

N.B.— Part II of the *Gazette* No. 1,753 of 05.04.2012 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,754 - 2012 අප්‍රේල් 11 වැනි බදාදා - 2012.04.11
No. 1,754 - WEDNESDAY, APRIL 11, 2012

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

	PAGE		PAGE
Posts - Vacant	...	Examinations, Results of Examinations &c.	659

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 20th April, 2012 should reach Government Press on or before 12.00 noon on 05th April, 2012.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2012.

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.

COMMISSIONER GENERAL OF EXAMINATIONS,
Pelawatta, Battaramulla.

Department of Examinations,
Pelawatta, Battaramulla.

Examinations, Results of Examinations &c.

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF SRI LANKA ADMINISTRATIVE SERVICE - 2010(2012)

AND

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF SRI LANKA ADMINISTRATIVE SERVICE - 2011(2012)

APPLICATIONS are hereby called from qualified candidates for Limited Competitive Examination for recruitment to the Posts of Class III of Sri Lanka Administrative Service.

01. In this notification the term “Secretary” means the Secretary of the Ministry of Public Administration and Home affairs and the term “Service” means the Sri Lanka Administrative Service.

01. *Written Examination.*- Only one competitive examination shall be held for Limited Competitive Examination for Recruitment to Grade III of Sri Lanka Administrative Service – 2010 and Limited Competitive Examination for Recruitment of Grade III of Sri Lanka Administrative Service – 2011. This examination will consist of following question papers.

- (i) General Administration
- (ii) Financial Regulations
- (iii) Case Study

Date of Examination.- This examination will be held on July, 2012 in Colombo. The Secretary reserves the right to postpone or cancel this examination subject to instructions of Public Service Commission.

Oral Test.- Candidates who have appeared for all the papers of the written examination and secured minimum of 40% marks in each paper and a sufficiently high aggregate of marks as determined by the Public Service Commission shall be called for the oral test. The date of the Oral test shall be determined by Secretary.

03. Number of the persons to be appointed.– Actions will be taken to hold Competitive Examination for Recruitment to Class III of Sri Lanka Administrative Service - 2010 to fill 64 vacancies and Competitive Examination for Recruitment to Class III of Sri Lanka Administrative Service – 2011 to fill 29 vacancies.

The effective date of appointment.– Will be determined as per the orders issued by the Public Service Commission.

04. *Conditions of Service.*- A selected candidate will be appointed to Class III of Sri Lanka Administrative Service on the general conditions governing the appointments in the Public Service and on the terms and conditions set out in the Minute of Sri Lanka Administrative Service (published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1419/3 dated 14.11.2005) and subject to any amendments made or to be made to the Minute hereinafter.

- 4.1 Public Service Commission reserves the powers to cancel the appointment of any candidate who fails to assume duties of the appointed post on due date and/or rejects or avoids serving in an area where he/she is appointed.

05. *Structure and Monthly Salary Scale.*-

Special Grade	- Rs. 42,390- 12x1,310	- Rs. 58,110/-
Class I	- Rs. 36,755 - 17x1,050	- Rs. 53,555/-
Class II	- Rs. 30,175 - 8x790	- Rs. 35,705/-
Class III	- Rs. 22,935 - 10x645	- Rs. 29,385/-

(Candidates are required to pass the 1st and 2nd Efficiency Bar examinations within 03 years and 06 years from the date of appointment respectively and in terms of the provisions of Public Administration Circular 07/2007 dated 28.05.2007, proficiency in the second official language should be acquired before the lapse of 05 years from the date of appointment).

Recruitments by this examination will be made to Class III of Sri Lanka Administrative Service.

05. *Eligibility:*

- 6.1 Limited Competitive Examination for Recruitment to Grade III of Sri Lanka Administrative Service - 2010.

Subject to the provisions in the note indicated at the end of this paragraph, a person will be eligible to sit the Limited Competitive Examination if he/she either;

- (a) (i) Is a public officer confirmed in the services/grades mentioned in Para. 6.3 as at 31.12.2010 ; and
(ii) Has not less than 10 years continuous permanent service in any one or more of such services/grades as at 31.12.2010 ;
or
- (b) (i) Is a public officer confirmed in the following services/grades and has not less than 05 years continuous permanent service in any one or more of such services/grades as at 31.12.2010 ; and
(ii) Has obtained a degree from a university recognized by the University Grants Commission.

Note.- (a) The effective date of the degree shall be a date on or before 31.12.2010 and candidates should have satisfied qualifications indicated in 6.1 a (I) and (II) or 6.1b(I) and (II) above, on or before the above date.

(b) The candidate should be of an excellent moral character and physical fitness.

(c) No person ordained in any religious order shall sit the examination.

6.2 Limited Competitive Examination for Recruitment to Grade III of Sri Lanka Administrative Service – 2011 :

Subject to the provisions in the note indicated at the end of this paragraph, a person will be eligible to sit the Limited Competitive Examination if he/she either ;

- (a) (i) Is a public officer confirmed in the services/grades mentioned in Para. 6.3 as at 31.12.2011 ; and
(ii) Has not less than 10 years continuous permanent service in any one or more of such services/grades as at 31.12.2011 ; or
- (b) (i) Is a public officer confirmed in the following services/grades and has not less than 05 years continuous permanent service in any one or more of such services/grades as at 31.12.2011 ; and
(ii) Has obtained a degree from a university recognized by the University Grants Commission.

Note.- (a) The effective date of the degree shall be a date on or before 31.12.2011 and candidates should have satisfied qualifications indicated in 6.2 a (I) and (II) or 6.2b(I) and (II) above, on or before the above date.

(b) The candidate should be of an excellent moral character and physical fitness.

(c) No person ordained in any religious order shall sit the examination.

6.3 Services and Grades :

- (a) An officer in any of the following Combined services under the control of the Director General of Combined Services. Officers in Public Management Assistants' Service, Translators, Librarians.
- (b) An officer in any of the following Clerical Services :
Railway, Government Printing, Health
- (c) An officer in any of the following Department Grade or who had been in such a Grade and subsequently absorbed to a similar Grade in the Provincial Public Service.

<i>Department/Ministry</i>	<i>Grades</i>
1. All Ministries	Assistant Secretary (Non SLAS) Public Relations Officer
2. Ministry of Youth Affairs and Skill Development Ministry of Sports	Assistant Director (Sports)/District Sports Officer/Sports Officer
3. Ministry of Finance and Planning Department of Policy Planning and Implementation	Projects Officer, Statistical Survey Officer, Statistical Assistant, Plan & Implementation Officer
4. Department of Immigration & Emigration	Senior Authorized Officer, Authorized Officer
5. Department of Registration of Persons	Assistant Commissioner (Departmental)
6. Department of Census and Statistics	Statistics Investigator

<i>Department/Ministry</i>	<i>Grades</i>
7. Ministry of Indigenous Medicine Department of Ayurveda	Hospital Secretary Investigations Officer
8. Ministry of Social Services Department of Social Services	Assistant Director (Departmental) Superintendent of Welfare and Social Welfare, Superintendent of State Homes for aged and infirmed, Social Services Officer
9. Department of Probation and Childcare	Head Master, Head Mistress, Probation Officer, Hostel Warden, House Master, Home Mistress
10. Ministry of Lands & Land Development Land Commissioner's Department	Lands officer/District Lands Officer, (Departmental)/Land use Planning Officer/Kachcheri Surveyor/Colonization Officer
11. Ministry of Public Administration & Home Affairs	Grama Niladhari
12. Department of Official Languages	Research Assistant, Translator
13. Ministry of Labour and Labour Relations	Assistant Commissioner (Departmental)
14. Ministry of Rural Industries and Self Employment Promotion Department of Textile	Industrial Assistant, General Manager, Manager Assistant, Economic Assistant, Technical Assistant
15. Ministry of Health	Hospital Secretary, Planning & Program Officer, Public Health Inspector, Registered and Assistant Medical Practitioners.
16. Ministry of Local Government & Provincial Councils, Department of Provincial Councils	Assistant Commissioner (Departmental), Local Government Clerical Officers, Translator, Shroff, Stenographer, Typist, Storekeeper
17. Ministry of Trade & Marketing Development and Consumer Affairs, Department of Measurement Unit Standards and Services	Inspector of Weight and Measures, Price Control Inspector
18. Ministry of Agriculture Development of Agriculture Department of Agrarian Service	Agricultural Instructor, Divisional Officer, Assistant Commissioner (Departmental)
19. Ministry of Justice Department of Legal Draftsman Supreme Court	Translator, Publication Assistant, Stenographer
20. Ministry of Transport Department of Motor Traffic	Motor Traffic Inspector
21. Ministry of Irrigation and Water Management Department of Irrigation	Planning Assistant
22. Ministry of National Heritages Ministry of Cultural Affairs National Museum Department of Cultural Affairs	Cultural Officers
23. Ministry of Education	Superintendent of Hostels
24. Ministry of Information & Media Department of Government Information Government Press	Press Officer, Proof Reader

<i>Department/Ministry</i>	<i>Grades</i>
25. Ministry of Post and Telecommunication Department of Post	Postal Combined Services Officers in the Salary scale of T-3-5-1 and T-3-4 Unified Postal Service Postal Service Officer BI
26. Ministry of Fisheries and Aquatic Resources Development Department of Fisheries and Aquatic Resources	Fisheries Assistant
27. Department of Co-operative Development	District Officer, Cooperative Inspector
28. Department of Food Commissioner	Food Control Inspector (former Food & Price Control Inspector)

(d) *Provincial Public Service.*— An officer in any of the following Services who have satisfied basic qualifications mentioned above.

Clerk, Stenographer, Typist, Shroff, Book Keeper, Translator, Store Keeper, Librarian.

(e) *Provincial Public Service.*— An officer in any of the following Services who have satisfied basic qualifications mentioned above.

Revenue Inspector, Labour and Welfare Officer, Inspector of Weighing and Measuring, Relief Officer at Department of Commissioner of Charity Colombo Municipal Council, Staff Officer and Secretary, Management Service Officer, Local Government Officer.

(f) It is illegal to make applications by the officers who are not belonging to the posts indicated in this *Gazette* notification (Except for officers who have been absorbed to new posts due to change of designation). Such officers will not be considered for appointments even though they sit for the examination.

Note :- (i) Candidates who have not possessed satisfactory service reports within the 5 years immediately preceding the date on which the candidate satisfies the qualifications will not be considered for appointments even if they sit for the examination.

(ii) A candidate is considered as having possessed a satisfactory period of service if he/she satisfies the following conditions ;

(a) Candidate should have earned all due salary increments within the 5 years immediately preceding the date on which the qualifications should have to be completed.

(b) Candidates should have not been subjected to any punishment for any offence committed within this period (Except warning).

(iii) An officer who has been interdicted by the closing date of applications is not eligible for appointment.

(iv) As per Section 5(1) or 5(2) of Sri Lanka Administrative Service Minute, no person is allowed to sit the Competitive Examination for more than two occasions altogether ;

07. *Examination Fees.*— The fee for the examination will be Rs. 1,000. This should be paid before the closing date of applications at any District/Divisional Secretariat to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examination and an edge of the receipt obtained thus should be affixed in the relevant cage of the application form. The fee is non-refundable. It would be advisable to keep a photocopy of the receipt.

08. *Method of applications* :-

(a) The application should be in the form of the specimen appended to this notification and should be prepared on paper of A4 size using both sides. It is to be specifically noted that the application should be prepared in such a way that headings No. 1.0 to 3.12 appear on the 1st page, 4.0 to 6.0 on the second page and the rest on the third page. The application should be filled legibly by the candidate himself in his own handwriting. Applications that do not comply with the specimen or that have not been completed properly will be rejected without notice. It is advisable to keep a photocopy of the application with the candidate. It is the responsibility of the candidate to verify that the perfected application complies with the specimen given in the notification, as otherwise, the application may be rejected.

- (b) Candidate should clearly mention the examination applied for in the relevant cage of the application.
- (c) The application should be prepared in the same language in which the candidate intends to sit the examination. It is required to indicate the name of the examination in English also in the applications prepared both in Sinhala and Tamil media.
- (d) Applications perfected by candidates should be sent through the respective Head of Department to reach the Commissioner General of Examinations, (Organizations and Foreign Examinations Branch, Department of Examinations, Pelawatte, Battaramulla) before 14th of May, 2012 by Registered Post. The top left corner of the envelope containing the application should clearly bear the words "Limited Competitive Examination for recruitment to Sri Lanka Administrative Service - 2010/2011". Application received after this date will be rejected.
- (e) Applications that are not complete in every aspect will be rejected. Complaints on applications getting lost or delayed will not be entertained.
- (f) A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations. *i. e.*— certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.

09. *Admission to Examination :*

- (a) The Commissioner General of Examinations will issue Admission Cards to all persons whose applications have been received. A candidate presenting himself for the examination should produce his admission card to the supervisor of the examination center. Any candidate who fails to produce his admission card will not be permitted to sit the examination;
- (b) Candidates must sit the examination at the examination hall assigned to him. Every candidate should get his admission card attested in advance and surrender to the supervisor of the hall, on the first day he presents himself for the Examination. A set of rules to be observed by all candidates is published in this *Gazette*.
- (c) Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules.

Note :- Issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit the examination has been accepted.

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

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

11. *Penalty for furnishing false information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any state, prior to, during or after the examination. If it is found that a candidate has purposely furnished false information or willfully suppressed any material fact, he or she will be liable for dismissal from the Public Service.

12. Any matter not provided for in this notification shall be dealt with as determined by the Secretary subject to the instructions of the Public Service Commission.

13. *Scheme of Examination.— Language Medium of Examination :*

- (a) The examination will be held in the language media of Sinhala, Tamil and English ;
(b) A candidate should sit the examination in the language in which he passed the qualifying examination/interview for entry into the Public Service or in an official language.

Note :- (i) A candidate should sit all the papers of the examination in one and the same language.
(ii) A candidates will not be permitted to change the language medium indicated in the application form.

14. *Method of Testing :*

- (a) A test consisting of written papers in the following subjects:

General Administration	- 100 marks - duration 03 hrs.
Financial Regulations	- 100 marks - duration 03 hrs.
Case Study	- 100 marks - duration 02hrs.

Note.— Candidates shall answer all the questions in each question paper given for each subject.

- (b) Oral Test - 25 marks

Candidates who have become qualified out of those who have sat all the papers in the written examination will be called for the Oral Test. Only those candidates, who obtain a minimum of 40% of marks in each paper and a sufficiently high aggregate of marks as determined by the Public Service Commission, will be called for the Oral Test. If there is a sufficient number of candidates who become eligible thus, a number equivalent to twice the number of vacancies existing will be called for the oral test.

(Marking scheme will be approved by the Public Services Commission at the preliminary stage by recruitment.)

Note:- (i) If there is a sufficient number of qualified candidates, a number of candidates equivalent to a twofold of the total number of vacancies in both years shall be called for the oral test.

- (ii) Vacancies shall be filled on the basis of the order of the merit of the marks obtained for written and oral tests as well as satisfying qualifications for the relevant year. Accordingly vacancies of year 2010 shall be filled with the candidates who have obtained highest marks and have satisfied the qualifications as at year 2010.
- (iii) A candidate who has appeared at this examination shall be treated as a candidate who sat for one examination. At the instances where a candidate has applied for both examinations, the qualifications shall be considered for year 2010.
- (iv) Calling for the oral test shall not constitute fulfilling of qualifications for an appointment. The number of vacancies to be filled will be as determined by the Public Service Commission.

15. *Syllabus :*

- (a) *General Administration.*- It is intended to test the candidate's knowledge on office practice and systems, current circular instructions and the provisions of the Establishments Code with special reference to the following chapters and the procedural rules published by the Public Service Commission in the *Gazette Extraordinary* of the government dated 20.02.2009.

V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII.

- (b) *Financial Regulations :*

- (i) Part I of the Financial Regulations of the Government (Except Chapter X).
(ii) The Estimates of the current year - their arrangements, the Revenue Heads, the Finance and appropriation.
(iii) Ordinance related to specific accounts maintained in Kachcheries.

- (c) *Case Study.*— A paper designed to test the candidate's power of constructive thinking and problem solving ability. The candidate will be presented with one or more situations posing problems to which solutions are required.

On the order of Public Service Commission,

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

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
28th of March, 2012.

Specimen Form of Application

(For office use only)

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF
SRI LANKA ADMINISTRATIVE SERVICE - 2010(2012)
AND
LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF
SRI LANKA ADMINISTRATIVE SERVICE - 2011(2012)**

<p>1.0 Medium :</p> <p>Medium of Examination <input type="checkbox"/></p> <p>Sinhala - 2 Tamil - 3 English - 4</p> <p>(Indicate the relevant Number in the cage)</p> <p>The application should be filled in the medium of language in which the candidate intends to sit the examination.</p>	<p>2.0 Examination applied for :</p> <p>Limited Competitive Examination for Recruitment of Sri Lanka Administrative Service :</p> <p>2010 - 1 <input type="checkbox"/> 2011 - 2 <input type="checkbox"/></p> <p>(Indicate the relevant number in the cage, can be applied for both years if required qualifications have been satisfied)</p>
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3.0 Personal Information :

- 3.1 Name with initials at the end (In English block capitals) :
- 3.2 Name in full (In English block capitals) : _____.
- 3.3 Name in full (In Sinhala/Tamil) : _____.
- 3.4 Official address in English block capitals (Admission card will be sent to this address) : _____.
- 3.5 Official Address (In Sinhala/Tamil) : _____.
- 3.6 Private Address (In Sinhala/Tamil) : _____.
- 3.7 Sex : Male - 0 Female - 1 - Indicate relevant number in the cage
- 3.8 Marital Status (Single - 1, Married - 2) - Indicate relevant number in the cage
- 3.9 Race : (Sinhala - 1, Tamil - 2, IndianTamil - 3, Muslim - 4, Other- 5) - Indicate relevant number in the cage
- 3.10 National Identity Card No. :
- 3.11 Date of Birth : Year : Month : Date :
- 3.12 Telephone No. (if any) :

4.0 Indicate the language medium in which you passed the qualifying examination/interview for entry to the Service/Grade :—.

5.0 (i) Your Service/Grade out of the Services, Departmentns, Grades mentioned in Para. 6 of the *Gazette* Notification [Class, Grade or Segment (if any) should be indicated]. (If you have served in more than one eligible Service/Grade, those should be indicated with dates) : _____.

- (a) Present Post: _____.
Service to which the Post belongs to (Public/Provincial Public): _____.
Grade : _____.
Class/Segment : _____.
Date of appointment to the post : _____.
Date of confirmation in the post : _____.
Effective date of Degree : _____.

(b) Other services/grades (if any) through which you claim eligibility :

Name of Service/Grade	Date of Appointment	Date of Confirmation	Period of Service From To.....
(1)
(2)
(3)
(4)
(5)

(ii) Total period of permanent and continuous service as the date on which the candidate satisfies the qualifications in the services/ grades referred to in Para (6) of the *Gazette* Notification : _____.

1. Indicate the years in which the candidate has sat the examination as per Sri Lanka Administrative Service minute published in the <i>Gazette</i> Extraordinary No. 509/2 dated 7th June, 1988.
2. Indicate the years in which the candidate has sat the examination after 01.01.2005 as per Sri Lanka Administrative Service minute published in the <i>Gazette</i> Extraordinary No. 1,419/3 dated 14th November, 2005 (Which is effective at present)	Indicate whether the candidate has/has not sat the examination
	2007 open
	2007 limited
	2009 open
	2009 limited 2010 open

6.0 Paste the cash receipt properly :

(Paste the cash receipt firmly)
(Keep a photocopy)

7.0 Certificate of the candidate :

I declare that during the five years preceding, I have earned all increments (Excluding those conditional to passing service or departmental examinations). possessed continuous and permanent service period as per Section 6.1(a)/6.1(b) and 6.2(a)/6.2(b) of the *Gazette* notification and that I have not been subject to any form of disciplinary punishment (Excluding warning) for any offence committed during those five years.

I declare that I am eligible to sit this Limited Competitive Examination and that to the best of my knowledge, the information given in this is true and that I have affixed the receipt No. dated being payment of the examination. I also agree to be bound by the rules and regulations of this examination and any decision that may be taken to cancel my candidature prior or during or after the examination if it is found that I am ineligible according to the regulations of this examination. Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting of this examination.

_____,
Signature of Candidate.

Date : _____.

8.0 Certificate of the Head of the Department (Referring to the personal file) :

I hereby certify that Mr./Mrs./Miss who is submitting this application is serving in a post of under the Central government/Provincial Council of/Ministry/Department of and has earned all salary increments during the period of 5 years prior to (Excluding those conditional to passing service or departmental examinations), possessed continuous and permanent service period as per Section 6.1(a)/6.1(b)/6.2(a)/6.2(b) of the *Gazette* notification and has not been subjected to any disciplinary punishment (Except warnings), the particulars furnished in the application have been found to be correct according to available records, he/she is eligible to sit for this examination as per regulations stipulated in this *Gazette* Notification, he/she has paid the prescribed and affixed the receipt herein and signed this application in my presence.

_____,
Signature of Head of Department/Authorized Officer.

Name : _____.
 Designation : _____.
 Date : _____.
 (Place official frank)

The term “not less 22 years and not more than 28 years as at 23.03.2012” (on the date of publication of the *Gazette Notification*) mentioned in para (D) of Section 5 should be revised as “not less 22 years and not more than 30 years as at 23.03.2012”.

and the closing date 23.04.2012 mentioned in para (c) and (d) of Section 7 should be revised as at 30.04.2012 in the notice in respect of the Limited/Open Competitive examination for recruitment to Class III of the Sri Lanka Accountants’ Service 2012 published in the Part I : Section (IIA) of the *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1,751 dated 23.03.2012.

The candidates who have already forwarded the applications are not necessary to apply again.

04-520