

N.B.— Parts I:III and IV(A) of the Gazette No. 1,737 of 16.12.2011 were not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,738 - 2011 දෙසැම්බර් 23 වැනි සිකුරාදා - 2011.12.23
No. 1,738 - FRIDAY, DECEMBER 23, 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)

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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 30th December, 2011 should reach Government Press on or before 12.00 noon on 16th 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, Births and Deaths

GAMPAHA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths 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. GUNASEKERA,
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>
Gampaha	Attanagalla	Post of Registrar of Marriages (General) of Siyane Korale East and Births and Deaths of Megodapotha Division	District Secretary/Additional Registrar General, District Secretariat Gampaha

12-805

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

MULLAITIVU DISTRICT

THE application for the "Post of Registrar of Births and Deaths of Katsilaimadu Division and Marriages (General) (Tamil) of Katukulan Manthai East Division" which was the notice published in the *Gazette* No. 1,734 dated 25.11.2011 of the Democratic Socialist Republic of Sri Lanka is hereby changed as for the "Post of Registrar of Births and Deaths of Katsilaimadu Division and Marriages (General) (Tamil) of Oddusuddan Division".

02. The closing date of receiving applications only for this changed post will be 31.01.2011.

03. All other details relevant to the above post published in the *Gazette notification* No. 1,734 dated 25.11.2011 remain unchanged.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
05th December, 2011.

12-809

**URBAN SETTLEMENTS DEVELOPMENT AUTHORITY
VACANCIES**

APPLICATIONS are called from Sri Lankan citizens for the following posts in the Urban Settlements Development Authority, situated on 3rd Floor, "Sethsiripaya", Battaramulla.

Applications prepared according to the specimen application form given below may be addressed to The Director General, Urban Settlements Development Authority, 3rd Floor, "Sethsiripaya", Battaramulla. On the top left hand corner of the envelope in which applications are sent should be written the name of the post applied for and the letters should be sent under registered cover to be received by the said address on or before 20.01.2012. Action will not be taken with regard to applications received late and application forms will not be issued by the Urban Settlements Development Authority.

Nature of appointment :

1. Permanent/with entitlement for EPF and ETF.
2. Apart from the basic salary applicable to each post, other allowances approved by the government and the Cost of Living allowance will be paid.
3. General qualifications for recruitment :

Every candidate should be :

- (a) A Sri Lankan citizen ;
- (b) Physically and mentally capable of performing the tasks assigned to the post satisfactorily and should be of sound physical and mental status required for work in any part of the Island.
- (c) Of an excellent moral character.

3.1 Post	- Management Service category (MM 1-1).
Salary Scheme	- MM1-1-2006- Rs. 25,640 - 3 x 665 - 7 x 735 - 15 x 925 - Rs. 46,655.
Age	- Not less than 25 years and not more than 45 years. The maximum age limit will not be applicable to those who are already in the public service.

3.1.1 Assistant Director (Finance) and Assistant Director (Procurement Payments)

Qualifications :

- (a) First Management Degree obtained from a University recognized by the University Grants Commission ; *or*
- (b) Pass in the ICA/CUIMA/ACCA Final Examination ; *and*
- (c) Minimum of three years' experience in accounting in a government or a private sector institute recognized by government, after obtaining the First Degree/receiving membership of the Institute of Chartered Accountants.

3.1.2 Assistant Director (Engineering)

Qualifications :

- (a) First Civil Engineering Degree obtained from a University recognized by the University Grants Commission ; *and*
- (b) Minimum of three (03) years' working experience in a government or a private sector institute recognized by government, after obtaining the First Degree/receiving membership of the Association of Chartered Engineers.

3.1.3 Assistant Director (Architecture)

Qualifications :

- (a) First Architecture Degree obtained from a University recognized by the University Grants Commission ; *and*
- (b) Minimum of three (03) years' working experience in a government or a private sector institute recognized by government, after obtaining the First Degree/receiving membership of the Association of Chartered Architects.

3.2 Post - Junior Management Service Category (JM 1-1).

Salary Scheme - JM1-1-2006A- Rs. 20,525 - 10 x 365 - 18 x 550 - Rs. 34,075.

Age - Not less than 25 years and not more than 45 years.
The maximum age limit will not be applicable to those who are already in the public service.

3.2.1 Administrative Officer

Qualification :

- (a) A First Degree in any subject obtained from a University recognized by the University Grants Commission ; *and*
- (b) Minimum of one (01) year's management level working experience in Human Resource Management in a government or a private sector institute recognized by government.

3.2.2 Technical Officer

Qualifications :

- (a) First B. Sc. Degree obtained from a University recognized by the University

Grants Commission with one of the subjects of Civil Engineering/quantity Surveying/Drafting ; and

- (b) Minimum of one year's experience in technical functions in a government or a private sector institute recognized by government.

- 3.3 Post – **Enforcement/ Implementation/ Extension Officer Category (MA 5-1)**
Salary Scheme – MA5-1-2006A- Rs. 16,890 - 10 x 320 - 15 x 365 - 11 x 450 - Rs. 30,515.
Age – Not less than 22 years and not more than 35 years.
The maximum age limit will not be applicable to those who are already in the public service.

3.3.1 *Planning Assistant*

Qualifications :

- (a) First Degree obtained from a University recognized by the University Grants Commission including one of the subjects of Computer Science/Statistics/Information Technology/Computing and Management and Town and County Planning.

3.3.2 *Planning Assistant (Planning and Information Management Systems)*

Qualifications :

- (a) First Degree obtained from a University recognized by the University Grants Commission including one of the subjects of Computer Science/Statistics/Information Technology/Computing and Management and Town and County Planning.

3.3.3 *Planning Assistant (Research)*

Qualifications :

- (a) First Degree obtained from a University recognized by the University Grants Commission including one of the subjects of Computer Science/Statistics/Information Technology/Computing and Management and Town and County Planning.

3.3.4 *Planning Assistant (Statistics)*

Qualifications :

- (a) First Degree obtained from a University recognized by the University Grants Commission including one of the subjects of Computer Science/Statistics/Information Technology/Computing and Management and Town and County Planning.

3.3.5 *Planning Assistant (Systems Analyst)*

Qualifications :

- (a) First Degree obtained from a University recognized by the University Grants Commission including one of the subjects of Computer Science/Statistics/Information Technology/Computing and Management and Town and County Planning.

3.3.6 *Data Processing Assistant*

Qualifications :

- (a) First Degree obtained from a University recognized by the University Grants Commission including one of the subjects of Computer Science/Statistics/Information Technology/Computing and Management and Town and County Planning.

3.4 Post – **Associate Officers' Service Category (MA 3)**

Salary Scheme – MA3-2006A- Rs. 15,600 - 10 x 215 - 4 x 240 - 15 x 320 - 7 x 360 - Rs. 26,030.

- Age – Not less than 22 years and not more than 35 years.
The maximum age limit will not be applicable to those who are already in the public service.

3.4.1 *Community Development Assistant*

Qualifications :

- (a) First Degree in any field obtained from a University recognized by the University Grants Commission (preferably in the subjects of Sociology and Agriculture).

Other qualifications :

- (b) Full time two-year Diploma Course in Vocational Social Work or a Diploma in

- Agriculture/Social Sciences obtained from an institute recognized by government.
- 3.5 Post – **Management Assistant (Technical) Service Category (MA 2-1)**
- Salary Scheme – MA2.1-2006A- Rs. 14,610 - 10 x 145 - 7 x 170 - 4 x 240 - 20 x 320 - Rs. 24,610.
- Age – Not less than 18 years and not more than 35 years.
The maximum age limit will not be applicable to those who are already in the public service.
- 3.5.1 **Programme Writer**
- Qualifications :*
- (a) A pass in the G. C. E. (O/L) Examination in six (06) subjects with credit passes in subjects including Sinhala/Tamil Language, Mathematics and English and in another subject, in not more than two sittings ; and
- (b) Should have reached the performance level required for the study of a tertiary educational course having obtained passes in all subjects in the Science/Maths streams in the G. C. E. (A/L) Examination (except the General Examination) ; and
- (c) Diploma in Information Technology obtained from a government or government recognized institute at a level not lower than Level 5 of National Vocational Qualification (NVQ) as required by the Tertiary Education Commission.
- 3.6 Post – **Management Assistant (Non Technical) Service Category (MA 1-1)**
- Salary Scheme – MA1.1-2006A- Rs. 13,450 - 10 x 145 - 7 x 170 - 4 x 240 - 20 x 320 - Rs. 23,450.
- Age – Not less than 25 years and not more than 45 years.
The maximum age limit will not be applicable to those who are already in the public service.
- 3.6.1 **Management Assistant (Non-technical)**
- Qualifications :*
- (a) A pass in the G. C. E. (O/L) Examination in six (06) subjects with credit passes in subjects including Sinhala/Tamil Language, Mathematics and English and in one more subject in not more than two sittings ; and
- (b) A pass in three subjects in the G. C. E. (A/L) Examination (except the General Examination).
- Apart from the above, the possession of a certificate in Secretariat Practice and/ or a Diploma Certificate in Computer and the ability to work in Sinhala and English languages will be considered as a special qualification.
4. Candidates are required to attach copies of the following certificates to the application form (not the originals) :
- (a) Certificate of birth ;
- (b) Two character certificates obtained recently (non-related) ;
- (c) Certificates to support educational qualifications ;
- (d) Certificates of service (only if available) ;
- (e) A photocopy of the NIC.
5. (a) Candidates who are already in the government service should forward their applications through their respective Heads of Department. A certificate to the effect that the candidate can be released in the event of being selected should be attached.
- (b) Application forms completed by the candidates in their own hand writing on papers 11" x 8" in size should be sent to the address given in para 2 above under registered cover along with copies of relevant certificates.
6. Application forms which are not prepared according to all the requirements as stipulated in this notice in their entirety will be rejected. No acknowledgement will be sent to such candidates in such cases.
- Note.*– No travelling or other allowances will be paid to candidates who attend the examinations or interviews.
- Dr. SUMITH WANNIARACHCHI,
Director General,
Urban Settlements Development Authority.
- 3rd Floor, "Sethsiripaya",
Battaramulla.

Specimen Application Form

URBAN SETTLEMENTS DEVELOPMENT AUTHORITY

POST APPLIED FOR

01. 1.1 Name of candidates with initials : _____.
(In English block letters)
- 1.2 Name in full : _____.
(In English block letters)
- 1.3 Name in full : _____.
- 2.0 NIC No. : _____.
- 3.0 3.1 Permanent address : _____.
(In English block letters)
- 3.2 Permanent address : _____.
- 4.0 Telephone No. : _____.
E-mail address (If available) : _____.
- 5.0 Whether it is by birth or registration that you are a Sri Lankan citizen ? : _____.
- 6.0 Whether married or single : _____.
- 7.0 Date of Birth :
Year : _____ Month : _____ Date : _____.
- 8.0 Age as at the closing date of application :
Years : _____ Months : _____ Days : _____.
- 9.0 Educational qualifications : _____.
- 10.0 Additional Educational/Vocational qualifications : _____.
- 11.0 Related additional experience : _____.

12.0 Have you ever been convicted by any court ? (Yes/No). If yes, give details : _____.

13.0 Candidate's certificate :

I hereby state that the particulars furnished by me in this application are true and correct to the best of my knowledge and that all sections therein have been completed accurately.

Signature of Applicant.

Date : _____.

CERTIFICATE OF THE HEAD OF DEPARTMENT
(Only for those who are in Public Service)

I do certify hereby that Mr./Mrs./Miss who forwards this application has been in service in this office/institute in a permanent/temporary/casual post as a (designation) since and that his/her service is satisfactory and in the event of being selected for an appointment on the results of this interview, he/she will be/will not be released from the post held by him/her at present and that the particulars furnished above are true and correct.

Signature and official seal of the
Head of Department.

Date : _____.

Name of certifying officer : _____.

Designation : _____.

Address : _____.

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Examinations, Results of Examinations &c.

MINISTRY OF SPORTS

National Institute of Sports Science Diploma Course in Sports Science 2011/2012

APPLICATIONS are invited from suitably qualified candidates to 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 between 18-35 years of age. (The upper age limit for those who are in Government Service should not exceed 45 years).

01. Educational and other qualifications :

- 1.1 Should have passed G. C. E. Ordinary Level Examination in Six (6) subjects with three (03) Credits in not more than two sittings and two of the six subjects should be Sinhala or Tamil Language and Arithmetic or Mathematics.
- 1.2 In addition to the above, the applicants should have obtained –
- (a) First, Second or Third place in National Sports Festival or First or Second place in an individual event/First

place in a team event of a District Level Competition of the same Sports Festival conducted by the Ministry ; or

- (b) First, Second or Third place in an individual event/ First or Second place in a team event conducted by a National Sports Association ; or
- (c) First place in an individual event or a championship in a team event of over Sixteen years of age in a National School Competition ; or
- (d) Should have participated in South Asian games, Asian games, Asian Championship competitions, Commonwealth Games, World Championship games or Olympic Games as a member of a National Sports Team ; or
- (e) Should have served as Sports Officer in the Ministry of Sports or in an institution under the Ministry or Sports Officer in any Provincial Council or as a teacher in sports under the Ministry of Education (It is mandatory to fulfill the requirements relating to Note 01) ; or

(f) Should be a Teacher, Instructor/tress 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 five (05) years of service and should possess a graded coaching phase license obtained from a National Sports Association ; or

(g) Should have successfully completed a preliminary and a higher level course in sports of not less than Six (06) months duration as an instructor/tress in a training institute or school of the Police, Armed Forces or Civil Defence Service.

N. B.– Note :

01. Those who are serving under the Ministry of Sports and 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 possess two year experience).
02. Applications which do not conform to the specimen form will be rejected.

02. Preparation of Application :

- 2.1 Candidates possessing the necessary qualifications mentioned above should submit their applications in a paper of 8" x 13 1/2" in size as per specimen application form appearing at the end of this notice. Applications should be completed in applicant's own handwriting and sent by Registered Post to reach the Director, National Institute of Sports Science, No. 100/7, Independence Avenue, Colombo 07 on or before 23.01.2012.
- 2.2 "Application for the Course of Diploma in Sports 2011/2012" should be written at the top left corner of the envelope containing the application.
- 2.3 Applicants from the Government Service Provincial Government Service, corporations should channel their applications through the heads of their respective Departments/Institutions. The applications which do not conform to this requirement will be rejected.
- 2.4 The receipt obtained after paying Rs. 500 being examination fees to the credit of "National Sports Fund", Account No. 2323282, Bank of Ceylon, Torrington Branch should be sent affixed to the application.

03. *Selection of Candidates.*– Out of the applications received all candidates who have fulfilled required qualification 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 Physical Qualities, Skill Development Techniques and Strategies, Training Methods, Aspects of Planning, Principles of Training Load and Tests) and a *viva voce* examination.
- (b) Theory and practice of at least ten major sports.
- (c) Specialization in Track and Field Athletics.
- (d) Within the duration of the Diploma course, specialization is required in football, volleyball, netball or basketball for male and female candidates depending on the situation in addition to Track and Field athletics.
- (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 Of the candidates selected to follow the course the unemployed should pay Rs. 15,000 and those who are employed in Government Ministries, Departments, Corporations and Provincial Councils should pay Rs. 30,000 as course fee personally or through their institutions. The receipt obtained after paying the relevant course fee to the credit of "National Sports Fund", Account No. 2323282, Bank of Ceylon, Torrington Branch should be submitted to the office.

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, those who are 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 Any matter not specified in this notice will be decided at the discretion of the Director of the National Institute of Sports Science.

M. M. WIJAYASENA,
Director,
National Institute of Sports Science.

No. 100/7, Independence Avenue,
Colombo 07,
23rd December, 2011.

SPECIMEN APPLICATION FORM

NATIONAL INSTITUTE OF SPORTS SCIENCE

DIPLOMA IN SPORTS SCIENCE – 2011/2012

1. (i) Full name : Mr./Mrs./Miss. : _____.
(ii) Name with initials : _____.
(iii) Full name (In English block capitals) : _____.
(iv) National Identity Card No. : _____.
2. Address :
(i) Private : _____.
(ii) Official : _____.
Telephone Official : _____, Private : _____.
3. Date of Birth :
Year : _____ Month : _____ Day : _____.
Age on 23.01.2012 :
Years : _____ Months : _____ Days : _____.
4. State whether a citizen of Sri Lanka : _____.
(by descent or by registration) : _____.
5. (i) Sex : _____.
(ii) Marital status : _____.
6. Whether you are employed or not : _____.
(i) Service station : _____.
(ii) Present post : _____.
(iii) Duration of the service : _____.

7. Educational qualifications :

Year	Name of Examination	Subjects	Grade

8. Achievements in sports (Certificates obtained and special achievements) : _____.
9. (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 if selected could be released for the period of the course.

Signature.
Name and Designation of the certifying officer.

Official rubber stamp : _____.

Date : _____.

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