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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,714 - 2011 ජූලි මස 08 වැනි සිකුරාදා - 2011.07.08
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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 15th July, 2011 should reach Government Press on or before 12.00 noon on 01st July, 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

ANURADHAPURA 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 08th of August, 2011.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
16th June, 2011.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which application are called</i>	<i>Address to which applications should be sent</i>
Anuradhapura	Thalawa	Post of Registrar of Marriages (General/ Kandyan) of Nuwaragampalatha Division and Births and Deaths of Eppawala Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura.

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MINISTRY OF YOUTH AFFAIRS AND SKILLS DEVELOPMENT

Department of Technical Education and Training

APPLICATIONS are invited from qualified persons for the Vacancies in the posts Technical Officer (Civil/Mechanical) existing in the Department of Technical Education and Training.

1. (i) *Application procedure* :
According to the following format of the application, it should be prepared in the "A4" paper using both sides

duly filled in and should be sent by registered post to the "Director General, Department of Technical Education and Training, P. O. Box 557, Olcott Mawatha, Colombo 10", to reach before 08.08.2011. "Application for the post of Technical Officer" should be clearly mentioned on the left hand corner of the envelope enclosing the application.

- (ii) Applications will not be entertained after the closing date. Applicants are hereby advised to send their applications in time to avoid the possibility of postal delay.

(iii) Candidature will be abolished, if any incorrect information being detected before the recruitment, if any incorrect information detected after the recruitment, action will be taken to dismissal from the service.

(iv) Applications received by the Department of Technical Education and Training will not be acknowledged. Applicants will be rejected if the applicants do not have the required qualifications or the application form is improperly filled.

(v) Copies of following documents, certified by you, should be attached with the application :

1. Certificate of registration of birth ;
2. Educational Certificates ;
3. Certificates of professional qualifications, memberships, etc.
4. Certificates of service.

2. *Educational qualifications.* - Should pass three subjects in the G. C. E. (Advanced Level) Science stream including Physics/Chemistry ; and

Pass the G. C. E. (Ordinary Level) in six subjects not more than 2 sittings with 04 credit passes in Language or literature, Mathematics, Science and one any other subject.

3. *Vocational qualifications.* - Applicants should possess one of the following qualifications related to Civil or Mechanical field :

- (i) National Diploma in Technology awarded by the University of Moratuwa or Ampara Hardy Institute ; or
- (ii) National Diploma in Engineering Science awarded by National Apprentice and Industrial Training Authority ; or
- (iii) Higher National Diploma in Engineering awarded by the Ministry of Education and Higher Education ; or
- (iv) Technology Diploma awarded by the Open University of Sri Lanka ; or
- (v) Successfully completed the part I of the Engineering Examination, held by Institute of Engineers, Sri Lanka ; or
- (vi) Information derived from the Ministry of Higher Education and from the Institutions, issuing the above Technology Certificates and any other Technological qualifications equivalent to the above Technological qualifications, which should be recognized by the Sri Lanka Technological Service Board.

4. *Service Experience.* - Not less than 02 years relevant field experience in an Institution recognized by the Government of Sri Lanka.

5. *Other qualifications.* - Should be a citizen of Sri Lanka, physically fit and possess a good moral character.

6. *Salary Scale.* - Salary scale in MN-3-2006A, Rs. 15,005 - 4 x 180 - 6x240 - 11x320 - 20x360 - Rs. 27,885 according to the Public Administration Circular No. 6/2006(iv).

7. *Age limit.* - Should not be less than 18 years and not more than 45 years at the date of closing of the application. (Age limit not applicable for the staff in the Government/Local Government service).

8. *Procedure of recruitment.* - Qualified applicants should appear for a written competitive examination, conduct by the Director General of the Department of Technical Education and Training and the applicants who got the highest marks will be called for interview and selected. At the interview marks will not be assigned but only the qualifications will be checked. Minimum 40% marks should be obtained in each question paper to qualify for the interview. Subject and relevant curriculum of the written examination is appended below.

Question Paper No.	Subject	Duration	Field to be covered
01	Knowledge affiliated to the subject	02 hours	Multiple choice questions relevant to construction and/or Maintenance field and structural questions which able to be answered by selecting the questions
02	General Knowledge and General Intelligence	01 hour	Multiple choice questions, to examine the candidates' knowledge in present social, economic, political situation and historical knowledge, capability of understanding, logically thinking, discernment comprehension, ability to make prompt decisions, analysis of statistical and analogical problems, language phrases, utilize and read, understand charts pictures and graphs.

9. *Implementation of official language policy.* - All the officers recruited in the medium of the official language after 01.07.2007, should get the proficiency in the other official language within 05 years of joining the service as per Public Administration Circular No. 07/2007.

10. Conditions for the recruitment to the service :

- (i) This post is permanent and pensionable should contribute to the widows and orphans/widowers and orphans pension fund.
- (ii) Selected candidates should adhere to the provisions in scheme of recruitment of relevant post, provisions in Establishment Code. Financial Regulations and to the rules and regulations issued by the state or line Ministry or Director General of the Department of Technical Education and Training.
- (iii) General Conditions and provisions, prescribed in the procedural regulations published in the *Gazette Extraordinary* No. 1,589/30 dated 20.02.2009, by the Public Service Commission will be entitled.

11. Applicants in the Government and Local Government Service should forward their application forms through the Head of the respective department.

12. Director General of the Department of Technical Education and Training reserves the right, not to fill all or a part of the vacancies.

Dr. H. CHITHRAL AMBAWATTE,
Director General,
Department of Technical Education and Training.

Department of Technical Education and Training,
Olcott Mawatha,
Colombo 01,
22nd June, 2011.

For office use

APPLICATION FORM

APPLICATION FORM FOR THE POST OF TECHNICAL OFFICER IN THE
DEPARTMENT OF TECHNICAL EDUCATION AND TRAINING

Field applied for : Civil - 1 Mechanical - 2

Language medium of the examination : Sinhala 1,
Tamil 2, English 3

- 01. (i) Name with initials : _____.
- (ii) Name identified with the initials : _____.

02. Contact details :

- (i) Official Address : _____.
- Telephone Number : _____.
- (ii) Private Address : _____.
- (iii) Telephone Number : _____.

- (iv) E-mail address : _____.
- (Any change in the address or telephone number should be intimated immediately)

03. Place and date of birth : _____.

04. Age at the closing date of application : _____.

Years : _____, Months : _____, Days : _____.

05. National Identity Card Number : _____.

06. Are you a citizen of Sri Lanka ? : _____.

- 07. (i) Sex : Male/female : _____.
- (ii) Whether single/married/widow : _____.

08. Educational Qualifications :

G. C. E. (O/L) Examination :

Year : _____, Index No. : _____.

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

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

Year : _____, Index No. : _____.

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

09. Vocational qualifications :

<i>Examination/ Diploma</i>	<i>Year</i>	<i>Subjects offered</i>	<i>Results</i>	<i>Name of the Institution/University</i>

10. Service experience :

<i>Department/ Institution</i>	<i>Designation</i>	<i>Nature of the Post</i>	<i>Service period</i>

11. Other qualifications :

I hereby certify that the particulars given by me are true and correct. I am aware that my application will be rejected, if any incorrect information being detected before the recruitment and if any incorrect information detected after the recruitment, I will be vacated from the post without any compensation.

Signature of the applicant.

Date : _____.

.....
(This portion is applicable only for the departmental staff and trainees).

*ATTESTATION OF THE HEAD OF THE DEPARTMENT/
INSTITUTION*

I hereby certify that the work and conduct of Mr./Mrs./Ms who is working/under training in the Ministry/ Department/Institution of as and applied for the Post of Technical Officer in the Department of Technical Education and Training. He/She will be released/not released from the post, once he/she is selected for the post applied for.

Name and Signature of Head of the Department.

Date : _____.

Official Seal : _____.

07-211

Examinations, Results of Examinations & c.

FIRST AND SECOND EFFICIENCY BAR EXAMINATIONS FOR OFFICERS IN CLASS III OF THE SRI LANKA ACCOUNTANTS SERVICE - 2011

FIRST and Second Efficiency Bar Examinations for officers in Class III of the Sri Lanka Accountants Service will be held in October 2011 in Town 1 Colombo and Town 2 Jaffna by the Commissioner General of Examinations. Change of the town indicated in the application to appear for the examination will not be allowed later. The closing date of application for the Examination will be 05.08.2011. The Examination will be conducted in Sinhalese, Tamil and English media and no candidate will be permitted to change the medium later.

02. A specimen application form to be used in applying for this examination is appended at the end of this notification. All applicants are advised to prepare their applications as per specimen given. Application should be prepared only in A4 size paper and item 01 to 07 should be on page 1 and the rest on page 2. The form should be completed by the applicant in his / her own hand writing. Further, Name of the Examination given at the top should be written in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications. Applications which do not conform with the specimen application form and those received after the closing date of applications and incomplete applications will be rejected without prior notice. Those who wish to sit for both First and Second Efficiency Bar Examinations should send two separate applications specifying the examinations. Particulars given in the top of the specimen application form as the case may be, should be mentioned accurately. Further, Two receipts obtained by marking payments for two examinations should be affixed to both application forms separately.

03. All applications should be sent through the Head of the Respective Department (in the case of a Divisional Secretary) by Registered Post to reach the Commissioner General of Examinations, Organization and Foreign Examination Branch, Department of

Examinations, Palawatta, Battaramulla, to reach him on or before 05.08.2011. The name of the examination should be written on the top left corner of the envelope containing the application. Retaining a copy of the application would be useful. Examination will be conducted in Sinhalese, Tamil and English media and no candidate will be permitted to change the language medium applied for. New officers for the purpose of official Language policy may prepare their applications in the official Language or in Tamil or English in accordance with the language medium they were recruited.

04. An Admission card together with a copy of the time table of the examination will be issued by the Commissioner General of Examinations to all applicants whose applications have been accepted. Immediately after admission cards are dispatched to the respective candidates, a press notice to that effect will be published by the Department of Examinations, Sri Lanka. If any candidate does not receive his / her Admission Card and Time Table 2 or 3 days before the examination, he/she should notify this fact in writing immediately to the Department of examinations. It would be useful if you could send a certified photocopy of the application retained by you together with the receipt for the payment of cash, Registration Receipt and your letter of request with the fax number, if outside Colombo, to send your Admission Card :-

- (i) Name of Examination : _____.
- (ii) Full name of the applicant : _____.
- (iii) Complete Address : _____.
- (iv) Post Office at which the application was posted : _____.
Registered No and Date : _____.

05. *Identify*:- Candidates should prove their identity to the supervisor of the examination every time they appear for a subject in the Examination Hall. For this purpose one of the following documents only will be accepted :-

- (i) National Identity Card issued by the Commissioner for Registration of Persons ;
- (ii) A Valid Passport.

The Commissioner General of Examinations reserves the right to cancel or reject the candidature of the candidate who fails to produce any of the documents mentioned.

06. *Examination Fees.*— Candidates who sit this examination will be required to pay examination fees on the basis set out below :—

Examination Fee :

	<i>Rs. cts.</i>
(a) <i>First sitting</i> - No fee will be charged	
(b) For the whole examination for each subsequent sitting	400 0
(c) Per subject	150 0

The relevant examination fee could be paid to the credit of Revenue Head of the Commissioner General of Examinations No. 2003.02.13 at any Division at Secretariat and the receipt obtained should be securely affixed to the application form at the allotted place so that it may not get detached. Retaining a copy of the receipt would be useful. Those who apply for both examinations should affix two receipts obtained by making payments for both examinations separately.

07. These examinations are conducted by the Commissioner General of Examinations and all candidates will be required to abide by the rules and regulations laid down by him in connection with this examination. Rules and regulations published in Part I(IIA) of this *Gazette* for applicants for examinations are applicable to this examination. On the first day of the examination, Admission Card with the applicants authenticated signature should be handed over to the supervisor of the examination.

08. Duty leave should be granted by the Head of Departments to applicants who are eligible to sit for the Examination and to whom Admission Cards have been issued by the Commissioner General of examinations to enable them to sit for the examination. Admission Cards will be issued to all the applicants who have submitted applications and issuing an Admission Card to an applicant should not be considered by him / her as a qualification to sit for examination.

09. Any matters not covered by these regulations will be dealt with the discretion of the Secretary to the Ministry of Finance and planning.

10. Syllabuses related to the First and Second Efficiency Bar Examinations are given below :—

Syllabus of the First Efficiency Bar Examination for officers in Grade III of the Sri Lanka Accountants Service

(a) First Efficiency Bar Examination consists of 4 question papers of 3 hours on the following subjects :—

- (1) Government Financial Procedures (Sub. No. – 01) – 100 marks ;
- (2) Law and Management (Sub. No. – 02) – 100 marks ;
- (3) Administration (Sub. No. – 03) - 100 marks ;
- (4) Report writing and presenting Information to Management (Sub. No. – 04) -100 marks.

(b) Officers may take up the subjects of the First Efficiency Bar Examination on one and the same occasion or separate occasions if they so desire.

Applicants should score 40 marks for a pass in each paper

Syllabus :

(1) *Government Financial Regulations (Sub. No. 01) :*

Candidates will be tested on the application of Financial Regulations and Treasure Circulars in Government transactions, financial regulations/procedures as they relate to revenue, expenditure, foreign aid, annual and supplementary estimates, public debt, supplies, tenders, imprests and advances, financial sanctions, the State account, functional and economic classifications, programme and performance budgeting, functions of the Minister of Finance, The General Treasury, the Ministry of planning, The Secretaries, the Audit General and the Public Accounts Committee.

(2) *Law and Management (Sub. No. 02) :*

Law : Definition of Law

Legal system of Sri Lanka
Judicial system of Sri Lanka
Law of Contract
Law of agency
Sale of goods
Hire purchase
Negotiable instruments
Guarantee of Securities
Insurance

Management :

Introduction to Management
Functions and skills of Managers
Planning process and setting organizational levels
Organizational structure
Human Resource Management
Performance evaluation
Promotion
Motivation
Leadership
Communication
Decision Making
Conflict resolution
Change Management/Conflicts Management/
Time Management
Quality cycle and Production and result
Management ethics and responsibilities

(3) *Administration (Sub. No. 03) :*

Chapters of the Establishments Code VII, IX, XI, XII, XV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII

Public Service Commission Rules and Procedure
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(4) *Report writing and presenting information to the Management (Sub. No. 04) :*

Importance of accuracy, of timeliness and perfection of management information
Dealing with reference information
Periodic and ad-hoc reports
Writing minutes of meeting and notes
Structure of management reports
Important results that should be highlighted
Interpretation of results
Suggesting variations
Use of statistical name system in data analysis
Comparison of performance
Use of ratios and percentages in management reports
Diagrammatic representation
Listening to professional talks and lectures
Reporting lectures through speech
Panel discussions
Seminar abilities
Delivering a speech

Syllabus of the Second Efficiency Bar Examination for the officers of the Sri Lanka Accountants Service

1. The Second Efficiency Bar Examination consists of the following subjects :-

- (1) Management Accountancy (Sub. No. 05) - 100 marks ;
- (2) Public Financial Management (Sub. No. 06) - 100 marks ;
- (3) Management and Organization (Sub. No. 07) - 100 marks.

Officer can sit all prescribed subjects of the Second Efficiency Bar Examination in one sitting or separately if they so desire.

Applicants are required to obtain 40% of marks for each paper.

2. *Syllabus:*

- (1) *Management Accountancy (Sub. No. 05) – 3 hours* paper Answering all the questions is compulsory. (Applicants are not allowed to select questions) :-

Control theory on accounting – feed back – open and closed, Primary and applied primes, Types of ideal standard costs, principles of performance standards and their application, revision of standards, learning cycle and determination of motivation, analysis of variations and sub variations, analysis of significance, presentation behavioral aspects of control accounting, concepts of budgeting, administration of budgetary control, the budget manual, fixed and flexible budgets, master and supplementary budgets, budget centres, management participation, intervention and motivation in the preparation of budgets, the budget period and identification of the principle budget factor.

(2) *Public Finance Management – (Sub. No. 06) - 03 hours paper :-*

Answering all the questions is compulsory. (Applicants are not allowed to select questions).

Role of the Government Accountant.

The Constitutional and Legal Framework of Public Finance, Establishment Framework, Central Government, State Cooperations, Local Government Institutions, Cooperative Movement etc..

Governance of the Parliament, Duties of the General Treasury, The issues related to the control exercised by the Ministry of Finance and Planning, Estimate Committee, Auditor General, State Finance Committee, Consolidated Fund and the Parliament.

Financial cycle, Compilation of Planning Programmes, Compilation of Budgetary Documents, Approval of Funds, Accounting Activities, Reporting, Evaluation and Auditing.

Project Appraisal, Utilisation of Service Quotations and Statistical Data Determination of the theory of Payment and Expected value. Cost Benefit Analysis, Discounted Cash Flows, Internal Rate of Return, Feasibility of Projects, Economics, Financial and Management Aspects of Project Compilation and Appraisal, Successful Submission of Projects.

Techniques of compiling programmes, Use of Network Analysing Methods,

Allocation of Resources, Issues Related to Transportation, Replacement of assets in lieu of the assets which are worn out as a result of use or with the time and the assets which do not thus wear out but become dormant with the time or after being used for a certain period of time, Performance Budget, Establishment and Utilisation of Fundamental Methods, Evaluation of Performance, Determination of Criteria, Units and Norms, Analysis of Criteria and Performance.

Programme Budget, Programme Structure, Classification according to Functions, Programme activities, Expenditure Projects, Expenditure codes, Economic and Functional Classification.

Financial control Systems, level of Responsibilities, Internal Control and Financial Regulations. Internal Auditing, Efficiency Auditing, Management Auditing, Variable Analysis, Decision of compiling capital Budget. Long term Planning and its importance, Forecasting, Accuracy and Limitations, Risk Analysis, Decision trees, Probability Factors.

Demand on Capital, Issues Related to Capital Efficiency and Income estimation, Consideration of risk Factors in Evaluation of Project Priorities, Payback Determinants, Calculating Rate or Return, Net Present Value and DCF Yields, Impact of Taxation. Investment Appraisal, Project Cost Control and Post Audit.

Decision on Capacities, Product Mix, Production or Purchase, Alternative Methods of Manufacture, Issues related to closing of Factories, Pricing Policies and Theory of Contribution, Impact of Customer Demand, Demand Flexibility, Marketing Strategy, Techniques of Performance Evaluation, Determinants and Ratios of Profitability.

Cost Benefit Analysis, Management of Working Capital.

Finance Control of Government Commercial Enterprises, Budgeting, Management Reporting, Interpretation of Financial Statement and the use of Financial Ratios.

Pricing in Public Enterprises.

Accounting plan and its contents, Government Reports and Public Enterprises.

3. Management and Organization – (Sub. No. 07) 03 hour paper

Answering all the questions is compulsory. (Applicants are not allowed to select questions)

Questions will be set to test the Candidate’s knowledge on management and principles of organization, use of these principles with regard to the problems and issues and problems in the Public Sector and the knowledge on new management strategies and techniques.

Model Application Form

FIRST AND SECOND EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN THE SRI LANKA ACCOUNTANT’S SERVICE – 2011

(For office use)

Should be forwarded to the Commissioner General of Examinations through the Head of the Department by registered post.

Town Town No.

* Town applied to sit for the Examination and its Number
 (Write the name of the Town in Block letters according to the para 01 of the gazette)

Medium of the Examination Applied Sinhalese - 2
 (Medium applied will not be allowed to change subsequently) Tamil - 3
 English - 4
 (Put the relevant number in the cage)

The Efficiency Bar Examination Applied

First - 1 (Put the relevant number in the cage)
 Second - 2

(Refer the para 2 of the gazette. Applications should be submitted separately for the two examinations.)

01. Name

- 1.1 Name with initials at the End : _____
 (In English Block letters e.g. SUNIL, A.B)
- 1.2 Full Name : _____
 (In Sinhala / Tamil)
- 1.3 National Identity Card No. :

02. Official Address : _____
 (In English Block letters)

- 2.1 Official Address : _____
 (In Sinhala / Tamil)
- 2.2 Address to which the Admission Cards should be sent : _____
 (In English Block letters)

03. 3.1 Sex :

Female - 1 (Put the relevant number in the cage)
 Male - 2

3.2 Date of Birth :

Year : Month : Date :

3.3 Age as at the closing date of applications :

Years : Months : Dates :

04. Subjects offered under the Para 10 of the gazette (only 4 (i) or 4 (ii) relevant to the Efficiency Bar Examination Applied should be completed in one application form)

4 (i) First Efficiency Bar :

Subject	Subject No.
.....
.....
.....
.....

4 (ii) Second Efficiency Bar :

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

Note.— The applicant must sign before his/her Head of the Department, or officer authorized to sign on his / her behalf or his / her Provincial Head.

Attention of Signature

I hereby certify that Mr./Mrs./Miss..... who is an officer working in my office is known to me personally placed his/her signature before me on

05. Date of Appointment to Grade III of the Sri Lanka Accountant's Service :.....
(Date of assuming duties permanently should be mentioned)

_____,
Signature of the Attestor.

06. Name of the work place (if it is a Divisional Secretariat, Name of the said office) :.....

Name :.....
Designation :.....
Address :.....
Date :.....

07. Whether you are sitting for the examination for the first time :

08. If not, examination fees paid:
(i) Office, paid :.....
(ii) Receipt Number :.....
(iii) Date :.....

Certificate of the Head of the Department

I Certify that

- (i) The foregoing particulars were checked and found correct and
- (ii) The applicant is eligible to sit for this examination

(Paste the receipt securely.)

_____,
Signature of the Head of the Department.
(Official frank should be placed)

10. I declare that the foregoing particulars are true and correct and that I am entitled to sit for the examination in the language medium indicated above. I agree to abide by the decisions taken by the Commissioner General of Examinations regarding the examination.

Designation :.....
Date :.....

_____,
Applicant's Signature.

Date :.....

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