full time course in particular ATI or ATI Section.

Qualifications for Admission to the above Courses

01. Higher National Diploma in Accountancy HNDA (Day/Full time) should have one of the followings :

- (i) G.C.E. (A/L) Examination (Old Syllabus) passes in four subjects of which at least two should be credit passes obtained at the one sitting with Pure Mathematics or Accountancy as one of the subjects for which a credit pass should have been obtained ;

Where a credit pass is not available for Mathematics or Accountancy a credit pass obtained for either of these subjects at G.C.E. (O/L) will be considered as an alternative :-

A credit pass in Mathematics at the G. C. E. (O/L) is considered as an alternative for a credit pass in either Pure Mathematics or Accountancy at the G. C. E. (A/L) ; or

- (ii) G. C. E. (A/L) Examination (New Syllabus) passes in three subjects at one sitting with Combined Mathematics or Accountancy as one of the three subjects of which at least, two credit passes should have been obtained.

A credit pass in Mathematics at the G. C. E. (O/L) is considered as an alternative for a credit pass in either Combined Mathematics or Accountancy at the G. C. E. (A/L) ; or

- (iii) Holders of National Certificate for Accounting Technicians conducted by the Department of Technical Education and Training ; and
- (iv) An ordinary pass in English at the G. C. E. (O/L) examination.

The selection criteria is based on the high marks obtained at the G. C. E. (A/L) examination old syllabus - four subjects or new syllabus - three subjects.

1.1 Higher National Diploma in Accountancy - HNDA (Part Time) should have one of the followings :

- (i) A degree or Intermediate Examination of a recognised university ;
- (ii) Four subjects (old syllabus/three subjects (new syllabus) in G. C. E. (A/L) Examination in one sitting ;
- (iii) Successfully completion of National Certificate in Accounting Technician, conducted by the Department of Technical Education and Training.
- (iv) Successfully completion of National Certificate in Business Studies (Accountancy Group) conducted by the Department of Technical Education and Training. Successfully completion of National Certificate in Accounting conducted by the Department of Technical Education and Training.

N. B.-

- (a) *Practical Experience* - Applicant should be employed in the relevant field in a Government Institution/Public Authority or a recognised firm.
- (b) Those who possess the following qualification will be exempted from the 1st year and will be admitted to the 2nd year subject to satisfying other entry requirements and availability of places :
 - (i) National Diploma in Business Studies/Business Finance ;
 - (ii) Higher National Diploma in Commerce/Management, second year ;
 - (iii) B. Sc. (Business Administration) ;
 - (iv) B. Com.
 - (v) B. Sc. (Accountancy) ;
 - (vi) ICASL Part I and II ;
 - (vii) CIMA Part I and II ;
 - (viii) AAT Stage III.

02.Higher National Diploma in Management – HNDM (Day/Full time)

Applicants should have one of the followings :-

Pass in G. C. E. (A/L) Examination (old syllabus) in all four subjects/G. C. E. (A/L) Examination (new syllabus) in all three subjects in one sitting, in any stream with ordinary passes in English and Mathematics at the G. C. E. (O/L) Examination ; or

National Certificate for Accounting Technicians or National Certificate in Business Studies (Public Administration/Marketing) conducted by the Department of Technical Education and Training ; and

ordinary passes in English and Mathematics at the G. C. E. (O/L) Examination.

03. Higher National Diploma in Business Administration – HNDBA (Day/Full time)

Applicants should have one of the followings :-

- (i) G. C. E. (A/L) examination (old syllabus) in Economics, Commerce and Finance and Accountancy or G. C. E. (A/L) examination in any two of the above three subjects and a pass in one of the following subjects : Political Science, Pure Mathematics, Geography, Sinhala, Tamil, English, Logic, History, Business Statistic at the same examination ; or
- (ii) G. C. E. (A/L) Examination (new syllabus) in Economics, Business Studies and Accountancy or G. C. E. (A/L) Examination in any two of the above three subjects and a pass in Georgraphy, Home Economics, Political Science, Logic and Scientific Methods, Agricultural Science, Combined Mathematics and Business Statistic at the same examination ; or

(iii) Successfully completion of National Certificate in Accounting Technicians conducted by the Department of Technical Education and Training ; and

(iv) An ordinary passes in English and Mathematics at G. C. E. (O/L).

4. Higher National Diploma in Information Technology – HNDIT (/Full time/Part time)

Applicants should have one of the followings :-

(i) Should have obtained four passes at the G. C. E. (A/L) Examination (Old syllabus) at one sitting, one of which should be out of the following subjects : Physics/Agricultural Science*, Pure Mathematics and Accountancy ; or

(ii) Should have obtained four passes at the G. C. E. (A/L) Examination (Old syllabus) at one sitting, one of which should be out of the following subjects : Physics/Agricultural Science*, Zoology, Botany, Chemistry ; or

(iii) Should have obtained three passes at the G. C. E. (A/L) Examination (New syllabus) at one sitting, one of which should be out of the following subjects : Physics/Agricultural Science*, Combined Mathematics and Accountancy ; or

(iv) Should have obtained 3 passes at the G. C. E. (A/L) Examination (New Syllabus) at one sitting, one of which should be out of the following subjects : Physics/Agricultural Science*, Biology, Chemistry ; and

(v) An ordinary passes in English and Mathematics at the G. C. E. (O/L) Examination* Agricultural Science (G. C. E. A/L) – the new syllabus which is implemented from the year 1995.

5. Higher National Diploma in Technology – HNDT (Agriculture) (Day/Full time)

Applicants should have one of the following :-

(i) Should have obtained four passes at the G. C. E. (A/L) Examination (old syllabus) in Bio-Science stream at one sitting, two of which should be out of the following subjects : Chemistry, Agricultural Science, Botany, Zoology and Physics ; or

(ii) Should have obtained 3 passes at the G. C. E. (A/L) Examination (new syllabus) in Bio Science stream at one sitting, two of which should be out of the following subjects : Chemistry, Agricultural Science, Biology and Physics ; and

(iii) An Ordinary passes for English and Mathematics at G. C. E. (O/L).

6. Higher National Diploma in English (HND in English) – (Full time/Part time)

Should possess one of the following qualifications :-

(i) G. C. E. (A/L) in 3 subjects with 'C' pass in English Literature at the G. C. E. (O/L) ; or

(ii) G. C. E. (A/L) in 3 subjects with a 'C' pass in English Language at the G. C. E. (O/L) ; or

(iii) English specialist Teacher Training Certificate or College of Education Diploma for English Teachers ; or

(iv) G. C. E. (A/L) in 3 subjects and a 'C' pass in General English at G. C. E. (A/L) ; or

(v) G. C. E. (A/L) in 3 subjects and a pass at the National Certificate in English for Commerce, Industry and further Education conducted by the Departemnt of Technical Education and Training or equivalent qualifications.

7. Higher National Diploma in Business and Finance – HNDBF (Day/Full time)

Should have one of the followings :-

(i) G. C. E. (A/L) Examination (old syllabus) in 04 subjects including Economics, Commerce and Finance, Accountancy in one sitting ; or

(ii) G. C. E. (A/L) Examination (new syllabus) in 03 subjects including Economics, Business Studies and Accounting or any two of the above with one of the following subjects, Geography, Home Economics, Political Science, Logic and Scientific Methods, Agricultural Science or Combined Mathematics in one sitting ; or

- (iii) Successfully completion of National Certificate for Accounting Technicians conducted by the Department of Technical Education and Training ; and
- (iv) An ordinary passes in English and Mathematics at the G. C. E. (O/L) Examination.

Note :

1. Higher National Diploma in Accountancy (Part time) Tamil medium academic programs are available in Advanced Technological Institutes of Jaffna, Trincomalee, Sammanthurai, Batticaloa, Kandy and Dehiwala. Higher National Diploma in Accountancy (Part time) Sinhala medium academic program conducted in all the Advanced Technological Institutes except ATI Jaffna, Trincomalee, Batticaloa and Sammanthurai. Higher National Diploma in Accountancy (Part time) English medium academic programs conducted only at Advanced Technological Institute Dehiwala ;
2. Higher National Diploma in Accountancy Certificate is validated by the Circular No. 46/90 (III) of October, 2008 as equivalent to the Bachelors Degree in Commerce, (Ordinary Pass) awarded by a recognised University ;
3. Your order of preference for the academic programs have to be indicated on your choice to be considered for the admission based on your qualification.

Please note that the decision of the Director-General SLIATE will be the final decision on the admission of students to Advanced Technological Institutes/Sections for the academic year 2011.

This notice will be published in the Government Gazette on 15.10.2010.

Closing date of applications : 29.10.2010.

H. T. KAMAL PATHMASIRI,
Director General,
Sri Lanka Institute of Advanced Technological Education.

No. 18/2, Ward Place,
Colombo 07,
Website : www.sliate.net

Office use only - Course Number

SPECIMEN APPLICATION FORM

Sri Lanka Institute of Advanced Technological Education

Application Form for Admission to Higher National Diploma Course

Name of the Institute/Institute Section :

<i>Name of the Course</i>	<i>Order of Preference</i>	<i>Medium</i>
1
2
3

01. Name with initials :
02. Name/Names denoted by initials :
03. Address :
04. Date of Birth :
Year :, Month :, Date :
- Age as at 01.01.2011 :
Years :, Months :, Days :
05. National Identity Card No. :
06. Sex :, Male/Female

07. Administrative District : _____ . Contact Number : _____ .

08. (i) Result of G. C. E. (A/L) Examination (in or before 2009) :

Year : _____ . Index No. : _____ . Medium : _____ .

<i>Pass Subjects</i>	<i>Grade</i>
1.
2.
3.
4.

If under new syllabus indicate pass or fail in the general paper : _____ .

Aggregate/Average marks or Z-Score of the above examination, issued by the Department of Examination : _____ .

(ii) Results of G. C. E. (O/L) Examination :

Year : _____ . Index No. : _____ . Medium : _____ .

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

09. Highest Qualification in English as a subject : _____ .

10. Details of Occupation : Date of Appointment : _____ .

(only for part time/weekend courses)

Post : _____ .

E.P.F. Number : _____ .

Place of work and address : _____ .

I hereby declare that I am not following any other full time course of study in any other state institution. I am aware that my registration will be cancelled at any time during the period of study if it is found that I concurrently follow a full time course at any other state institution. I hereby certify that the information furnished here is true and accurate to the best of my knowledge.

Signature of Applicant.

Date : _____ .

(The bank receipt for Rs. 250 payable to SLIATE should be annexed)

10-633

MINISTRY OF SPORTS

National Institute of Sports Science

DIPLOMA COURSE IN SPORTS SCIENCE 2010/2011

APPLICATIONS are invited from candidates follow the Diploma Course in Sports Science conducted in Sinhala medium by the National Institute of Sports Science of the Ministry of Sports. The applicants should be in 18-35 years of age (The age should be not

more than 45 years for those who are already in the Government Service).

01. Education and other Qualifications :

1.1 Should have passed G. C. E. Ordinary Level Examination or its equivalent in six subjects (6) in not more than two sittings, and two of the six subjects should be in Sinhala or Tamil Language and Arithmetic or Mathematics.

1.2 In addition to the above, the applicant should have obtained -

- (a) First, second or third place in National Sports Festival or first or second place in an individual event or 1st place in a team event District Level Competition of National Sports Festival conducted by the Ministry ; or
- (b) First, second or third place in an individual event in National level competition or first or second place in a team event conducted by a National Sports Association ; or
- (c) First place in an individual event over sixteen years of age or Championship in a team event in national schools competitions ; or
- (d) As a member of a National sports team, should have participated South Asian games, Asian games, Asian Championship Competitions, Commonwealth games, World championship games or Olympic games ; or
- (e) A sports officer in the Ministry of Sports or in any other institution under the Ministry or attached as a Sports Officer in any Provincial Council or as a teacher in sports under the Ministry of Education (if is mandatory to fulfill the requirements relating to note 01) ; or
- (f) Possessed 05 years of experience as a Teacher, instructor/instructuress in sports or Physical Education (even as a Volunteer) in an institution recognized by the government or a sports officer attached to the National Youth Council with a Graded coaching phase or a license ; or
- (g) Should have successfully completed a preliminary and a higher level course in sports not less than 06 months duration, as an instructor/instructuress in the Police, Armed Forces or Civil Defence Service.

N. B. - Notice

- 01. Those who are serving under the Ministry of Sports or Ministry of Education should have completed one year and five years of service respectively. (Physical education teachers who have received training at College of Education should have 02 years experience).
- 02. Applications which are not duly completed as per the specimen will be rejected.

02. Preparation of Application :

- 2.1 Candidates possessing the necessary qualifications mentioned above should submit their application in a paper 8" x 13 1/2" as per specimen of application form appearing at the end of this notice. Application should be completed in their own hand writing and sent by registered post to reach the Director, National Institute of Sports Science, 100/7, Independence, Avenue, Colombo 07, on or before 15.11.2010.

- 2.2 "Application for the Course of Diploma in Sports 2010/2011" should be written at the top left hand corner of the envelop containing the application.
- 2.3 Applicants who are employed in the Government Sector/ Provincial Service Corporation should forward their applications through their respective heads of institutions. If not such application will be rejected.
- 2.4 A money order obtained from cinnamon Garden's post office for a sum of Rs.300 being examination fees drawn in favour of Secretary, Ministry of Sports Should be sent under a registered cover.

03. *Selection of Candidates.* - Out of the applications received those candidates who have fulfilled all the eligibilities will be called for a written examination. The candidates who are successful at the examination will be called for an interview and a physical fitness practical examination. Those who are successful will be selected to follow the course.

04. Details of the Course :

4.1 Syllabus contains five sections as follows :-

- (a) General Theory of Training (Study of the physical qualities and skills Techniques Strategies, training Methods, Aspects of Planning, Principals of Load and Tests) and a *viva*.
- (b) Theory and practice of at least ten Major Sports
- (c) Specialization in Track and Field Athletics.
- (d) Within the duration of Diploma course, specialization is required in one sport, other than track and field Athletics offered to male or female students as the case may be. (Football/Volley ball/Netball./Basket Ball)
- (e) Study of General Subjects such as Sports Physiology Sociology, Sports Administration, Sports Statistics, Organizing Methods of Sports Festivals, Sports Medicine, Sports Biochemistry, Sports Nutrition and Sports Psychology.

4.2 The duration of the course is 12 months

4.3 The unemployed who are selected to the course should pay a course fee of Rs.15,000 and those who are employed in Government Departments, Corporations or Provincial Councils should pay a sum of Rs.30,000 as course fee personally or through their institutions. This payment should be made in favour of the "Secretary of Ministry of Sports" by cheque, (Admissions will be granted only after the realization of cheque) This payment is not refundable what so ever.

4.4 The selected candidates are bound by the rules and regulations of the National Institute of Sports Science.

4.5 Certificate in "Diploma in Sports Science" will be awarded to those who complete the course successfully.

05. Other Conditions :

- 5.1 The Ministry does not hold responsibility to provide employment to those who complete the course.
- 5.2 However if the Ministry requires that those following this Course should enter into an agreement with the Director of the National Institute of Sports Science, they should do so accordingly.
- 5.3 Highest qualification or required qualifications should be stated in the application and any data sent later will not be accepted.
- 5.4 The Director of the National Institute of Sports Science will use his own discretion on any matter not specified in this notice.

S. LIYANAGAMA,
 Secretary,
 Ministry of Sports.

No. 7A, Reid Avenue,
 Colombo 07,
 .. 2010.

NATIONAL INSTITUTE OF SPORTS SCIENCE
 DIPLOMA IN SPORTS SCIENCE - 2010/2011
 SPECIMEN APPLICATION FORM

- 01 (i) Full name : Mr./Mrs./Miss. : _____
 (ii) Name with Initials : _____
 (iii) Full Name (in English Block Capital Letters) : _____
 (iv) National Identity Card No. : _____
- 02. Address :
 (i) Private : _____
 (ii) Official : _____
- 03. Date of Birth :
 Year : _____, Month : _____, Day : _____
 Age on 15.11.2010 :
 Years : _____, Months : _____, Days : _____
- 04. State whether a citizen of Sri Lanka : _____
 If so by Descent or by Registration : _____
- 05. (i) Sex : _____
 (ii) Marital Status : _____
- 06. Whether you are employed or not :
 (i) Service Station : _____
 (ii) Present Post : _____
 (iii) Duration of the service : _____

07. Educational Qualifications :

Year	Name of Examination	Subjects	Grade

- 08. Achievements in Sports (Certificates obtained and special achievements) : _____.
- 09. (i) According to the *Gazette* notification, under which qualification category (1.2 : a, b, c, d, e, f, g) that you are eligible to apply for the course : _____.
- (ii) Give details of qualifications relevant to the category stated above : _____.
- 10. Any other special remarks : _____.
- 11. Whether you are prepared to pay a course fee of Rs.15,000 or Rs.30,000 if selected : _____.

I certify that the particulars given above are true and correct. I am aware that if the information given by me is found to be false or incorrect, I am liable to be disqualified and removed from the course.

 Applicant's Signature.

Date : _____.

*For Government/Local Government/Corporation
 Employees Only*

Director,
 National Institute of Sports Science,

I recommend herewith the application of Mr./Mrs./Miss..... employee of..... working as..... I certify that this applicant could be released for the period of the Course if selected.

 Signature,
 Name and Designation of the Certifying Officer.

Official rubber Stamp.

Date : _____.

10-511

**LIMITED COMPETITIVE EXAMINATION FOR
 RECRUITMENT TO THE SUPRA CLASS OF PUBLIC
 MANAGEMENT ASSISTANTS' SERVICE - 2010**

THE written test of the Limited Competitive Examination for recruitment to the Supra Class of Public Management Assistants' Service will be held in the following towns by the Commissioner General of Examinations in January, 2011 at the occasions, where a

sufficient number of applications are not received in respect of a certain town, examination center Scheduled to be held in such town will be shifted to the next nearest town. The Secretary, Ministry of Public Administration and Home reserves the rights to postpone or cancel the examination subject to the instructions of the Cabinet of Ministers/Public Services Commission :-

Town	Town Number
Colombo	01
Kandy	02
Badulla	03
Matara	04
Jaffna	05

02. On the results of this examination, 35% of vacancies existing in Supra Class of Public Management Assistants' Service as at 01.01.2010 will be filled.

03. The salary segment MN07/2006-A of Public Administration Circular No. 06/2006(iv) is entitled to this post and accordingly, the monthly salary scale will be Rs. 20,030 - 11 x 365 - 18 x 500 - Rs. 33,045.

04. *Qualifications.*- Following officers attached to the Central Government who have completed an active and a satisfactory service of 05 years immediately preceding 01.01.2010 will be eligible to sit for this examination :-

- Officers in Class I of the Public Management Assistants' Service ;
- Officers in Class II of Public Management Assistants' Service who have completed an active service of not less than 08 years ;
- Officers in Class II and I of Public Management Assistants' Service who are graduates.

Note 1.- Definitions for the period of satisfactory service and period of active service are indicated in Paras. 2:6 and 2:7 of the Service Minute.

05. *Method of applications :*

- Application should be prepared in such a way that Nos. 1.0 to 5.0 appear on the 1st page, Nos. 6.0 to 9.0 on the 2nd page and the remaining numbers on the 3rd page. The required information should be furnished clearly by the candidate's own handwriting. The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size 25.5 x 21cm (A4 paper) using both sides. The application should be prepared in the same language in which the candidate intends to sit the examination and candidates are not allowed to change the language medium after the closing date of applications. Applications that do not comply with the specimen or that have not been completed properly will be rejected without notice. It is advisable to keep a photocopy of the application with

the candidate. It is the responsibility of the candidate to make sure that the application complies with the specimen as otherwise it may be rejected.

- Applications perfected by candidates should be forwarded to the Head of Department along with a photocopy and once his/her recommendation is obtained, the photocopy should be filled in the personal file of the candidate while the original should be sent through the respective Head of Department to reach the Commissioner General of Examinations, Department of Examinations, Pelawatte, Battaramulla before 16.11.2010 by Registered Post. Copies of applications other than the application sent through the Head of Department, should not be sent personally. Application received after the closing date will be rejected. The respective Head of Department should certify that the application has been perfected in every respect and should place his signature on the certificate in the applications. No application should be sent to the private address of the Commissioner General of Examination or any other officer. The top left corner of the envelope containing the application should clearly bear the words "Limited Competitive Examination for Recruitment to Public Management Assistants' Service-2010".

- Examination fee will not be charged from the candidates who sit the examination for the first time, namely candidates who did not sit the Limited Competitive Examination for promotion to Supra Class of General Clerical Service, held in 1972, 1973, 1974, 1975, 1976, 1978, 1979, 1980, 1982, 1983, 1984, 1985, 1986, 1987, 1989, 1991, 1996, 1999 or 2001, candidates who did not sit the Limited Competitive Examination for promotion to Supra Class of Government Typists' Service held in 1985 and 1996, candidates who did not sit the Limited Competitive Examination for promotion to Supra Class of Government Stenographers' Service held in 1996 and candidates who did not sit the examination for promotion to Supra Class of Governments Book-keepers'/Shroffs' or Store-keepers' Service held in 1996 and candidates who did not sit for the Limited Competitive Examination for promotion to Supra Class of PMAS held in 2006, 2007.
 - Examination fee is Rs. 400. This fee should be paid at the nearest District Secretariat/Kachcheri/Divisional Secretariat to be credited to Revenue Head 2003-02-13 on or before the closing date of applications. The receipt issued should be affixed in the relevant cage of the application. This fee is non-refundable. It is advisable to keep a photocopy of the receipt with the candidate.
- Incomplete applications will be rejected. Complaints on applications or any relevant documents getting lost or delayed in the post will not be entertained. The unfavourable results of delaying the process of application

until the last few days should be born by the candidates themselves.

(e) Receipt of applications will not be acknowledged.

06. Admission to the Examination :

- (a) The Commissioner General of Examinations will issue Admission Cards to each applicant with regard to the applications received. A candidate presenting himself for the examination should get his signature on the admission card attested in advance and produce his admission card to the supervisor of the examination center on the day of the examination. Any candidate who fails to produce his Admission Card will not be permitted to sit the examination.
- (b) Candidates must sit the examination at the examination hall assigned to him. Every candidate should surrender to the supervisor of the hall, the admission card relevant to that hall at the first day he presents himself for the examination. A set of rules to be observed by all candidates is published in this *Gazette*. Candidates should be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules.
- (c) Commissioner General of Examinations will issue admission cards to all the candidates who have paid examination fees, completed the application form properly and sent before due date.
- (d) Any candidate who does not receive his admission card before the examination (at least 7 days before the date of examination) should at once notify the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla. (Telegram Address, Exams Colombo, Fax No. : 2784232) with the following particulars :-

A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to 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 and in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.

Note.- Admission to examination does not necessarily mean that the candidate is eligible to sit the examination. However, Commissioner General of Examinations may, on his discretion, grant a

temporary permission to a candidate to sit the examination. Such candidature can either be cancelled or confirmed in due course.

07. *Identity of candidates.*- A candidate will be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, only one of the following documents will be accepted :-

- (a) National Identity Card issued by the Department of Registration of Persons ;
- (b) A valid Passport.

08. *Penalty for furnishing false information :*

- (a) If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his candidature is liable to be cancelled at any state prior to, during or after the examination.
- (b) If the particulars furnished by a candidate are subsequently found to be false or if it is found that he/she has willfully suppressed any material fact he or she will no longer be considered for an appointment. Furthermore, he or she will be liable for dismissal from the Public Service.

09. *Language Medium of the Examination.*- The examination will be held in Sinhala, Tamil and English languages. Candidates should sit the examination in the language medium in which they sat the recruitment examination or in one of the official languages.

10. *Scheme of Examination.*- Written test will consist of the following subjects :

<i>Subject</i>	<i>Marks</i>	<i>Minutes (Hours)</i>
1. Office Management	100	02
2. Office Systems	100	02
3. Establishment Procedures	100	02
4. Public Financial Management	100	02
5. General paper	<u>100</u> <u>500</u>	1 1/2

11. *Selection for Appointment.*- On the order of marks secured at the examinations, candidates will be called for an interview which will be conducted by an interview board appointed by the Cabinet of Ministers/Public Services Commission for verification of qualifications. No marks will be allocated at such interview. Selected candidates are liable to serve in offices situated in any part of the Island where vacancies exist. Appointment of any candidate will be cancelled, if he/she refuses to assume duties at the respective office. At such occasions, vacancies will be filled by calling other candidates in the order of marks.

12. Appointments will be made subject to the general conditions governing the appointment of the Public Service, rules and regulations stipulated in the Public Management Assistants' Service Minute

6.0 Date of Birth :

Year : Month : Date :

6.1. Age as at 01.01.2010 :

Years : Months : Days :

7.0 Have you sat for any of the following examinations? Examinations for recruitment to G. C. S. held in 1972, 1973, 1974, 1975, 1976, 1978, 1979, 1980, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1991, 1996, 1999, 2001/Examination for recruitment to Government Typists' Service held in 1985 and 1999/Examination for recruitment to Government Stenographers' Service held in 1996/Examination for recruitment to Government Book-keepers' Service held in 1999/Examination for recruitment to Government Shroffs' Service held in 1999/Examination for recruitment to Government Store-keeper Service held in 1999/Limited Competitive Examination for Promotion to Supra Class of the Public Management Assistants' Service held in 2006, 2007 : _____.

8.0 (i) Date of appointment to General Clerical Service/ Government Typists' Service/Government Stenographers' Service/Government Book-keepers' Service/Government Shroffs' Service/Government Store-keepers' Service : _____.

(ii) Total period of service as at 01.01.2010 :

Years : Months : Days :

(iii) No pay leave obtained during the 05 years immediately preceding 01.01.2010 : _____.

(iv) Period of active service as at 01.01.2010 :

Years : Months : Days :

(v) Date of confirmations in the post of General Clerical Service/Government Typists' Service/Government Stenographers' Service/Government Book-keepers' Service/Government Shroffs' Service/Government Store-keepers' Service : _____.

(vi) Present grade and the date of appointment to the same grade : _____.

(vii) If possessing a degree, the year and the name of the University : _____.

(viii) Effective date of the degree : _____.

9.0 (i) Language medium in which the candidates sat the competitive examinations to enter General Clerical Service/ Government Typists' Service/Government Stenographers' Service/Government Book-keepers' Service/Government Shroffs' Service/Government Store-keepers' Service : _____.

(ii) If the candidate was recruited to General Clerical Service/ Government Typists' Service/Government Stenographers' Service/Government Book-keepers' Service/Government Shroffs' Service/Government Store-keepers' Service without holding a competitive examination, language medium in which the candidate obtained qualifications to enter the service : _____.

10.0 Certificate of the candidate :

I certify that to the best of my knowledge and belief,

- (a) All increments falling due within the 05 years immediately preceding 01.01.2010 have been earned by me (Except increments for which the passing of Departmental Service Examinations has been prescribed) and that I have not suffered any disciplinary punishment whatsoever during the same period ;
- (b) The information given in this form is true and that since I am sitting this examination for the first time, the fee should not be paid/the cash receipt of No. dated obtained on payment of examination fee is affixed hereto. I also agree to be bound by the rules governing, examinations and decision that may be taken to cancel my candidature, if it is found that, I am ineligible according to the regulations of this examinations.

_____,
 Signature of the officer.

Date : _____.

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that the candidate Mr./Mrs./Miss. has been serving in this office since his/her work and conduct are satisfactory, that the particulars furnished on the back page have been checked personally by me with the documents available in the office and were found to be correct, he/she is eligible for exemption from examination fees since she/he is appearing for the examination for the first time, an endorsement to that effect has been entered in the history sheet of the officer as per Circular No. 13 dated 02.10.1972, he/she has satisfied requisite qualifications and the he/she has signed before me on 2010. Reference No. of the Director General of Combined Services and the date of the letter of absorption of this officer to Public Management Assistants' Service are and respectively.

_____,
 Signature and official stamp of
 Head of Institution.

Date : _____.

Name in full of the officer attesting the signature : _____.

Designation : _____.

Address : _____.

Affix the cash receipt firmly and carefully by applying glue only on the top margin of the reverse of the receipt.