

N.B.— Part I(IIA) of the *Gazette* No. 1,736 of 09.12.2011 was not published.

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,737 - 2011 දෙසැම්බර් 16 වැනි සිකුරාදා - 2011.12.16
No. 1,737 - FRIDAY, DECEMBER 16, 2011

(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)

	PAGE		PAGE
Posts - Vacant	...	Examinations, Results of Examinations &c.	...
	2048		2053

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 23rd December, 2011 should reach Government Press on or before 12.00 noon on 09th December, 2011.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2011.

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.

Department of Examinations,
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages

AMPARA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages in the Divisions set out in the Schedule hereto :

01. 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.

02. Both male and female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. 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.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 17th January, 2012.

E. M. GUNASEKARA,
Registrar General.

Registrar General's Department,
No. 234/A3,
Denzil Kobbekaduwa Mawatha,
Battaramulla.
22nd November, 2011.

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>
Ampara	Pothuwil	Post of Registrar of Marriages (General/ Kandyan) of Pothuwil Division	District Secretary/Additional Registrar General, District Secretariat Ampara

12-506

JUDICIAL SERVICE COMMISSION

Applications are called for in terms of Muslim Marriage and Divorce Act (Chapter 115) for the recruitment of Quazis for the areas indicated in the Schedule hereto

PERSONS with following qualifications may apply –

Any Muslim male who is a graduate of a recognized university or a Moulavi holding a certificate from an institution recognized by the Ministry in charge of Muslim Religious and Cultural Affairs or a holder of a Al-Alim certificate issued by the Department of Education or an Attorney-at-Law or a holder of other similar

professional qualifications or a retired public servant who has held office in staff grade.

A person currently holding a permanent post in the Public Service shall not be eligible to apply. Applicants should be married persons over 40 years of age and of good character and standing in the community and possessing a sound knowledge of the law relating to Muslim Marriage and Divorce.

The selected candidate will be appointed for a period which will be specified in the letter of appointment.

It is a legal requirement that a Quazi should reside in the area for which he is appointed.

A Quazi will be paid a monthly allowance of Rs. 6,000 and an all inclusive allowance of Rs. 5,000 per month for the cost of support services, stationary and postal expenses.

Application forms can be obtained from the Judicial Service Commission Secretariat and should be sent by registered post to reach the Secretary, Judicial Service Commission on or before 31st January, 2012. The envelope containing the application should be market - Post of Quazi" on its top left hand corner.

SUDATH N. GOPALLAWA,
Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
P. O. Box 573,
Hulftsdrop Street,
Colombo 12,
02nd December, 2011.

SCHEDULE

01. Puttalam and Chilaw : Applications are invited by the Judicial Service Commission under the Muslim Marriages and Divorce Act (Chapter 115) for the post of Quazi in the Judicial zone of the Puttalam and chilaw (except the D. S.'s Division of Kalpitiya) in Puttalam District.
02. Kalpitiya : Applications are invited by the Judicial Service Commission under the Muslim Marriages and Divorce Act (Chapter 115) for the post of Quazi in the D. S.'s Division of Kalpitiya in Puttalam District.
03. Biyagama : Applications are invited by the Judicial Service Commission under the Muslim Marriages and Divorce Act (Chapter 115) for the post of Quazi in the D. S.'s Divisions of Biyagama, Dompe, Kelaniya and Wattala in Gampaha District.
04. Harispattuwa and Pujapitiya : Applications are invited by the Judicial Service Commission under the Muslim Marriages and Divorce Act (Chapter 115) for the post of Quazi in the D. S.'s Division of Harispattuwa and Pujapitiya in Kandy District.
05. Tangalle : Applications are invited by the Judicial Service Commission under the Muslim Marriages and Divorce Act (Chapter 115) for the post of Quazi in the Judicial zone of Tangalle.
06. Jaffna : Applications are invited by the Judicial Service Commission under the Muslim Marriages and Divorce Act (Chapter

115) for the post of Quazi in the Division of Jaffna, Point pedro and Kyts in Jaffna District.

07. Gampola (Udawalpaya) : Applications are invited by the Judicial Service Commission under the Muslim Marriages and Divorce Act (Chapter 115) for the post of Quazi in the Judicial Division of Gampola (Udawalpaya).

12-673

MINISTRY OF JUSTICE

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

APPLICATIONS were called for the above post by the *Gazette of the Democratic Socialist Republic of Sri Lanka*, No. 1,725 dated Friday, 23rd September, 2011 (23.09.2011). The 02nd paragraph of the said notification is amended as follows :

The words in Section 02 of the said notification *i. e.* "the closing date of applications - 25.10.2011" is amended as "the closing date of applications on or before 27.12.2011".

W. K. F. DE SILVA,
For Secretary,
Ministry of Justice.

Ministry of Justice,
Colombo 12,
23rd November, 2011.

12-507

MINISTRY OF JUSTICE

Posts of Stenographer (Sinhala/Tamil/English) in the Labour Tribunals

APPLICATIONS are invited from the citizens of Sri Lanka with the undermentioned qualifications for the recruitment to the Posts of Stenographer (Sinhala/Tamil/English) in the Officers of the Labour Tribunals of the Ministry of Justice.

01. *Educational qualifications :-*

- (a) Should have passed six (06) subjects at the General Certificates of Education (Ordinary Level) Examination in one sitting with at least four credits (04) including Mathematics and Sinhala/Tamil/English Languages.

(b) Should have passed at least one (01) subject (excluding General Common Test) at the General Certificates of Education (Advanced Level) Examination.

The applicants already in the Public Service/Provincial Public Service should send in their applications through the Head of the Department/Institution he/she is attached to.

02. *Professional Qualifications* :-

Should have followed a course on Stenography not less than six (06) months in a recognized institute ; *or*

Should have obtained a credit pass for Typewriting and Shorthand at the General Certificates of Education (Ordinary Level) Examination.

Secretary,
Ministry of Justice,
Superior Courts Complex,
Colombo 12.

10. *Examination fee.*- Every applicant should pay Rs. 300 as examination fee to the credit of the Account No. 176-1-001-9-9025-184, Mid City Branch of the People's Bank in favour of the Secretary to the Ministry of Justice. The receipt received for the payment should be affixed to the application. The examination fee is not refundable.

03. *Physical Fitness* :

1. Should be of sound mental and physical health to serve in any part of the Island.
2. Should be of sound physical fitness to perform the duties in the post.

11. The applications should be completed in all respect. Applications received after the closing date will be rejected. No allegation that an application and attached documents have been lost or delayed in the post can be considered.

04. *Other* :-

1. Should be a citizen of Sri Lanka ;
2. Should bear an excellent moral character ;
3. Should attach the photocopies of the certificates with the application.

12. If any particulars furnished in the application are found to be false or incorrect he/she is liable to be disqualified before selection and to be dismissed if the inaccuracy is discovered after the appointment.

13. The authority to determine any matter not provided for in this notice is vested in the Secretary to the Ministry of Justice.

05. *Age limit.*- Applicant should not be less than 18 years of age and not more than 30 years of age as at the closing date of application. (The maximum age limit for the stenographers already serving in the Labour Tribunals on contract and casual basis should be 40 years).

KAMALIN DE SILVA,
Secretary,
Ministry of Justice.

06. *Salary Scale.*- MN1-2006A Monthly salary Rs. 13,120 - 10x145 - 11x170 - 10x240 - 10x320 - Rs. 22,040.

Ministry of Justice,
Colombo 12.

SPECIMEN APPLICATION

MINISTRY OF JUSTICE

POST OF STENOGRAPHER (SINHALA/TAMIL/ENGLISH) IN THE LABOUR
TRIBUNALS

No. :
(For office use only)

08. *Terms of Engaement* :-

(a) This post is permanent and pensionable. Contribution to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme should be made.

(b) The Efficiency Bar for this post will be conducted two times per year by the Secretary to the Ministry of Justice.

09. The application should be prepared as per the specimen form setout at the end of this notification. The duly completed application should be sent under Registered cover to the following address on or before 06.01.2012. The words "Post of Stenographer (Sinhala/Tamil/English) in the Labour Tribunals" should be written on the top left hand corner of the envelope containing the application.

01. Name in full : _____,
(in Sinhala/Tamil/English)
02. Name with initials : _____,
(in Sinhala/Tamil/English)
03. Private address (in Sinhala/Tamil/English) : _____.
04. Official address : _____.
05. Telephone No. : _____.
06. National Identity Card No. : _____.
07. Date of birth : _____.
08. Age as at 06.01.2012 :
Years : _____, Months : _____, Days : _____.
09. Sex : _____.

10. Nationality : _____.
11. Medium of Language : _____.
12. Whether applied for the post of Stenographer (Sinhala/Tamil/English) : _____.
13. Educational qualifications :
G. C. E. (Ordinary Level) Examination :
Year : _____, Index No. : _____.

Subject	Grade	Subject	Grade

G. C. E. (Advanced Level) Examination :
Year : _____, Index No. : _____.

Subject	Grade	Subject	Grade

14. Professional qualifications : _____.
15. Experience : _____.
16. Other qualifications : _____.
17. I do hereby certify that the particulars furnished by me in this application are true and accurate. I am aware that if any particulars contained herein are found to be false or incorrect. I am liable to be disqualified before selection and to be dismissed without any compensation if the inaccuracy is discovered after appointment.

_____,
Signature of the Applicant.

Date : _____.

CERTIFICATE OF THE HEAD OF DEPARTMENT

The application of Mr./Mrs./Miss. serving in this Department/Institution is attached herewith. I inform that if this officer is selected for the post of Stenographer, he/she cannot be released from service.

_____,
Signature of the Head of the Department.
Official Seal.

Date : _____.

12-481

MINISTRY OF SOCIAL SERVICES

National Council for Elders

APPLICATIONS ARE INVITED FROM SRI LANKAN CITIZENS FOR THE MANAGEMENT ASSISTANT III GRADE POSTS IN THE NATIONAL COUNCIL FOR ELDERS

Job	No. of Vacancies
Management Assistant	III Grade - 06

Requirement :

- Be a citizen of Sri Lanka ;
- Terms and conditions of employment :-
This post is permanent, non-pensionable and officers shall contribute to the Employees' Provident Fund. The appointment will be subject to a 03 year probation period.
The provisions of Section 10-12, Chapter (II) of the Establishment Code and regulations relevant to the National Council for Elders will apply.
- (i) Salary Code and Salary Scale :
MA 1.1-2006A Rs. 13,450 -10x145-7x170-4x240-20x320 - Rs. 23,450.
(ii) Qualification and Experiences :
(a) Educational qualification :
Should have passed G. C. E. (O/L) Examination in not more than two sittings in with 06 subjects, including 4 credit passes in Sinhala languages/ Tamil or Literature and Mathematics. 5 passes should have been obtained at the first sitting ;
with
Pass 3 subjects in G. C. E. (A/L) Examination.
(b) Any other Qualification :
Typing, Stenography and use of computer knowledge will be considered as additional qualification.
(iii) Age.- Applicants should not be below 18 years of age and not more than 45 years.

4. **Method of Recruitment.**- Applications will be short listed on conditions of eligibility and will be called for a structural interview. Selection will be done on the results of the interview and use of Computer knowledge and Typing.

5. **Method of application.**- Candidates are required to prepare applications in conformity with the specimen form given below. Duly completed applications should be sent under registered cover to the "Director, National Council for Elders, National Secretariat for Elders" No. 150A, L. H. P. Building, Nawala Road, Nugegoda to reach on or before 31.12.2011. The name of the vacancy you apply must be stated on the top left hand corner of the envelope. Applications from applicants who are already in the Public Service must be forwarded through the Head of the Department and must

be accompanied by a certificate stating that the officer can be released if selected.

(ii) G. C. E. (A/L) :

Receipt of Applications will not be acknowledged. Late applications and incomplete applications without necessary qualifications will be rejected without any notification. The Director reserves the right of deciding matters with regard to recruitment and filling or not filling the total number of vacancies.

J. KRISHNAMOORTHY,
Secretary,
National Council for Elders.

For office use only

SPECIMEN APPLICATION FORM

MINISTRY OF SOCIAL SERVICES

NATIONAL COUNCIL FOR ELDERS

Management Assistant III Grade Job Vacancy

1. Name with initials (Rev./Mr./Mrs./Miss.) : _____.
2. Name in full : _____.
3. Permanent address : _____.
4. Telephone No. :
Permanent : _____, Mobile : _____.
5. National Identity Card No. :

--	--	--	--	--	--	--	--	--	--
6. Gender (Male/Female) : _____.
7. (i) Date of birth :
Year : _____, Month : _____, Date : _____.
- (ii) Age (as at 31.12.2011) :
Years : _____, Month : _____, Days : _____.
8. Nationality : _____.
9. Civil status : Single/Married : _____.
10. Education qualification :
(i) G. C. E. (O/L)

Subject	Grade
1.
2.
3.
4.

11. Other relevant educational (Post Graduate/Diploma) if :_____.
12. Vocational qualifications :_____.
13. Language proficiency Mark (✓) in the relevant cage :

	Very good	Good	Fair	Weak
Sinhala				
Tamil				
English				

14.Experience :_____.

Declaration of the candidate

I hereby declare that the information furnished above are true and accurate to the best of my knowledge.

I further declare that I have not been dismissed from the public services or retired from the service due to inefficiency as an option and not been considered as a person who has vacated the post.

I am liable to be dismissed from service if it is revealed that I am not eligible after selection to the post.

Signature of Applicant.

Date :_____.

If the candidate in the Public Service the recommendation of the Head of the Department

Mr./Mrs./Miss. is a permanent/temporary/casual in this Ministry/Department and he/she can/cannot be released if selected.

Signature of the Head of Department.
Designation :_____
Ministry/Department :_____.

Date :_____.

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

Examinations, Results of Examinations &c.

LIMITED COMPETITIVE EXAMINATION FOR PROMOTION TO SUPRA GRADE OF GRAMA NILADHARI SERVICE – 2011

APPLICATIONS are hereby called from Grama Niladharies, who are belonging to Grama Niladhari Service and have possessed qualifications prescribed in section 4, for promotion to Supra Grade of service on the result of limited competitive examination. The list containing the examination centers and the numbers is attached herewith as schedule No. 1 whilst the list of district numbers is attached as schedule No.2 at the end of this notification.

01. Method of Promotion :

- (i) Appointments shall be made by the Public Service Commission to a number of vacancies, which does not exceed 40% of the existing vacancies, by way of verifying the qualifications of candidates who have become qualified at the examination conducted by the commissioner General of Examinations on behalf of the Public Service Commission, by an interview board consisting of three members appointed by the Commission. However, the interview shall be confined only to verify the qualifications.
- (ii) When the officers appointed to Supra grade are attached to the service stations, the existing officers shall be granted opportunity to be transferred to the existing vacancies at first. When making appointments to 40% of vacancies remaining within the district after making above transfers, candidates shall be appointed to a division within the district other than the division where the candidate is serving based on the seniority secured at the examination. At the instances where the number of candidates who have satisfied qualifications is higher than the number of vacancies existing within the district, such candidates shall be attached to the vacancies outside the district. Those who are attached to such service stations do not accept the appointments, their appointments shall be cancelled and further they shall not have any right at later occasions to make a request for an appointment based on the result of this examination.

02. Scheme of Examination.– Candidates shall sit the following examination and the examination shall be conducted only in Sinhala, Tamil and English mediums. Once such language medium is selected, candidates are not allowed to change the language medium.

- (i) Office Management and Office Systems – 1 ½ hours, 100 marks
- (ii) Establishment activities, procedural rules of Public Service Commission and Public Finance Management - 1 ½ hours, 100 marks
- (iii) Subject related studies and professional knowledge - 1 ½ hours, 100 marks
- (iv) General paper - 1 ½ hours, 100 marks

- (v) Candidates shall secure minimum of 40% of marks for each paper in order to possess minimum qualifications at the examination.

03. Syllabus :

- (i) Office Management and Office Systems

(a) Office Management :

A question paper consisting questions on organization structure, principles of organization, task analysis and task evaluation, leadership, supervision and decision making ability, communication, public relations, coordination and problem solving. Candidates are required to answer all questions.

(b) Office systems :

A question paper which includes questions covering the sections such as principles on office systems, office procedures, documents and filing, planning and handling of forms, office correspondents, control over the utilization of office equipment, office layout and environment, job description, work and systems study, measurement of work and preparation of work steps. Candidates are required to answer all questions.

- (ii) Establishment activities, procedural rules of Public Service Commission and Public Finance Management.

(a) Establishment activities and procedural rules of Public Service Commission :

It is expected to test the general knowledge of the candidate on procedures to be followed when making recruitments to public service, establishment activities of public officers, vesting of powers for the tasks such as appointments, transfers, promotions and termination of service of public servants, disciplinary and welfare of public servants, privileges entitled to public officers and the regulations, procedures and circulars which have been already issued and are to be issued in future by government and Public Service Commission on establishment activities. Candidates are required to answer all questions.

(b) Public Finance management :

It is expected to test the general knowledge of the candidate on the responsibilities of an accounting officer and annual estimates, cash control, vesting of responsibilities on financial matters, receiving, accounting, acceptance of money, payments, custody of public money, imprest and bank account, supplies and services, tender activities, board of surveys, audit queries, ledgers and summaries of income and expenditure of government offices, bank reconciliations, books on financial control, regulations

and circulars issued so far by the government.
Candidates are required to answer all questions.

Cabinet decision No. CP/97/0419/05/016 shall be taken into consideration as a period of service in Grama Niladhari Service under this Scheme of Recruitment.

- (iii) **Subject related studies and professional knowledge**
It is expected to test the knowledge of the candidate on the subjects entrusted to Grama Niladharies by various Acts and Ordinances, Ministries, Departments, Provincial Councils and other government statutory institutions. Further, a case study is also included relevant to the subjects entrusted to Grama Niladharies. Candidates are required to answer all questions.
- (iv) **General paper :**
It is expected to test the general knowledge of the candidate on the nature of public administration, structure of public administration, public policies and new public reforms, fundamental rights, human rights, Human Rights Commission, Ombudsman, Public Petition Committee of the Parliament, office culture, ethics and morals, making the office environment properly, welfare activities of the staff, recognition of civil and official status in the aspect of Social Science and the duties of public officers towards recipients. Candidates are required to answer all questions.

04. **Qualifications.**– Candidates shall have possessed the following qualifications as at the closing date of application.

- (i) Shall have earned salary increments within the five years immediately preceding the prescribed date and completed a satisfactory service period and passed the prescribed efficiency bar examination and
- (ii) Shall be an officer in Grade II of Grama Niladhari Service who has completed at least an active service of not less than eight years in Grade II or shall be an officer in Grade I or
- (iii) Shall be a graduate who have possessed at least a service of not less than five years in Grade II of Grama Niladhari Service.

Note.– When calculating the service period mentioned in above i, ii and iii, the service beyond 10 years from the total period of service of Grama Niladharies appointed to Grade II of Grama Niladhari Service before 01.01.2006 including the service period mentioned in Section 12.2.3 of the new Grama Niladhari recruitment procedure shall be taken into consideration as a period of service in Grade II.

Section 12.2.3: The previous service included into Grama Niladhari Service under the existed provisions of the officers who have been absorbed into a post of Grama Niladhari from the service category of Special Service Officer or Cultivation Officer or Agriculture Extension Officer and remaining in service by the effective date of this Scheme of Recruitment, and further the period of absence of the officers whose service has been terminated in 1977 and reinstated in 1995 as per the

05. **Salary scheme :**

- (i) Salary scale for Supra Grade is as follows:
Rs.20,030-11x365-18x500- Rs. 33,045. (Initial salary step- Rs. 20,395)
- (ii) The officers promoted shall be placed on the salary step of this salary scale in consistent to the revisions made to section 5, chapter vii of Establishment code by Public Administration circular No. 7/2000.

06. **Method of Application :**

- A specimen of the application for this examination is published at the end of this notification. The candidates shall prepare their applications strictly in accordance with the specimen. The application shall be prepared in A4 size papers using both sides and indicating numbers from 01 to 05 in the first page and the remaining numbers in the rest of the pages. Applications can be type written, but they should be filled by the candidate him/herself clearly in his/her own handwriting following the instructions given in this notification.
- When the application is prepared the name of the examination shall be mentioned in Tamil language in applications in Sinhala medium and in the meantime in English language in applications in Tamil medium.
- Application shall be perfected in duplicate. The copy of the application shall be sent to the Divisional Secretary to be filed in the personal file whilst the original shall be sent to the Commissioner General of Examinations.
- All candidates shall send their applications by registered post to reach the “Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla” through the Divisional Secretary to whom the division where he/ she serves belongs, on or before 13.01.2012.
- The top left hand corner of the envelop containing the application should bear, “Limited competitive examination for promotion to Supra Grade of Grama Niladhari service-2011”. The applications received after the closing date of application shall be rejected.
- Any document or a copy of such document shall not be attached to the application. However, candidates shall keep such documents required to prove his/ her qualifications in order to provide whenever requested.

07. **Examination Fee.**– The examination fee is Rs. 400. Examination fee should be paid at any District or Divisional Secretariat island-wide to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained

thus should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. The receipt shall have been issued strictly in favour of the candidate.

08. Admission to the examination :

- Commissioner General of Examinations will issue admission cards in respect of each candidate who has submitted application informing the date of the examination to be held. Candidates appearing for the examination should render their admission card to the supervisor of the examination hall. Without such admission card, no candidate shall be allowed neither to enter the examination hall nor sit for the examination.
- Candidates shall render to the supervisor of the examination hall, the admission card containing the certification of his signature, on the first day of presenting himself for the examination.
- All the candidates shall have knowledge of the rules and regulations of the examination published in the Government Gazette Notification and they shall be bound to follow such rules and regulations.
- The Head of the Department shall grant duty leave for the candidates who possess the admission cards issued by the Commissioner General of Examinations enabling them to sit for the examination.
- Identity cards.– Candidates will be required to prove their identity to the satisfaction of the supervisor of the examination hall for all the subjects they offer. For this purpose, any of the following will be accepted.

- ❖ Identity card issued by the Department of Registration of Persons.
- ❖ A valid pass port.

09. (i) Commissioner General of Examinations will issue admission cards in respect of each candidate whose application for has been accepted. A notification will be published in newspapers by the Department 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 Sri Lanka 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.

(ii) Candidates shall render to the supervisor of the examination hall, the admission card containing the certification of his signature, on the first day of presenting himself for the examination.

(iii) Issuance of an admission card to a candidate does not necessarily mean that his/her qualifications for appearing for the examination have been accepted.

10. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination. This notification is issued as per the order of the Public Service Commission.

P. B. ABEYKOON,
Secretary,
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07.
01st December, 2011.

--

(For office use only)

Specimen Form of Application

LIMITED COMPETITIVE EXAMINATION FOR PROMOTION TO SUPRA GRADE OF GRAMA NILADHARI SERVICE-2011

(From No. 1 – 5 shall be on the first page and from No. 6 onwards shall be on the rest of pages)

Medium of Examination:

(Indicate the relevant number in the cage)

Sinhala - 2
Tamil - 3
English - 4

District where the candidate serves District Number

Town in which you wish to sit for the examination

Town No.

PART I

(N. B: The application shall be filled clearly by the candidate in his/her handwriting)

01. (i) (a) Name with initials (In Sinhala) : _____
(b) Name with initials (In English Block Capitals) : _____

(With initials at the end, eg: SILVA, M.A.)

02. (i) Office Address : _____.
(ii) Address to which the admission shall be sent : _____.
(In English Block Capitals)
03. (i) Divisional Secretary's Division : _____.
(ii) Grama Niladhari Division and Number : _____.
04. (i) Sex: Male - 0
Female - 1
(Indicate the relevant number in the cage.)
(ii) Date of Birth:-
Year : _____, Month : _____, Date: _____.
(iii) National Identity Card No:

--	--	--	--	--	--	--	--	--	--	--	--
05. (i) Date of appointment/ absorption to the post holding at present and reference number and date of the letter : _____.
(ii) Total Period of service:
Years : _____, Months : _____, Days : _____.
(iii) Present Grade : _____.
Period of service in that Grade : _____.
Years : _____, Months : _____, Days: _____.
06. If the candidate has been absorbed to Grama Niladhari Service, indicate following particulars:
(Fill the relevant paragraph only)
(i) Date of entry to the service of Special Service Officer (Period of service) : _____.
(ii) Date of entry to the Cultivation Officers' Service (Period of service) : _____.
(iii) Date of entry to the Agriculture Extension Service (Period of service) : _____.
(iv) Date of entry to any other similar service : _____.
(Period of service)
07. Are you an old or new entrant for the purpose of Official language Policy : _____.
08. (i) Have you earned all the salary increments during the period of service : _____.
(ii) If not state the details : _____.
09. If you have been released at present for the service at a cooperation or another service, state the particulars : _____.
10. If you have obtained no-pay leave for a foreign employment or for any other purpose, state the particulars : _____.
11. Have any disciplinary actions being taken against you? If so, state the details : _____.

N.B.- The receipt of the examination fee obtained from the Divisional Secretariat in favour of the applicant shall be affixed here firmly so as not to be detached.

--

I hereby certify that the above particulars are true and correct. I am also aware that if any particular contained herein is found to be false or incorrect, I am liable to be dispossessed of my rights for the promotion to Supra Grade of this service and further, I am liable to be subjected to disciplinary action. Further, I state that I have no objection for such action and I also agree to be bound by the orders of the Commissioner General of Examinations.

Signature of the officer.

Date : _____.

PART II

TO BE FILLED BY THE DIVISIONAL SECRETARY

I hereby certify that,

- (i) The particulars provided above by Mr/Mrs/Misshave been checked with his/ her personal file and found to be true and correct.
- (ii) The prescribed examination fee has been paid and the receipt is affixed.
- (iii) There is no intension to take any disciplinary action against the officer.
- (iv) His/ her service has been satisfactory during the immediately proceeding five years and he/ she has been appointed to Gradeof Grama Niladhari service fromand a copy of the application submitted herewith is filed in the officer's personal file.

Divisional Secretary.

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

SCHEDULE – No. 01

EXAMINATION CENTERS

This examination shall be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mulathivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Rathnapura and Kilinochchi for officers in Grade II of Grama Niladhari Service. The relevant section of the application shall be filled in accordance with the table containing the towns and town numbers. It is not allowed to change the town/ towns applied at later occasions.

Town	Town Number
Colombo	001
Kandy	002
Galle	003
Matara	004
Jaffna	005
Mannar	006
Mulathivu	007
Trincomalee	008
Batticaloa	009
Kurunegala	010
Anuradhapura	011
Badulla	012
Rathnapura	013
Kilinochchi	014

**EXAMINATION FOR PROMOTION TO SUPRA
GRADE OF GRAMA NILADHARI SERVICE ON
MERIT-2011**

APPLICATIONS are hereby called from Grama Niladharies, who are belonging to Grama Niladhari Service and have possessed qualifications prescribed in Section 5, for promotion to Supra Grade of service on merit. The list containing the examination centers and the numbers is attached herewith as Schedule No. 1 whilst the list of district numbers is attached as Schedule No.2 at the end of this notification.

Conditions of Promotion: Candidates who possess highest qualifications according to the aggregate of marks calculated based on the marks secured at the examination, their seniority and experience, shall be promoted to 60% of the existing vacancies.

02. Method of Promotion :

(i) An examination shall be conducted by the Commissioner General of Examinations on behalf of the Public Service Commission for the candidates. Accordingly, priority shall be determined on the order of the aggregate of marks secured by candidates on the results of the examination and the marks allocated by the interview board consisting of three members appointed by the Public Service Commission.

(ii) When the officers appointed to Supra Grade are attached to the service stations, the existing officers shall be granted opportunity to be transferred to the existing vacancies at first. When making appointments to 40% of vacancies remaining within the district after making above transfers, candidates shall be appointed to a Divisional Secretary's Division within the district other than the division where the candidate is serving based on the seniority secured at the examination. At the instances where the number of candidates who have satisfied qualifications is higher than the number of vacancies existing within the district, such candidates shall be attached to the vacancies outside the district. Those who are attached to such service stations do not accept the appointments, their appointments shall be cancelled and further they shall not have any right at later occasions to make a request for an appointment based on the result of this examination.

(iii) The examination shall be conducted only in Sinhala, Tamil and English mediums. Once such language medium is selected, candidates are not allowed to change the language medium.

03. (i) *Scheme of Examination.*– Candidates shall sit for the subject “Aptitude and Subject Related Study”. The duration of the question paper shall be 1 ½ hours and candidates are required to secure at least 40 out of the 100 marks to be qualified at the examination.

(ii) *Syllabus :*

* Aptitude – It is expected to test the general knowledge required in the performance of functions

If any center mentioned above does not have a sufficient number of candidates such center shall be cancelled and the relevant candidates shall be directed to one of the nearest centers.

SCHEDULE – No. 02

LIST OF DISTRICT NUMBERS

Index No.	District	District Number
1	Colombo	001
2	Gampaha	002
3	Kalutara	003
4	Kandy	004
5	Matale	005
6	Galle	006
7	Matara	007
8	Hambanthota	008
9	Kurunegala	009
10	Puttalam	010
11	Nuwara eliya	011
12	Rathnapura	012
13	Badulla	013
14	Monaragala	014
15	Kegalle	015
16	Anuradhapura	016
17	Polonnaruwa	017
18	Ampara	018
19	Batticaloa	019
20	Trincomalee	020
21	Jaffna	021
22	Vauniya	022
23	Mannar	023
24	Kilinochchi	024
25	Mulathivu	025

connected to official duties entrusted to Grama Niladharies, office administration, decision making ability, critical reasoning.

* *Subject related study.*— Candidates are required to answer the questions on office administration and subject related study connected to the subjects entrusted to Grama Niladharies. The question paper shall be consisted of one or several paragraphs and questions based on that.

04. Fields for which marks shall be allocated in determining seniority and merit.

- (i) Seniority (Maximum marks 60)
04 marks for each period of satisfactory service of one year beyond the 05 year service in Grade I (02 marks for a period between 6 – 12 months. However, no marks shall be allocated for a period less than 6 months)
- (ii) Experience (Maximum marks 40)
 - (ii – i) Commendations received after being appointed by to Grade I (Maximum marks 20)
04 marks for each certificate of commendation made as per Form General 230B.
02 marks for each commendation made by a certificate other than Form General 230B.
 - (ii – ii) For achievements at the management Competition among Grama Niladhari offices (Maximum marks 20)
 - * All island first place- 15 marks
 - * All island second place - 12 marks
 - * All island third place - 10 marks
 - * First place at district competition - 08 marks
 - * Second place at district competition - 06 marks
 - * Third place at district competition - 04 marks
 - * First place at the competition within Divisional Secretary's Division- 03 marks
 - * Second place at the competition within Divisional Secretary's Division – 02 marks
 - * Third place at the competition within Divisional Secretary's Division – 01 mark

(Marks shall strictly be allocated for the highest achievement out of the achievements made at each level in a year.)

05. *Qualifications.*— Candidates shall have possessed the following qualifications as at the closing date of application.

- (i) Shall have completed an active and satisfactory service of five years in Grade I of Grama Niladhari Service and passed the prescribed efficiency bar examination.
- (ii) Shall have earned the salary increments falling within the five years immediately proceeding the closing date of applications.

06. *Salary Scheme :*

- (i) Salary scale for Supra Grade is as follows:
Rs. 20,030-11x365-18x500-33,045. (Initial salary step- Rs. 20,395)
- (ii) The officers promoted shall be placed on the salary step of this salary scale in consistent to the revisions made to Section 5, Chapter VII of Establishment Code by Public Administration Circular No. 7/2000.

07. *Method of application :*

- (i) A specimen of the application for this examination is published at the end of this notification. When the application is prepared the name of the examination shall be mentioned in Tamil language in applications in Sinhala medium and in the meantime in English language in applications in Tamil medium. The candidates shall prepare their applications strictly in accordance with the specimen. The application shall be prepared in A4 size papers. Indicate numbers from 01 to 07 in the first page and the remaining numbers in the rest of the pages. Applications can be type written, but they should be filled by the candidate him/ herself clearly in his/her own handwriting following the instructions given in this notification.
- (ii) Application shall be perfected in duplicate. The copy of the application shall be sent to the Divisional Secretary to be filed in the personal file whilst the original shall be sent to the Commissioner General of Examinations.
- (iii) All candidates shall send their applications by registered post to reach the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla through the Divisional Secretary to whom the division where he/ she serves belongs, on or before 13.01.2012.
- (iv) The top left hand corner of the envelope containing the application should bear, "Examination for Promotion to Supra Grade of Grama Niladhari Service on Merit-2011".
- (v) Any document or a copy of such document shall not be attached to the application. However, candidates shall keep such documents required to prove his/ her qualifications in order to provide whenever requested

08. *Examination Fee.*— The examination fee is Rs. 400. Examination fee should be paid at any District or Divisional Secretariat island-wide to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed to the relevant cage of the application form (Receipt number, date and the office to which the fee has been paid should be mentioned). The examination fee shall not be refunded. The receipt shall have been issued strictly in favour of the candidate.

09. Admission to the examination :

--

(For office use only)

- (i) Commissioner General of Examinations will issue admission cards in respect of each candidate who has submitted application informing the date of the examination to be held. Candidates shall render to the supervisor of the examination hall, the admission card containing the certification of his signature, on the first day of presenting himself for the examination. Without such admission card, no candidate shall be allowed neither to enter the examination hall nor sit for the examination.
- (ii) The issuance of an admission card to a candidate does not necessarily mean that he/ she has the requisite qualifications to sit the examination.
- (iii) All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examinations. If such rules and regulations were violated, he/ she shall be subjected to any punishment imposed by the Commissioner General of Examinations.
- (iv) The Head of the Department shall grant duty leave for the candidates who possess the admission cards issued by the Commissioner General of Examinations enabling them to sit for the examination. No travelling charge shall be paid.
- (v) *Identity Cards.*—Candidates will be required to prove their identity to the satisfaction of the supervisor of the examination hall for all the subjects they offer. For this purpose, any of the following will be accepted :—

- * Identity card issued by the Department of Registration of Persons.
- * A valid passport.

10. 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 Sri Lanka 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.

11. This notification is issued as per the order of the Public Service Commission.

P. B. ABEYKOON,
Secretary,
Ministry of Public Administration and
Home Affairs.

Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 07,
01st December, 2011.

Specimen Form of Application

EXAMINATION FOR PROMOTION TO SUPRA GRADE
OF GRAMA NILADHARI SERVICE ON MERIT-2011

(From No. 1 – 07 shall be on the first page and from No. 08 onwards shall be on the rest of pages)

Medium of Examination:

--	--	--	--

(Indicate the relevant number in the cage)

Sinhala - 2
Tamil - 3
English - 4

District where the candidate serves

District Number

Town in which you wish to sit for the examination

Town No.

PART I

(N. B.— The Application shall be filled clearly by the candidate in his/ her handwriting)

01. (i) (a) Name with initials (In Sinhala) : _____.
(b) Name with initials (In English Block Capitals) : _____.

(With initials at the end, *eg.* SILVA, M.A.)

02. (i) Office Address : _____.
(ii) Address to which the admission shall be sent : _____.
(In English Block Capitals)
03. (i) Divisional Secretary's Division : _____.
(ii) Grama Niladhari Division and number : _____.

04. (i) Sex : Male - 0
Female - 1

(Indicate the relevant number in the cage.)

- (ii) Date of Birth:-
Year : _____ Month : _____ Date: _____.
- (iii) National Identity Card No:

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

05. (i) Date of appointment/ absorption to the post holding at present and reference number and date of the letter : _____.
- (ii) Total Period of service:
Years : _____ Months : _____ Days : _____.

06. If the candidate has been absorbed to Grama Niladhari Service, indicate following particulars:
(Fill the relevant paragraph only)
- (i) Date of entry to the service of Special Service Officer (Period of service) :_____.
 - (ii) Date of entry to the Cultivation Officers’ Service (Period of service) :_____.
 - (iii) Date of entry to the Agriculture Extension Service:_____. (Period of service)
 - (iv) Date of entry to any other similar service :_____ . (Period of service)
07. Are you an old or new entrant for the purpose of Official Language Policy :_____.
08. (i) Have you earned all the salary increments during the period of service :_____.
- (ii) If not state the details :_____.
09. If you have been released at present for the service at a co-operation or another service, state the particulars :_____.
10. If you have obtained no-pay leave for a foreign employment or for any other purpose, state the particulars :_____.
11. Have any disciplinary actions being taken against you? If so, state the details :_____.

- (ii) The prescribed examination fee has been paid and the receipt is affixed.
- (iii) There is no intension to take any disciplinary action against the officer.
- (iv) His/ her service has been satisfactory within the five years immediately proceeding the closing date of applications and he/ she has been appointed to Grade I of Grama Niladhari service fromand a copy of the application submitted herewith is filed in the officer’s personal file.

_____,
Divisional Secretary.

Name :_____.

Designation :_____.

Official Stamp :_____.

Date :_____.

(Delete inapplicable words)

SCHEDULE – No. 01

EXAMINATION CENTERS

This examination shall be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mulathivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Rathnapura and Kilinochchi for officers in Grade II of Grama Niladhari Service. The relevant section of the application shall be filled in accordance with the table containing the towns and town numbers. It is not allowed to change the town/ towns applied at later occasions.

No.	Town	Town Number
01.	Colombo	001
02.	Kandy	002
03.	Galle	003
04.	Matara	004
05.	Jaffna	005
06.	Mannar	006
07.	Mulathivu	007
08.	Trincomalee	008
09.	Batticaloa	009
10.	Kurunegala	010
11.	Anuradhapura	011
12.	Badulla	012
13.	Rathnapura	013
14.	Kilinochchi	014

I hereby certify that the above particulars are true and correct. I am also aware that if any particular contained herein is found to be false or incorrect, I am liable to be dispossessed of my rights for the promotion to Supra Grade of this service and further, I am liable to be subjected to disciplinary action. Further, I state that I have no objection for such action and I also agree to be bound by the orders of the Commissioner General of Examinations.

_____,
Signature of the officer.

Date :_____.

PART II

TO BE FILLED BY THE DIVISIONAL SECRETARY

I hereby certify that,

- (i) The particulars provided above by Mr./Mrs./Misshave been checked with his/ her personal file and found to be true and correct.

If any center mentioned above does not have a sufficient number of candidates such center shall be cancelled and the relevant candidates shall be directed to one of the nearest centers.

SCHEDULE - No. 02			<i>Index</i>	<i>District</i>	<i>District Number</i>
LIST OF DISTRICT NUMBERS			<i>No.</i>		
<i>Index No.</i>	<i>District</i>	<i>District Number</i>			
			13	Badulla	013
			14	Monaragala	014
			15	Kegalle	015
			16	Anuradhapura	016
			17	Polonnaruwa	017
			18	Ampara	018
			19	Batticaloa	019
			20	Trincomalee	020
			21	Jaffna	021
			22	Vauniya	022
			23	Mannar	023
			24	Kilinochchi	024
			25	Mulathiwu	025
			12-645/2		

Amendment

MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS

Efficiency Bar Examination for Officers in Grade I and II of Grama Niladari Service

FOLLOWING revisions are hereby made in the *Gazette* notification published under Section (a), Part I, Part II of the *Gazette* Notification of the Democratic Socialist Republic of Sri Lanka No. 1,735 dated 02.12.2011, by which applications have been called for above Efficiency Bar Examination.

<i>Examination</i>	<i>Revision to be made</i>
1. Efficiency Bar Examination for officers in Grade I of Grama Niladari Service - 2011	Subjects indicated in Section 1.0, para 5.0 of the <i>Gazette</i> notification in Sinhala language are revised as office systems, general conduct and discipline of Public Service.
2. Efficiency Bar Examination for officers in Grade I of Grama Niladari Service - 2011	The Chapters of the Establishments Code indicated in para 5.1 of the Tamil translation of the said <i>Gazette</i> notification are revised as XLVII and XLVIII.
3. Efficiency Bar Examination for officers in Grade II of Grama Niladari Service - 2011	The title in Sinhala translation of the <i>Gazette</i> notification of Efficiency Bar Examination for officers in Grade II published in page 2 of the <i>Gazette</i> is revised as Efficiency Bar Examination for officers in Grade II of Grama Niladari Service - 2011.

P. B. ABEYKOON,
Secretary,

Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
06th December, 2011.

12-765