

N.B.— Parts I-III and IV(A) of the *Gazette* No. 1,754 of 11.04.2012 were not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,755 - 2012 අප්‍රේල් 20 වැනි සිකුරාදා - 2012.04.20
No. 1,755 - FRIDAY, APRIL 20, 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)

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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 27th April, 2012 should reach Government Press on or before 12.00 noon on 11th April, 2012.

LAKSHMAN GOONEWARDENA,
Government Printer.

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

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 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 21st day of May, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
20th March, 2012.

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	Negombo	Post of Additional Medical Registrar of Negombo (Out of the Hospital) Division	District Secretary/Additional Registrar General, District Secretariat, Gampaha
Gampaha	Ja-Ela	Post of Registrar of Marriages (General) of Ragama area in Aluthkuru Koralay South Division	District Secretary/Additional Registrar General, District Secretariat, Gampaha

04-507

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Muslim Marriages

KEGALLE 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. Muslim males only 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 21st day of May, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
30th March, 2012.

THE 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>
Kegalle	Mawanella	Post of Muslim Marriage Registrar of Kirigandeniya area in Galboda Kinigoda Koralya Division	District Secretary/Additional Registrar General, District Secretariat, Kegalle
Kegalle	Ruwanwella	Post of Muslim Marriage Registrar of Kannaththota area in Koralthuna and Pathabulathgama Division	District Secretary/Additional Registrar General, District Secretariat, Kegalle

04-508

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars - Marriages, Births and Deaths in Tamil Medium

KILINCHCHI 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 21st of May, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
27th March, 2012.

THE SCHEDULE

<i>District</i>	<i>Assistant Government Agent's Division</i>	<i>Division and Post for which Application is called</i>	<i>Address to which Applications should be sent</i>
Kilinochchi	(Pallai) Pachchilaipalli	Post of Registrar of Births and Deaths of Mullippattu Division and Marriages (General) of Pachchilaipalli Division	The District Secretary/The Government Agent/The Additional Registrar General, District Secretariat, Kilinochchi.

04-427

Examinations, Results of Examinations &c.

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

SECTION 3 of the notice regarding the "Open Competitive Examination for Recruitment to Class III of Sri Lanka Administrative Service – 2011(2012)" published in *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1,751 dated 23rd of March, 2012 is revised as follows on the orders of the Public Service Commission.

Section 3 :

"Number of Appointments.– Action shall be taken to fill the existing 114 vacancies in Class III of Sri Lanka Administrative Service by recruitment on open stream.

Effective Date of the Appointments.– It is decided on the orders of the Public Service Commission".

The closing date of application mentioned in this *Gazette* notification shall be 23.04.2012 and the other provisions of the *Gazette* notification shall remain unchanged.

On the order of the Public Service Commission.

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

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
05th of April, 2012.

04-601

SRI LANKA GERMAN RAILWAY TECHNICAL TRAINING CENTRE - RATHMALANA

Admission of Apprentices – 2012

APPLICATIONS are invited from Sri Lankan citizens (male/female) possessing minimum qualifications stipulated in paragraph 02 herein for admission of apprentices to the Sri Lanka - German Railway Technical Training Centre for 2012.

02. *Minimum Qualifications :-*

(a) Should be between 16-25 years as at 31.05.2012 ;

(b) *Educational Qualifications.*– Passing 06 subjects at the G. C. E. (Ordinary Level) Examination including Sinhala/Tamil Language, Mathematics and Science in not more than two sittings. It is necessary to possess educational qualifications completely before 31.12.2011 and passing of five (05) subjects in first sitting.

03. *Training Courses.*– The apprentices selected for training will be given the opportunity to follow the professional course subject to the period relevant to the profession. Medium of examination will be only in Sinhala. 25 persons for each of the following course will be selected.

(i) Diesel Engine Mechanic	2 1/2 years
(ii) Welder	03 years
(iii) Electrician (Power)	03 1/2 years
(iv) Mechanic setter (General)	03 1/2 years.

04. *Applications.*— Applicants should indicate their particulars correctly in the application forms prepared in a typing sheet (A4 size). Incomplete applications will be rejected.

05. *Selection for the Courses :*

- (1) Only the applicants with the required minimum qualifications and who have paid examination fees mentioned in para. 07 will be called for the written test. There will be a practical test as well.
- (2) The written test will be based on Mathematics, Basic Technical Knowledge and General Knowledge. The candidates who have scored the highest marks at the written test will be summoned for the practical/interview test under each course.
- (3) Selection for each course will be made on the results of the highest aggregate marks obtained both at the written and practical test.

06. *Medium of Examination.*— Medium of examination will be Sinhala/Tamil and English.

07. *Examination Fees.*— Non refundable Rs. 500 will be charged for the examination. This amount can be paid by money order written in favour of the General Manager of Railways indicating the paying office as Maradana Post Office and the receipt of the money order should be attached to the application. The applications without money order will be rejected. Please note that inability to appear for the examination or under any circumstances the examination fees will not be refunded.

08. *Examination Centres.*— In respect of applicants who have satisfied all the requirements, a written test will be held in Colombo centre only.

09. *Signing of Agreement.*— All applicants selected for training in the institution should enter into an agreement with the national apprentices and Technical Training Institute and the Department of Railways that follow the training course successfully during the period relevant to the course.

10. The apprentices will be paid a monthly allowance during the period of training by the apprentices and Technical Training Authority.

11. The Department is not bound to give employment to the apprentices after training.

12. The application forms prepared according to the specimen form given below should be sent to the Director Sri Lanka - German Railway Technical Training Centre, Kaldemulla Road, Rathmalana by registered post, 'SLGRTT/2012' should be indicated on the top left hand corner of the envelope.

13. *Closing Date of Applications.*— Applicants will be entertained up to 30.06.2012. The applications received late will be rejected.

S. M. G. N. DHARMASEKARA,
Additional General Manager of
Railways (Administrative).
For General Manager of Railways.

Office of the General Manager of Railways,
Sri Lanka Railways,
Colombo 10,
24th January, 2012.

SPECIMEN APPLICATION FORM

RECRUITMENT OF APPRENTICES TO SRI LANKA – GERMAN RAILWAY
TECHNICAL TRAINING CENTRE – 2012

For office use only

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01. Full name (with surname) (In Sinhala and English) : _____.
02. Address (Sinhala) : _____.
(English) : _____.
03. District : _____.
04. Date of birth : _____.
05. Sex : Male/Female : _____.
06. Educational qualifications : G. C. E. (O/L)
First sitting : _____ . Index No. : _____.

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

Second sitting : _____ . Index No. : _____.

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

07. Medium preferred by the candidate to appear for the exam :

Department of Muslim Religious and Cultural Affairs ;
or

08. Indicate in order two courses you wish to follow in terms of the notification :

4.3 Should be a student who has passed the subjects of Islam and Arabic in the G. C. E. (O/L) Examination conducted by the Department of Examinations, Sri Lanka.

1.
2.

Note :

09. Money order No. obtained after making a payment of Rs. 500 to the post office is attached.

(i) Applications for this examination should be certified by the Principal of the Ahadhiya School or by the Principal of the Al-Qur'an Madrasa or by the Principal of School to the effect that the candidate has fulfilled the requirements mentioned under paragraph 4 above.

10. I certify that the fore giving particulars contained in this application are true and accurate. Further I am aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification if any discrepancy is discovered before the selection and to dismissal if defected after the appointment.

(ii) An applicant can submit application for this examination only through the Principal of an Ahadhiya School or the Principal of a Senior Al-Qur'an Madrasa or School.

Signature of Applicant.

Date : _____.

5. In the event of any registered Ahadhiya School, Senior Qur'an Madrasa or a School does not receive the application forms and instructions by post on time the Principal concerned should contact the –

04-426

Commissioner General of Examinations,
Organization and Foreign Examinations Branch,
Department of Examinations,
Pelawatta, Battaramulla,

on or before 14th of May, 2012.

DEPARTMENT OF EXAMINATIONS – SRI LANKA

Final Certificate Examination for Ahadhiya/Al-Quran Schools on Islamic Studies – 2011 (Equivalent to Daham Pasal Final Certificate Examination)

RULES and Regulations.– The above examination will be conducted by the Commissioner General of Examinations during July, 2012. Subjects and the syllabus for the examination are given in Annexure I.

2. *Centres for Examination.*– Examination Centres will be set up in towns indicated in Annexure II of this notification. Centres in any town will be cancelled if sufficient number of candidates has not requested that town. In case of such cancellation of any town the candidates will be transferred to centres set up in the nearest town.

3. *Language Medium.*– This examination will be conducted in Tamil, Sinhala and English languages. However, a candidate should appear for all the subjects in one and the same language.

4. *Eligibility.*– Every applicant should have fulfilled at least one of the following requirements :–

- 4.1 Should be a student in Grade 10 or Grade 11 in an Ahadhiya School registered with the Department of Muslim Religious and Cultural Affairs ; or
4.2 Should be a student who has completed the Senior Grade Al-Quaran Madrasa Syllabus approved by the

5.1 All applications should be prepared in duplicate. The original should be forwarded to the Department of Examinations while the duplicate should be kept filed in the relevant Institution.

5.2 The closing date of applications will be 18th of May, 2012.

5.3 Applications should be clearly and legibly filled in. Inaccurately or Illegibly filled applications and those that are received after the closing date will be rejected.

5.4 Duly perfected applications should be sent under registered cover to the -

Commissioner General of Examinations,
Organization and Foreign Examinations Branch,
Department of Examinations,
Pelawatta, Battaramulla.
(Applications will not be acknowledged.).

5.5 The name of the Examination "Ahadiya/Al Quran Madrasa Final Certificate Exam – 2011" and the chosen town for the exam should be clearly written on the top left hand corner of the envelope enclosing the application.

5.6 No document should be annexed to the application. The Principals of the Institutions should certify to the effect that the applicant holds the stipulated qualifications.

5.7 The Examination fee for all four subjects is Rs. 150 and the fee for one repeat subject is Rs. 50. No Examination fee will be charged from those who sit for this examination for the first time.

6. *Mode of Payment.* – Examination fees should be paid at any post office and the receipt obtained be firmly attached on to the application.

7. *Admission Cards.* – Commissioner General of Examinations shall issue the Admission Cards through the relevant Heads of the Institutions.

7.1 In the event a candidate fails to produce his/her Admission Card to the supervisor on the first instance of sitting the examination or attempting to sit the Examination at a Centre other than the one allocated to him/her by the Commissioner General of Examinations, his/her candidature can be cancelled.

7.2 The specimen signature of the candidate should be attested by the Head of the relevant institution or by an officer in permanent Government service drawing a salary not less than Rs. 240,360 p. a., or by an Islamic Priest of Mosque.

7.3 If Admission Card is not received by at least 7 days before the date of commencement of the examination the Head of the institution concerned should notify the Commissioner General of Examinations accordingly. In all such instances, information should be provided as indicated below :

- (a) Name of Examination,
- (b) Name of Ahadhiya School/Madrasa/School and the computer number provided to the school,
- (c) Name of candidate in full and Address,
- (d) Examination Centre applied for,
- (e) Post Office from which the application was posted,
- (f) Registration number and date.

8. *Personnel Identification.* – Every applicant should prove his/her identity to the satisfaction of the supervisor on all instances he/she appears for the examination by producing acceptable identity documents.

9. *Issue of the Examination Results and Confirmation of the Result :*

9.1 This examination consists of four papers. A candidate who passes in all four papers in one and the same

sitting will be considered to have passed the Examination.

9.2 However, if a candidate gets passed in 3 subjects and fails to get through in the fourth subject in one and the same sitting he/she will be allowed referral.

Such a candidate should get through the referred subject within the subsequent two examinations in order to be considered to have passed in this certificate examination. (This will be effective from 2011 Examination).

Referred candidates should apply and sit only for the referred subject.

9.3 Each of the four question papers carries 100 marks and grades will be awarded as shown below :-

Range of marks	Grade	Symbol
0 – 34	Fail	F
35- 54	Ordinary pass	S
55 – 69	Credit pass	C
70 – 100	Distinction pass	D

Release of the Results. – Details of examination results will be posted to the relevant Heads of Institutions.

10. *Certificates.* – Action will be taken to issue a certificate to every candidate passing the examination.

11. *Re-scrutiny of Answer - scripts.* – Opportunity will be provided for the re-scrutiny of answer-scripts if requested within 30 days from the date of issue of examination results. Such request should be made through the respective Heads of Institutions, using the specimen form issued by this Department for this purpose. A specified fee must be paid.

Such fee will be refunded only in instances where any alteration is made to the examination results. Applicants or their representatives will not be granted permission to examine the answer scripts for any reason what-so-ever.

12. All applicants are bound to act in accordance with the above conditions. Decision of the Commissioner General of Examinations on any matter that is not dealt with in this notification will be the final.

W. M. N. J. PUSHPAKUMARA,
Commissioner General of Examinations.

Department of Examinations,
Pelawatta,
Battaramulla,
29th of March, 2012.

ANNEXURE 1

Subjects and the prescribed Syllabus for the Examination :

There will be four question papers, of three hour duration each. Structure of the question papers and marks allocation for the questions will be according to the *gazette* notification published on *Gazette* No. 1,358 of 10th September, 2004.

FIRST PAPER

1. Aqeedha, Sharee'ah (Principles and Fundamentals in Islam) and Arabic Language.

- 1.1 Aqeedha - General understandings (Al Iahiyath, Annubuwwath, Arroohaniyyath and Assam'iyath)
- 1.2 Sections of Aqeedha
 - * Aqeeda of Ahlussunnah Wal Jama'ath
 - * Few other Aqeeda sections such as : Jabariya, Kadariyya, Murjiya, Mu'tazila and Shee'ah
- 1.3 Tawheedh and Shirk
 - * Iman and Kufr
 - * Riddath, Nifak
 - * History of revelation and compilation of the Qur'an
 - * Use of Al-Qur'an as a source of Law
 - * Sunna and history of its collection
 - * Utilization of Sunna as source of Law
 - * History of Hadees and the contribution of Muhaddis
 - * Details relating to Ijthihad
 - * Ijma as a secondary source
 - * Kiyas as a secondary source
 - * History of Fikhu and its Imams.
- 1.4 Arabic Language :
 - * Writing with proper shapes of Alphabets
 - * Writing of small Sentences
 - * Writing of Arabic words having relation to the subject of Islam
 - * Writing of specific Qur'an suras, verses and Hathees.

SECOND PAPER

2. Al-Fiqhul Islami (Islamic Law)

- 2.1 Details Relating to Ibadath
 - * Kinds of Ibadath
 - * Taharath
- 2.2 Najees and its categories :
 - * Methods of cleaning Najees
 - * Water and its categories
 - * Wulu, Thayammam and - Procedures existing relating to bathing
- 2.3 Zakath :
 - * Significance
 - * Rules and Regulations

- * Collection and distribution
- * Minimizing poverty through Zakath and distribution of Wealth

2.4 Assawm (Fasting) :

- * Significance
- * Rules and Regulations and Usefulness

2.5 Hajj :

- Significance
- Rules and Regulations
- Usefulness

2.6 • Hajj - Method of Performance

- Farlu, Wajibu, Sunnath
- Hajj performed in addition to Farlu Hajj

2.7 Attention and procedures in Islam relating to food Dressing and Dwellings.

2.8 Understanding of Jihadh.

2.9 Kurbani and methods of slaughter

2.10 Oaths and Vows.

2.11 Details relating to Muamalah :

- Dignity of earning
- Main transaction (Trading)
- Other transactions (*Eg.* Borrowing, Rent)
- Wakfu, Wasiyyath, Warasath (Public Property, Testamentary Property, Inherited Property)

2.12 Position of man and woman in Islam :

- Marriage Laws in Islam and their uses
- Family life in Islam
- Husband and wife
- Rights and duties of parents and Children
- Talaq and Idhdha

2.13 Jinayath :

- Hudood, Kisas and Ta'zeer

THIRD PAPER

3. *Seera and Tarigh*

3.1 Socio-Religious position in Arabian Society in the period before Islam.

3.1.1 Prophet Mohamed (Sal) :

- Life before the Nubuwwath
 - * Family Lineage
 - * Youthhood
 - * Noble characteristics
 - * Marriage
- Life between Nubuwwath and Hijrath
 - * Nubuwwath
 - * Propaganda of Islam and its outcomes
 - * Hijrath

	<i>Town</i>	<i>Town No.</i>	<i>District No.</i>
• Madina Life			
* Socio-Political activities			
* Defensive wars and Peace Agreements			
* Completion of Islam	Colombo District		01
	Colombo (Central)	01	
• Position of Sahabas and their contribution towards Islam	Bambalapitiya	02	
• History and Political contribution of Kulafa Urrashidoon	Gampaha District		02
• Period of rule by Umaiya and Abbasiya	Thihariya	03	
• History of Baitul Mukaddas	Mabola	04	
• History and contributions of Sri Lankan Muslims	Malwana	05	
• Contribution of Muslims to Scientific Knowledge	Negombo	06	
	Kal-Eliya	07	
• History relating to the following personalities :-	Kalutara District		03
* Imam Buhari (Rah)	Panadura	08	
* Imam Shafi (Rah)	Kalutara	09	
* Imam Gassali (Rah)	Aluthgama	10	
* Imam Abdul Cader Jeelani (Rah)			
* Imam Saduli (Rah)	Galle District		04
	Galle	11	
FOURTH PAPER	Matara District		05
	Weligama	12	
4. Aklaq (Islamic Values)	Matara	13	
4.1 View point of Islam on Aklaq	Tangalle District		06
* Understanding Aqhlaq	Hambantota	14	
* Relationship between Iman and Aqhlaq			
* Relationship between Aqhlaq and Ibadath	Kegalle District		07
* Purity of mind (Ikhlas)	Mawanella	15	
	Warakapola	16	
4.2 Taqwa	Kannattota	17	
* Wara'u and Suhud			
* Murakaba, Muhasafa	Kurunegala District		08
* Shawq	Kuliyapitiya	18	
	Kurunegala	19	
4.3 Charity	Melsiripura	20	
* Dedication	Polgahawela	21	
* Gratitude	Kekunagolla	22	
* Patience, Tolerance, accomodating, pardoning			
* Politeness	Puttalam District		09
* Appreciation of time	Nuraichcholai	23	
* Safeguarding organs in the body : mouth, eye, ear and sex organs	Puttalam	24	
* Respecting others	Chilaw	25	
* Justice and honesty			
* Important moral values visible among youth	Anuradhapura District		10
* Harmonious living with people of other faiths	Anuradhapura	26	
	Kekirawa	27	
	Galenbindunuwewa	28	
4.4 Islamic Jurisprudence			
	Polonnaruwa District		11
	Kaduruwela	29	
	Matale District		12
Name of towns and their town Numbers where Examination Centres will be Established :	Matale	30	

<i>Town</i>	<i>Town No.</i>	<i>District No.</i>	FIRST AND SECOND EFFICIENCY BAR EXAMINATIONS FOR OFFICERS IN CLASS III OF THE SRI LANKA PLANNING SERVICE - 2012
<i>Kandy District</i>		13	<p>FIRST and Second Efficiency Bar Examinations for officers in Class III of the Sri Lanka Planning Service will be held in June 2012 in Colombo by the Commissioner General of Examinations. The closing date of applications for the Examination will be 18.05.2012. The Examination will be conducted in Sinhalese, Tamil and English media and no candidate will be permitted to change the medium applied for later.</p> <p>02. A specimen application form to be used in applying for the 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 04 (ii) 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 comply 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 and item 7 (i) or (ii) as the case may be should be mentioned accurately. Further, Two receipts obtained by making payments for two (02) examinations should be affixed to both application forms separately.</p> <p>03. All applications should be sent through the Head of the Respective Department (<i>Ex:-</i> through Divisional Secretary in case of a Divisional Secretariat) 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 18.05.2012. The name of the examination should be written on the top left corner of the envelop containing the application. It is advisable to keep a photo copy of the receipt with the applicant. Examination will be conducted in Sinhalese, Tamil and English media and no candidate will be permitted to change the language medium applied for. Newly recruited 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.</p> <p>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 in writing immediately to the Department of Examinations as indicated below. It would be useful if you could send a certified photo copy of the application retained by you together with the receipt for the payment of cash, registration receipt and your letter of request</p>
Kandy	31		
Nawalapitiya	32		
Deltota	33		
Gelioya	34		
<i>Nuwara Eliya District</i>		14	
Nuwara Eliya	35		
<i>Ratnapura District</i>		15	
Eheliyagoda	36		
Balangoda	37		
<i>Badulla District</i>		16	
Badulla	38		
Welimada	39		
<i>Monaragala District</i>		17	
Bibila	40		
<i>Ampara District</i>		18	
Akkarai pattu	41		
Pottuvil	42		
Kalmunai	43		
Sammanthurai	44		
Irakkamam	45		
Nintavur	46		
Oluvil	47		
<i>Batticaloa District</i>		19	
Kattankudy	48		
Eravur	49		
Valachchenai	50		
<i>Trincomalee District</i>		20	
Mutur	51		
Kinniya	52		
Trincomalee	53		
<i>Vavuniya District</i>		21	
Vavuniya	54		
<i>Mannar District</i>		22	
Mannar	55		
<i>Mullaitivu District</i>		23	
Mullaitivu	56		
<i>Kilinochchi District</i>		24	
Kilinochchi	57		
<i>Jaffna District</i>		25	
Jaffna	58		

with the fax number, if outside Colombo, in order 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. *Identity*.- 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 above.

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

Examination Fees.

- (a) First sitting- No fee will be charged
- (b) Thereafter for the whole examination for each subsequent sitting Rs.400 0
- (c) Per subject Rs.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 Divisional 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. This examinations is 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 Department 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 the 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. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages the notice published in Sinhala medium shall prevail.

11. 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 Planning Service

1. The first efficiency bar examination will consist of the following subjects.
 - (a) Planning concepts and Methodology, planning Institutions - 100 marks (Sub. No. 01)
 - (b) Economic Analysis and statistics - 100 marks (Sub. No. 02)
 - (c) Project planning ,implementation, review and evaluation - 100 marks (Sub. No. 03)
 - (d) Establishment and Government Financial Regulations - 100 marks (Sub. No. 04)
 - (e) English Language - 100 marks (Sub. No. 05)
2. An officer can sit all papers in one attempt or separately in several attempts.
3. Each paper will be of 03 hours duration.
4. All the Questions of a paper should be answered.
5. An applicant should obtain 40% or more marks for a pass in each paper.

SCHEME OF EXAMINATION

Question paper 01.- Planning concepts and the methodology, planning institutions, finance and administration.

- (i) National Goals and Priorities, and policy framework and programmes for their achievement.
- (ii) Methodology for national planning, major problem areas in planning, participation of the public, mobilizations of resources etc.
- (iii) Nature and source of data for national planning and collection of data, presentation and analyses of interpretation, field supervision and investigations, demographic concepts, economic perspective and policy analysis.

Question paper 02.- Economic analysis and statistics

- (i) Principles of economics with special emphasis on theories of production and distribution.

- (ii) Finance, banking systems, international monetary systems and trade.
- (iii) Analysis of fiscal, monetary, trade and tariff policies.
- (iv) Economic structure of Sri Lanka.
- (v) Review of the economy.
- (vi) Assessment of technically skilled and unskilled manpower and other resources including foreign aid and their utilization.
- (vii) Economics, scientific and social incidents.
- (viii) Economic analysis and basic statistical concepts and methods used in planning.
- (ix) Principles of benefit / cost analysis.

Question paper 03 .– Project planning, implementation, monitoring and follow up action

- (i) Planning, identification and defining projects and formulation of projects, selection of policies, theories and location estimation of technology, costs and benefits, technical, financial and economic analysis.
- (ii) Implementation and supervision of projects, proper and timely implementation of project programmes, preparation of detailed operational plans and implementation schedules, monitoring and coordination of progress, control follow up action.
- (iii) Evaluation of projects, assessment of effectiveness of projects and programmes analysis of benefits in relation to costs.

Question paper 04 .- Establishment regulations and government financial systems

- (i) Government Financial Regulations Volume 1 (Excluding Chapter X)
- (ii) **Establishments Code**.– Chapters vii, ix, xi, xii, xv, xxiii, xxv, xxvi, xxvii, xxviii, xxix, xxx, xxxi, xxxii, xxxiii, xlvi, xlviii.

Chapters I to VII in Volume I of Procedural Rules of the Public Service Commission.

- (iii) **Financial Control of Sri Lanka**.– Salutatory provisions related to public management, control of the Parliament over public finance, The consolidated fund and its function, objective of appropriation and appropriation methods. Public revenue, powers and functions of the Minister of Finance, powers and functions of the treasury, warrants and impress authority, Auditor General and his powers and functions, public accounts committee (Public expenditure committee), public enterprises committee.
- (iv) Accounting officers, chief accounting officers and appointing accounting officers of public revenue, their powers and functions.

- (v) Planning and management of public expenditure, identification of objectives and functions of organizations, preparation of annual estimates and expenditure and taking final decisions, effecting changes in the approved estimates of expenditure, implementation of virement procedure, management of cadres in the public sector, supplementary estimates.

- (vi) **Government procurement procedure**.– Procurement of goods, services and work, composition, appointment, powers and functions of procurement committee and technical evaluation committee, bids evaluation procedure, management of projects implemented on foreign aids.

Question paper 05.– English Language

A written test on English Language will be held in order to measure the English language skills of the applicants related to planning, development, organizing and management subjects.

Syllabus of the second efficiency bar examination for Grade III officers of the Sri Lanka Planning Service

1. The second efficiency bar examination will consist of the subjects mentioned below.
 - (a) Techniques of development planning
- Marks 100 (Subject No. 06)
 - (b) Basic macro economics - Marks 100 (Subject No. 07)
 - (c) Current international economic and political crises and their impact on the Sri Lankan Economy
- Marks 100 (Subject No. 06)
2. Officers are allowed to sit for all the subjects in one attempt or in several separate attempts.
3. Duration for each question paper is 03 hours.
4. Answering all the questions of a question paper is a must.
5. Applicants should obtain 40% of marks for each paper to obtain a pass grade.

SCHEME OF EXAMINATION

- (i) Techniques of development planning
 - (a) SWOT analysis
 - (b) Problem tree
 - (c) Logical frame analysis
 - (d) Cost – benefit analysis
 - (e) Payback methodology
 - (f) Net current value
 - (g) Internal rate of return
 - (h) Usage of shadow prices
- (ii) Fundamentals of Macro Economics
 - (a) National Accounts
 - (b) Rate of Economic Growth
 - (c) Equilibrium level of National Income
 - (d) Multiplier
 - (e) Inflation
 - (f) Interest Rate

- (g) An Introduction to the public financial policies
(h) An Introduction to fiscal policies
(i) Trade Circles
- (iii) Current international economic and political crisis and their impact on the Sri Lankan economy. (Applicants will have to answer questions based on topics in the context of the contemporary world economic conditions as the case may be)

P. B. JAYASUNDERA,
Secretary,
Ministry of Finance and Planning,

Ministry of Finance and Planning,
Colombo 01,
20th April 2012.

FORM OF APPLICATION

First and Second Efficiency Bar Examinations for Officers in Grade III of the Sri Lanka Planning Service – 2012

(For office use)

- Medium of Examination :
(write the number in this cage)
- Sinhalese - 2 (Medium applied
Tamil - 3 be allowed to
English - 4 subsequently)

* The Efficiency Bar Examination Applied :

- First - 1 (write the number in the cage given)
Second - 2

(Refer the Para 2 of the *Gazette*. Applications should be separately submitted for both examinations.)

01. Name :

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

02. Official Address : _____.

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

03. Female -: 1 Male -: 0 (Specify in the cage given)

3.1 Sex : Female : Male :

3.2 Date of Birth -:

Year : Month : Date :

3.3 Age as at the closing date of applications -:

Years : Months : Days :

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 4(II) Second Efficiency Bar

Subject	Subject No.	Subject	Subject No.
.....	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>

05. Date of Appointment to Grade III of the Sri Lanka Planning Service : _____.

(Indicate the date of assumption of duties)

6. Are you an Old Entrant / New Entrant for the purposes of Official Language Policy : _____.
7. Name of the Department : _____.
08. Whether you are sitting for the examination for the first time :-

09. If not examination fees paid:

(Paste the receipt securely; keeping a copy of the receipt would be useful)

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.

Signature of the applicant.

Date : _____.

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

Attestation of Signature

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

Signature of the Attester.

Name : _____.
Designation : _____.
Address : _____.

Certificate of the Head of the Department

I certify that –

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

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

Designation : _____.
Date : _____.

04-420

CENSUS AND STATISTICS DEPARTMENT – 2012

**The Open Competitive Examination for Recruiting
Grade – II of the Statistical Officer**

APPLICATIONS are called for the examination for the examination for recruitment of Statistics Officer Grade – II to the Department of Census and Statistics. The applications prepared in accordance with the specimen application appearing at the end of this notification shall be sent under the registered post to reach on or before the following date to “Commissioner General of Examination” Organizational and overseas, Examination unit, Sri Lanka Examinations Department, Pelawatta, Battaramulla”. The examination name, “Open competitive examination for the recruitment of Statistical Officer Grade – II” should be written on the top left hand corner of the envelope. The name of the examination shall be written both in Sinhala and English in Sinhala applications and in Tamil and English in Tamil applications.

1. The deadline for submission of applications is 18.05.2012. The examination is scheduled to be held in month of July, 2012.

Note.– Complaints regarding the misplacing of applications or attached documents through post shall not be considered. The disadvantages caused by the delaying of sending the applications until the closing date shall be borne by the candidates themselves.

2. *Service conditions.*– The post is permanent and pensionable and contribution to the W & OP fund.

3. *Age limit.*– Between 21-35 years.

4. *Salary scale.*– Rs. 16,720 - 10 x 320 - 11 x 365 - 15 x 450 - Rs. 30,685. Grade II (MN5-2006-A).

5. *Educational qualifications.*– A degree from a University accepted by the University Grant Commission containing at least one of the following subjects such as statistics, mathematics, Economics, Computer Science, Information Technology, Community Science, Geography, Social Science.

6. *Physical qualification :*

- (i) Every candidate shall be physically fit in all aspects for serving in any part of the country.
- (ii) Shall have an adequate Physical eligibility for discharging the duties assigned to the post.

7. *Other requirements :-*

- (i) Shall be a Sri Lanka Citizen.
- (ii) The applicants shall bear an excellent morale character.

8. *The method of recruiting.*– Applications shall be called by publishing in the *Government Gazette* or advertising in public news papers and a written test shall be held for those qualified. Based on the sequence of the merits of the marks and the number of vacancies recruitment shall be made to the Grade II Statistics Officer on the recommendations of an interview board. Marks shall not be allocated for the interview.

(The syllabus of the Open Competitive Examination for the recruitment for the statistics officer Grade II is appearing under No. 09.1)

9. *Written competitive examination.*– Those who secure highest marks for the following written question papers will be called for a structured interview, To get qualified from the written examination, at least forty percent of marks should be scored per subject. Appointments shall be made on the basis of written examination and the interview.

Subject of the examination :-

- (i) Intelligence Test
- (ii) General knowledge.

9.1 The syllabus of the Open Competitive Examination for recruitment for Grade II statistics officer :-

- (i) This examination is conducted by the Commissioner General of Examination,
- (ii) Examination system :-

* The examination is being conducted in Sinhala, Tamil and English languages,

* A candidate appearing for the examination shall answer all question papers in one and the same language.

Syllabus :-

- (i) *Intelligence test.*– Time 1 hour, 100 marks
A paper aimed at judging the logical strength of the applicants. All the questions shall be answered.
- (ii) *General knowledge.*– Time 1 hour, 100 marks
A paper aimed for evaluating the knowledge of current affairs locally and internationally important. This paper consists of multiple choice and short answers.

9.2 General Conditions :-

- (i) This competitive examination is conducted only in Sinhala, Tamil and English languages. Both question papers shall be answered in one language. It is not allowed to change the applied medium of language later. The applicants are subject to the rules and regulations of the Commissioner General of Examination with regarding conducting of the examination. The candidates are liable for punishment in case of any breach of these rules and regulations being imposed by the Commissioner General of Examination.
- (ii) The examination fee is Rs. 500. The examination fee shall be paid to any of the post offices in the country to the Revenue Head number 2003-02-13 of the Commissioner General of Examinations. The receipt being issued in the applicants name shall be pasted on the particular place in the application form firmly. It is useful to keep a Photo copy of same in possession.
- (iii) The examination fees shall not be refunded in any case.
- (iv) The examination shall be held only in Colombo. The date of the examination shall be notified later.
- (v) Admissions shall be issued to all applicants on the presumption that all those applied have necessary qualifications as per the *Gazette* notice.

Note.– Candidates are not allowed to enter the examination hall without the admission paper. Candidates should submit a Attested admission to the invigilator on the date of examination.

The Issue of an admission to a candidate does not mean that particular candidate has fulfilled the qualifications to sit for the examination.

- (vi) The application shall be prepared on A4 paper of 22-29 cm. The heading 1 - 6 shall be within page No. one, 7 - 12 shall be within page 02 one other heading shall continue in 3rd and 4th pages in the application form. The relevant particulars are to be entered of the applicants own handwriting. The applications not in

the conformity with the specimen application or with the incomplete information shall be rejected without any notice and it will be useful to keep a copy of the relevant application in possession.

The applicants are expected to compare the completed application with the specimen application appearing in the examination notification, as if not so the application may be rejected. Please prepare the application according to the specimen application form attached here with.

- (vii) The receipt of the application shall not be acknowledged and as soon as the admissions are issued it shall be advertised in the newspapers.

(viii) Incomplete applications shall be rejected without any notification.

(ix) The authority for the postponement or the cancellation of the examination is in the hands of the Head of the Department.

(x) The issuing of admissions shall be advertised in news papers immediately afterwards by the Department of Examinations of Sri Lanka. If admissions have not received after even 2 to 3 days since the advertised date, the candidates shall inform that to the Department of Examinations of Sri Lanka as instructed in the notification. It is more fruitful to inform the Examination Department with the copies of your application and attested copy of the receipt issued for the payment of examination fee, registrations receipt, your request letter containing a fax number if the address outstation of the Colombo district.

10. *Service condition* .– Those officers who have joined the service through a language medium. Which has not considered as a state language shall secure the official language proficiency during the probation period. With regard to the other state language, the proficiency shall secure for the first segment, according to the circular No. 7/2007 of 28.05.2007.

11. *The identity of the candidate.*– Every candidate shall prove his/her identity to the satisfaction of the invigilator in the examination hall. Either of following documents will be accepted.

(i) National Identity card issued by the department of Registration of Persons.

(ii) Valid passport.

12. The applicants being selected at the written test shall have following documents ready for submission at the interview :-

(i) Birth certificate

(ii) Educational certificates including degree.

(iii) Two character certificates (one shall be from a lecturer or a professor of a university)

- (iv) Certificates of professional qualifications (If any).
- (v) Certificates of highest examinations passed in Sinhala/ Tamil or English medium.

Important :

- (a) No document or a copy shall be attached to the application.
- (b) The applications of candidate these who shall not be able to submit the necessary documents when asked will not be considered.

13. The officers attached to government service/Provincial State Service/ Corporations shall forward application through their head of Departments/Institutes. It's Compulsory for every candidate to have their signatures certified before sitting for the examination A candidate appearing for the examination from an institute shall get his signature certified by the head of the institute. Other candidates shall get their signatures certified by a head of a government school/ retired head, Grama Niladhari in the division, Justice of Peace, Commissioner of Oaths, Attorney-at-law authorized officer of the three forces, a government or local government permanent staff grade officer receiving annual combined salary of Rs. 240,360 or more, or chief incumbent of a Buddhist temple or a Nayaka Thera or a other religious dignitary in charge of a religious place holding a significant title.

14. Applications and other attached documents shall not be sent to any other institute department or to the name of any other officer except to the Commissioner General of the department of Examinations.

15. Your attention is invited to the general conditions concerning the appointments to the state service vacancies appearing at the beginning of the Para (II) of the part 01 of this *Gazette* notification. (except the contents in Para 09 in the General Conditions)

Mrs. D. B. P. SURANJANA VIDYARATNA,
Director General,
Department of Census and Statistics.

Dated on 27th March, 2012.

SPECIMEN APPLICATION

THE OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POST OF STATISTICAL OFFICER – GRADE II OF THE DEPARTMENT OF CENSUS AND STATISTICS

Index No. :
(For office use only)

The medium expected in appear for the examination (Sinhala - 2, Tamil - 3, English - 4)
Write the relevant number in the cage

01. 1.1 The name with the initials at the end : _____.
(In English capital letters) Eg.- SUNIL A. B.

1.2 Full name : _____.
(In English capital letters)
1.3 Full name : _____.
(Sinhala/Tamil)

02. Permanent address : _____.
2.1 : _____ (In English capital letters)
2.2 Address to which the admission to be sent : _____.
(In English capital letters)
2.3 Telephone No. :

03. 3.1 Sex :
Female - 1
Male - 0
(Write down the relevant number in the cage)

3.2 Date of birth :
Year : Month : Date :

04. National Identity No. :

05. Nationality (Put ✓ in the relevant cage) :

Sinhalese	<input type="checkbox"/>	Indian Tamil	<input type="checkbox"/>
Sri Lankan Tamil	<input type="checkbox"/>	Malay	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Other	<input type="checkbox"/>

06. Residential District : _____.
Divisional Secretarial Division : _____.

07. Fee paid (At if is advisable if a copy of the receipt is kept with the applicant) :
Date of payment : _____.
Amount : _____.
Post office : _____.
Receipt No. : _____.
(The receipt is to be pasted here from an edge firmly)

08. The highest pass gained for each language subject (Please mention the name of the Examination) :
Sinhala : _____.
Tamil : _____.
English : _____.

09. Educational qualification :
Details of the degree :

Degree	Institute	Pass	Subjects	Validity date

Other educational qualifications :

Course	Institute	Details of subjects

10. Other qualifications : _____.

11. Present occupation and the previous occupations :

Institute	Designation	From-to	Salary (Monthly)

12. Are you a suspect of a criminal case ? If so give the details : _____.

I do hereby certify that the information furnished by me in this application are true and correct. I am aware that if any of these particulars have been found false or incorrect prior to the selection, renders me a disqualified and if found subsequently to the appointment I will be dismissed without any compensation. Also I declare hereby that I am subjected to the rules and regulations being formulated by the Commissioner General of Examinations in the holding of the acumination.

_____,
Signature of the candidate.

Date : _____.

Attestation of the signature of the applicant

I hereby certify that Mr./Mrs./Miss who is forwarding this application is personally known to me and that the receipt has been pasted and put his/her signature before me.

_____,
The signature of the
Officer attesting the Signature.

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

When the applicant is an employee of a Government Department/institute, the application shall be forwarded through the head of the department or the institute along with the above certificate.

The certificate of the head of the Department

Mr./Mrs./Missworks in this department as a permanent/temporary/casual employee. I hereby certify that he/she has not been subject to any disciplinary punishment (except for a warning) and the information furnished in this application are

correct. Also I certified that his/her work and behavior are satisfactory and has fulfilled the qualifications as per the *Gazette* notification to sit for this examination and the relevant examination fee has been paid and the receipt is attached.

If selected he/she can be/can't be released from the service.

_____,
The signature of the
Head of the Department/Institution.

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

04-423

**LIMITED COMPETITIVE EXAMINATION FOR
PROMOTION OF MINOR EMPLOYEES OF THE
PUBLIC SERVICE TO CLASS III OF THE PUBLIC
MANAGEMENT ASSISTANTS' SERVICE - 2012**

IT is hereby notified that a limited competitive examination for promotion of minor employees of the Public Service to class III of the Public Management Assistants' Service will be held by the Commissioner-General of Examinations in the month of -August 2012.

2.0 This examination will be held in the following towns for the minor employees attached to the central government service. The list of towns and the respective town numbers are furnished below. The Commissioner - General of Examinations may, at his discretion, cancel any of the examination centers owing to the insufficient number of candidates or another reason and decide an alternative center, taking the candidates' second preference into consideration.

Town	Town No.	Town	Town No.
Colombo	01	Trincomalee	14
Gampaha	02	Batticaloa	15
Kalutara	03	Ampara	16
Matale	04	Puttalam	17
Kandy	05	Kurunegala	18
Nuwara Eliya	06	Anuradhapura	19
Galle	07	Polonnaruwa	20
Matara	08	Badulla	21
Hambanthota	09	Monaragala	22
Jaffna	10	Kegalle	23
Mannar	11	Ratnapura	24
Mulativu	12	Kilinochchi	25
Vavuniya	13		

3.0 (i) This examination will be held by the Commissioner - General of Examinations and the candidates shall be bound by the rules and regulations prescribed by him for the conduct of the examination.

(ii) Rules and regulations for candidates are provided separately in the *Gazette* notification. Candidates are liable to any punishment imposed by him for breach of these rules.

4.0 *Medium in which candidates should sit the examination.*— This examination will be held in Sinhala, Tamil & English languages. Candidates may sit this examination in only one language medium of their preference. Candidates will not be allowed to change the language medium once it is selected.

5.0 *Salary.*— As per the Public Administration Circular No. 06/2006(iv) dated 24.08.2007, the monthly salary scale applicable to Classes III, II and I of the Public Management Assistants' Service is Rs. 13,990 - 10 x 145 - 11 x 170, 6 x 240 - 14 x 320 - Rs. 23,230. To obtain above Rs. 15,440 promoting to Class II is required and promotion to Class I is necessary to obtain above Rs. 17,310.

Note.— They will be granted incremental credit subject to the incremental credit rules prevailing at the time of receiving appointment.

6.0 *Conditions of Service* :-

(i) Candidates who are successful in this examination will be appointed on an acting basis for one year from the date of the appointment. Their posts will be permanent and pensionable. Confirmation in the service will be done after the requirements prescribed in the service minute of the Public Management Assistants' Service are fulfilled.

(ii) Candidates who receive appointments on the results of the examination will be liable to transfer and may be posted to any station in Sri Lanka.

(iii) Proficiency of the second official language should be achieved within 05 years from the date of appointment in terms of the provisions of Public Administration Circular 07/2007 dated 28.05.2007.

7.0 *Selections for Appointments.*— Only the minor employees in Central Government Service will be admitted for the competitive examination to compete for vacancies in the Central Government. After selecting candidates who secure 40% or more marks for each paper of the examination, final selections will be made on merit basis depending on the aggregate of their marks.

8.0 *Eligibility.*— To be eligible to compete in this examination, every applicant should :

(i) be a minor employee in the Central Government Service holding a permanent post with a salary scale that comes under salary codes PL-1-2006A, PL-2-2006A and

PL-3-2006A in terms of Public Administration Circular No. 06/2006 (iv) dated 24-08-2007 and should have been confirmed in the appointments (should be a public servant falling under a definition in Chapter I of the Establishment Code).

(ii) have completed a continuous, active and a satisfactory service period of 05 years immediately prior to 2012.05.21 and the Head of Department should have certified that.

(iii) Candidates who have being confirmed in the service after 26-11-2001 should have passed the General Certificate of Education (Ordinary Level) Examination in six subjects (06) including Language/ Literature and Arithmetic / Pure Mathematics / Elementary Mathematics / Commercial Arithmetic.

Note:-

(1) Period of service served prior to receiving a permanent appointment or any period of service or training that are prescribed as a condition to be fulfilled prior to granting permanency in the post, will not be taken into account when calculating the qualifying 05 years period mentioned in (ii) above. Periods of temporary/casual service prior to receiving permanency, too, will not be taken into account when calculating the qualifying 05 year period mentioned in (ii) above.

(2) All drivers of motor vehicles in Public Service, will be allowed to sit for this examination notwithstanding their salary scale provided that they possess other prescribed qualifications.

(3) The five-year satisfactory service period referred to in section (ii) above will be determined on the following basis. Candidates who have fulfilled the following requirements will be considered as having a satisfactory service for the purpose of this examination.

(a) he/she should have earned all the increments during the five years immediately prior to 2012.05.21

(b) he/she should not have suffered any disciplinary punishment during the five year period prior to 2012.05.21

(4) The Head of Department should be prepared to release the officer if he/she is selected for an appointment.

(5) Employees who are engaged in semi-technical work, who have been trained on a certain task or who have been given special training by the government will not be eligible to sit this examination. For example, employees in engineering and industrial grades and Public Health Officers in the Department of Health will not be eligible to sit for this examination. In case there are any doubts as to whether a particular

employee is eligible or not, the applicant should consult his department, which, in turn, will consult the Ministry of Public Administration and Home Affairs.

When consulting the Ministry of Public Administration and Home Affairs regarding the eligibility of any employee to sit this examination, the Department concerned should submit a comprehensive description of the job held by the employee with the salary scale and state whether the applicant had been given any training to equip himself to hold the job and the nature and duration of such training, if any.

- (6) Temporary and casual employees in public service, employees of Boards, Corporations and similar bodies are not eligible to compete in this examination.
- (7) Any other employee in Postal Department, except the minor employees in the Combined Services are not eligible to appear for this examination.
- (8) The candidates, before forwarding their applications, should satisfy themselves that they have fulfilled all the requirements prescribed herein. Candidates who present themselves for the examination without fulfilling the prescribed requirements will be disqualified, even if they attain a required standard of marks in the examination.

9.0 Applications :-

- (i) A specimen form of application for admission to this examination is appended to this notification. Application forms should be prepared by the candidates using both sides of papers in such a manner that Nos. 1.0 to 4.0 appear on the first page and remaining numbers on 2nd page. The applications should be filled in correctly and legibly by candidate's own handwriting. Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. Applications of those who haven't paid examination fee on or before due date will also be rejected. It would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice as otherwise the application may be rejected.
- (ii) *Examination Fees.*- The fee for this examination is Rs. 400. This is payable at any District Secretariat or Divisional Secretariat under revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed firmly in the relevant cage on the application form (a photo copy of the receipt should be kept with the applicant for future use). The fee will not be refunded under any circumstance while money orders and stamps will not be accepted in respect of the fee.

(iii) The application form must be completed correctly and legibly in the candidates own handwriting and sent by registered post to reach the Commissioner General of Examinations Organization and Foreign Examination Branch, Pelawatte, Battaramulla on or before 21.05.2012 through the Heads of Departments in which the candidates are serving.

(iv) The application should be prepared only as per the specimen appended to this and a candidate should not send more than one application form. It is further informed that photocopies or advanced copies should not be sent. The title of the examination should be indicated in the specimen in English language as well, on both Sinhala and Tamil application forms.

10.0 Heads of Departments are required to furnish a certificate as indicated at the end of the application form. Any application received after the due date will be rejected. The name of the examination should be clearly written on the top left hand corner of the envelope enclosing the form. If any candidate fails to comply with this procedure, his/her application is liable to be rejected. Candidates are requested to forward their applications to the Heads of their Departments well in advance enabling them to forward the applications to the Commissioner General of Examinations on or before 21.05.2012.

11.0 The Commissioner General of Examinations will issue a copy of the examination time table along with the admission card to all candidates whose applications have been received. Concurrent to this, an advertisement will be published in 'Dinamina', 'Thinakaran', and 'Daily News' papers notifying the issuance of admission cards. Candidates appearing for the examination should get the admission card attested in advance and produce it to the supervisor of the examination hall. Without such admission card, no candidate will be allowed to sit for the examination. 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.

12.0 Admission to the examination does not constitute acceptance of eligibility. Such admission will be subjected to scrutinization at a later stage. The candidature of any applicant, who is subsequently found to have been ineligible to compete at the examination, is liable to be cancelled at any stage prior to, during or after the examination.

13.0 The results will be released to the Director-General of Combined Services by the Commissioner-General of Examinations.

14.0 *Identity of Candidates.*- Candidates will be required to prove their identity in the examination hall to the satisfaction of the

supervisor for each subject they offer. For this purpose, any of the following documents will be accepted :-

- (a) The National Identity Card issued by the Department of Registration of Persons,
- (b) a valid passport.

15.0 Heads of Departments should approve duty leave to officers to whom admission cards have been issued by the Commissioner General of Examinations enabling them to appear for the exam. Travelling expenses are not payable.

16.0 *Penalty for Furnishing False Information.*- Candidates should take care to furnish correct information when filling the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled prior to, during or after the examination, if his/her ineligibility to sit for the examination is disclosed. If any of the particulars furnished by a candidate is found to be false at any stage he/she will be liable to dismissal from the Public Service.

17.0 *Scheme of Examination.*- The subjects of the examination and the marks assigned to each subject are given below:

Subject	Marks	Duration
(1) General Knowledge	100	2 hours
(2) Aptitude Test	100	1 hour
Total	200	

General Knowledge (duration 2 hours) :

- (i) Knowledge of the candidate on social, cultural, political and scientific matters.
- (ii) Knowledge on current local and foreign events.
- (iii) General knowledge and understanding of the candidates on simple office systems applied in a public office, call up diary, subject file, vouchers, moving sheets, attendance register, date stamp, stamp, frank and mail bag and their usage.
- (iv) Understanding and attitudes of candidates on the matters such as sound communication systems maintained in public institutions, proper maintenance of the environment in and out of the office, maintenance of sound public relations.

This question paper consists of two parts :-

Part I - 40 questions which require short answers (40 minutes - 40 marks)

Part II - 10 questions which require short answers based on a case, statement or paragraph and three structured questions. (80 minutes - 60 marks)

The questions should be answered in the paper itself and it is compulsory to answer all the questions.

Aptitude Test (Duration 1 hour) :

- (i) Solving simple numerical and mathematical questions and drawing graphs/tables based on the data provided.
- (ii) Questions to test the knowledge on general intelligence and critical reasoning.

(iii) Questions to test the Ability of candidates to express ideas and understanding, ability to summarize few sentences into one, Spelling & Grammar and knowledge on words.

(iv) Questions to test the Knowledge on Drafting a simple letter based on information provided, writing a minute or short report, preparing an invitation and an agenda.

This question paper consists of two parts which will be given as a single question paper.

Part I - 20 questions of multiple choices type (20 marks - 15 minutes) the questions should be answered in the paper itself.

Part II - 03 Essay type questions (80 marks - 45 minutes), consists of compulsory questions. The questions should be answered in the paper itself.

Note:-

- (i) These question papers are designed to test the candidate's aptitude and ability to undertake duties of the service.
- (ii) In all written answer papers, marks will be deducted for spelling mistakes and illegible handwriting.

18.0 The decision of the Director General of Combined Service will be final regarding any matter not provided for in this notice of examination.

B. P. P. S. ABEYGUNARATHNE,
Director General of Combined Services
Ministry of Public Administration and
Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
05th of April, 2012.

Specimen Application Form

(For office use only)

LIMITED COMPETITIVE EXAMINATION FOR
PROMOTION OF MINOR EMPLOYEES OF THE PUBLIC
SERVICE TO CLASS III OF THE PUBLIC MANAGEMENT
ASSISTANTS' SERVICE - 2012

Town	Town No.
1.	
2.	

Language medium of Examination
Sinhala - 2
Tamil - 3
English - 4

(indicate the relevant number in the cage) (it will not be allowed to change this subsequently)

(Town in which you intend to sit the examination as per the *Gazette* notification. It will not be allowed to change this subsequently)

- 1.0 1.1 Name with initials : _____.
(In English block capitals)
eg.- SILVA, A. B.
- 1.2 Name in full : _____.
(in English block capitals)
- 1.3 Name in full : _____.
(in Sinhala/Tamil)

disqualified and if found after appointment, I am liable to be dismissed. Further, I state that I am bound by the rules and regulations imposed by the Commissioner General of Examinations for the conduct of examination.

_____,
Signature of candidate.
(in the presence of the Head of Department).

- 2.0 Place of Work and Address :
- 2.1 Name and address of office/Department/Institution (in English block capitals) : _____.
- 2.2 Name and address of Office/Department/Institution (in Sinhala/Tamil) : _____.
- 2.3 Address to which the admission card should be sent (in English block capitals) : _____.

Date : _____.

Note. - The applicant should place his/her signature in the presence of his/her Head of Department or an officer authorized to sign on behalf of him.

- 3.0 3.1 Sex :
Female - 1, Male - 0
- (indicate the relevant number in the cage)
- 3.2 Date of birth :
- Year : Month : Date :

Attestation of Signature

I certify that Mr./Mrs./Miss, employed at my place of work and who is personally known to me, placed his/her signature in my presence on

- 3.3 National Identity Card No. :

_____,
Signature and official stamp
of the person attesting.

- 3.4 Telephone No. :

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

- 4.0 Service particulars :
- 4.1 Name of the work place which you are serving at present : _____.
- 4.2 Name of the Department or Ministry which it belongs : _____.
- 4.3 Designation of present post : _____.
- 4.4 Date of appointment to the present post : _____.
- 4.5 Whether the present post is permanent or temporary : _____.
- 4.6 Whether confirmed in the present post : _____.
- 4.7 If confirmed, the date on which you qualified for confirmation : _____.
- 4.8 Reference No. and date of letter issued confirming you in the present post : _____.
- 4.9 Present annual salary (consolidated) : _____.
- 4.10 Whether the present appointment is pensionable : _____.

Certificate of the Head of Department

I hereby certify,

- (01) that this candidate (Mr./Mrs./Miss.) is an employee in this Department ;
- (02) that he/she is holding a permanent post ;
- (03) that he/she has been confirmed in a permanent post as at 21.05.2012 ;
- (04) that he/she has been issued a letter confirming him/her in a permanent post ;
- (05) that he/she has completed at least 5 years of continuous service on or before 21.05.2012 ;
- (06) that he/she is drawing a salary / or is on a scale of salary which is within the limits prescribed in para 8.0 of the Gazette Notification ;
- (07) that his/her work and conduct during the 5 years immediately prior to 21.05.2012 have been satisfactory ;
- (08) that he/she could be released from his/her present post, if selected for an appointment on the results of this examination ;
- (09) that the application bears a receipt to the value of Rs. 400 ;

- 5.0 Particulars of the receipt obtained by paying the examination fee:
- (i) Office to which the fee was paid : _____.
- (ii) The date and number of the receipt : _____.
- (iii) Amount paid : _____.

Affix the relevant receipt firmly here.

I hereby certify that the information furnished here by me are correct. I am also aware that if any particulars contained herein are found to be false or incorrect before appointment, I am liable to be

(10) that the particulars given in his/her application have been checked with records available in this departments and that he/she is eligible to sit this examination according to the regulations prescribed in the *Gazette* Notification relating to this examination.

_____,
Signature and official stamp of
Head of Department.

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

Note :

- (1) This certificate should be signed only by the Head of Department or by a Staff Officer duly authorized to sign on his behalf. The officer issuing the certificate should satisfy himself that the contents of the certificate are correct in all aspects.
- (2) The application of any candidate who does not satisfy all the requirements of eligibility should not be forwarded to the Commissioner General of Examinations.

04-602

EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE – 2011(2012)

IT is hereby notified that the Efficiency Bar Examination for the officers in the above mentioned Service will be held in Peradeniya in September, 2012. Applications are called from the officers who were in the Sri Lanka Animal Production and Health Service as at 31st December, 2011.

02. The time tables will be prepared enabling the candidates to sit for the Efficiency Bar Examinations 01 and 02 at the same time.

03. The syllabus and rules and regulations relevant to Efficiency Bar Examinations 01 and II are stated in the service minute. Accordingly Syllabus for the 1st Efficiency Bar Examination of Sri Lanka Animal Production and Health Service is given in Appendix "A" and syllabus for the 2nd Efficiency Bar Examinations is given in Appendix "B".

Officers can sit for all subjects in one attempt or several attempts.

04. The prescribed subjects for the Efficiency Bar Examinations are given below :

Sri Lanka Animal Production and Health Service

1st Efficiency Bar			2nd Efficiency Bar		
Subject No.	Subject	Duration (hours)	Subject No.	Subjects	Duration (hours)
01	Financial Systems	3	01	Part 01	3
02	Administration	3	02	Part 02	3
03	Dept. Regulations Paper I	2	03	Part 03 - Paper I	3
04	Dept. Regulations Paper II	3	04	Part 03 - Paper II	3
05	Special Paper*	3	05	Part 03 - Paper III	3
			06	Part 03 - Paper IV	3
			07	Part 03 - Paper V	3
			08	Part 03 - Paper VI	3
			09	Part 03 - Paper VII	3
			10	Part 03 - Paper VIII	3
			11	Part 03 - Paper IX	3
			12	Part 03 - Paper X	3
			13	Part 03 - Paper XI	3

*Only for the Veterinary Research Officers.

Note.– The candidates who sit for 2nd Efficiency Bar Examination should select either Part 01 or 02 and two question papers from the above XI papers in Part 03. Candidate should obtain at least 40 marks for each paper.

05. The attention of the candidates who sit for the Efficiency Bar Examinations is drawn to Paragraph 5 of the Treasury Circular No. 701 dated 04th September, 1966 which is reproduced below :-

“The medium for departmental examinations (including Promotional and Efficiency Bar Examinations) should be the language in which the officer sat for the Competitive Examination to enter the Public Services or the Official Language. But the officers who entered the service without a competitive examination should select either the Language in which the officer qualified for entry to the Public Service or the Official Language”.

06. Arrangements will be made by the Commissioner General of Examinations enabling the candidates to answer the following papers in Sinhala, Tamil, English. Permission will not be given to change the medium applied by the candidate later :-

07. If found later that the candidate has sat for the examination in a medium in which he is not entitled his candidature will be cancelled.

08. The application should be in the form of the specimen appended to the notification and should be prepared on A4 size paper using both sides of it. **If the candidate wishes to sit for Efficiency Bar Examination I and II the application should be submitted separately for each of them.** It should be noted that the Cages 01 to 08 should appear on page I of the paper and the balance on the other side of the paper. The application should be filled by the candidate. The applications which are not prepared as per the specimen form and the incomplete applications forms will be rejected without informing the candidate. The candidate is advised to keep a Photostat Copy of the application for his use. Further the candidate should check the applications prepared by himself with the specimen application appeared in the notice. The name of the examination should be written in English too in the applications prepared in Sinhala or Tamil medium.

09. The examination will be conducted by the Commissioner General of Examinations and candidates are bound to abide by the rules and regulations enacted by him. The relevant rules and regulations are appeared at the end of this notice. If a candidate violates any of the rules is liable to punishment at the discretion of the Commissioner General of Examinations.

10. Applications should be forwarded through the Head of Department/Institute by Registered Post to reach the Director General of Animal Production and Health to the address given below on or before 29.06.2012. The applications received after the closing date will be rejected :-

Director General of Animal Production and Health,
Department of Animal Production and Health,
Getambe,
Peradeniya.

11. A paper notice will be published by the Department of Examinations as soon as the Admission Cards are issued to the candidates. If the Admission Card is not received 2-3 days after the publication of the notice, it should be informed to the Department of Animal Production and Health as stated in the notice. It is useful to keep certified photostat copies of the application and receipt for the payment and receipt for the registration with your request and those who reside outside Colombo should contact giving the Fax Number and contact the Department of Animal Production and Health.

12. The claims submitted later by the candidates who have failed to fulfill the requirements as stated in the above Paragraph 11 will not be considered.

13. The attention of all the candidates is invited to Circular No. 274 dated 29.06.1971 issued by the Commissioner General of Examinations regarding the use of identity cards. It is the responsibility of candidates to prove their identity at the examination hall. Only the National Identity Card issued by the Department of Registration of Persons or the valid passport will be accepted for the examinations conducted by the Department of Examinations in order to prove the identity of the candidate at the examination hall.

14. Fees will be levied from the candidates who sit for the examination, on the following basis :-

(a) No fees will be levied from candidates who sit for this examination for the first time,

(b) For each subsequent sitting :

For whole examination	Rs. 1,000 0
Single subject	Rs. 500 0

Candidates who have already sat for this examination are required to pay the relevant fees as indicated above. The above examination fees should be paid to any District or Divisional Secretariat situated in the Island to be credited to Revenue Head No. 2003-02-13 of the Commissioner General of Examinations and the receipt of it should be affixed to the edge of the relevant cage in the application. Further it may be useful to keep a photostat copy of it.

15. Issuing of an Admission Card to a candidate will not be considered that he/she has fulfilled the qualifications to sit for the examination.

K. M. T. KENDARAGAMA,
Secretary,
Ministry of Livestock and Rural Community Development.

Ministry of Livestock and Rural Community Development,
No. 45, St. Michel Road,
Colombo 03,
March, 2012.

SPECIMEN APPLICATION FORM

DEPARTMENT OF EXAMINATIONS - SRI LANKA

EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE - 2011(2012)

(The name of the examination should be written on the top left hand corner of the envelope.)

(Three applications should be sent for Efficiency Bar Examinations I, II and III if the candidate wishes to sit for them at the same time).

Language Medium of Examination :

Sinhala	-	2	
Tamil	-	3	
English	-	4	

(Give the relevant number in the box)

Examination applied by the candidate :

1st Efficiency Bar Examination	-	1
2nd Efficiency Bar Examination	-	2

(Give the relevant number in the box)

01. (a) Last name with initials :_____.

(Ex. : Nimalsiri K. A.)

(b) Names denoted by initials :_____.

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

03. Designation :_____.

Name of Department :_____.

04. Postal address (for dispatch of admission card) :_____.

05. The date on which the appointment was made to the Sri Lanka Animal Production and Health Service :_____.

06. Subjects selected with the number as indicated in the paragraph 04 of the notification (should be written clearly) :

(i) Subject No. : Subject :_____.

(ii) Subject No. : Subject :_____.

(iii) Subject No. : Subject :_____.

(iv) Subject No. : Subject :_____.

(v) Subject No. : Subject :_____.

07. State whether you have sit for the whole/part of examination previously :_____.

If so give the subjects, year and the month :_____.

08. National Identity Card No. :_____.

I declare that the above particulars are correct and that I am entitled to sit for the examination in the language medium indicated above. Further I am prepared to abide the conditions enacted by the Commissioner General of Examinations with regard to the conduct of the examination.

09. Examination fee Rs. :-----.

To affix the receipt (keep a photostat copy of the receipt)

Signature of Candidate.

Date :-----.

Commissioner General of Examinations,
Through Director General, Department of Animal Production and Health

Forwarded :-

I certify that the candidate whose particulars appear above is eligible to sit for the examination and that he/she has qualifications to sit for the examination in the medium stated in the application.

I also certify that the receipt paying the prescribed examination fee, has been duly affixed by the candidate.

I attest the candidate's signature.

Signature of Head of Department and Designation.

Date :-----.

(*May be deleted, fee not be paid)

ANNEXURE A

(a) The First Efficiency Bar Examination for officers in the Sri Lanka Animal Production and Health Service will comprise the following subjects :

1. Financial systems ;
2. Administration ;
3. Departmental Regulation - I
4. Departmental Regulation - II

1. Financial Systems :

The examination in Financial Systems will be based on the followings :

(a) The Financial Regulations of the Government of Sri Lanka Part I (Except Chapter X) ;

Note.- A candidate should obtain 40% of the total marks for a pass.

2. Administration.- The examination in Administration will be based on the followings :

(a) Office Systems, Office Management and knowledge on office organization ;

(b) The Establishments Code Chapters I, II, III, V, VI amended by the Service Procedure of Public Service Commission and Establishment Code Chapters VII, VIII, IX, XII, XIII, XIV, XV, XVI, XVII, XVIII, XIX, XX, XIII, XXV, XXVI, XXVII, XXVIII, XXX, XXXI, XXXII, XXXIII, XLVII AND XLVIII) ;

Note.- A candidate of should obtain 40% of the total marks for a pass.

3. Departmental Regulations - I

The examination in Departmental Regulations will be based on the followings :

A two hour paper on the following subjects :

Animal Act, the Animal Disease Act and related regulations, Departmental Orders and circulars relevant to Veterinary Surgeon's Services

Note.- A candidate should obtain 40% of the total marks for a pass.

4. Departmental Regulations - II

A three hour paper on the following subjects :-

(a) Dissemination of specimens, laboratory identification including post - mortem examination. Pregnancies diagnosis, vaccines for contagious and infectious disease, sera logical test.

(b) Techniques and practices of artificial inseminations, principles relevant to breeding and rearing of calves, hatching and rearing of chicks by incubation, animal nutrition food rationing usage. pasture fodder cultivation, preparation of silages and Livestock Management.

- (c) Milk production, bottling and transportation of pasteurized milk, bacteria and fat in milk, separation of cream and processing of butter, ghee and curd.
- (d) Analysis of meat, including slaughtering of animal in abattoirs, identification of meat.
- Note.* – A candidate should obtain 40% of the marks for a pass.

APPENDIX 'B'

The 2nd Efficiency Bar Examination for officers of the Sri Lanka Animal Production and Health Service will comprise the following subjects :-

- Part I - Sections 2:1, 2:2, 4:1, 4:2, 5:2, 5:8, 6:5, 7:2:1, 8:2, 8:2:2, 8:2:3, 8:3:1, 9:2, 9:4, 9:6 and 9:7 of the syllabus. The syllabus can be obtained from The Director General of Department of Animal Production and Health, Peradeniya and the entire Provincial Directors' offices of Department of Animal Production and Health.
- Part II - Sections 1:1:1, 1:1:4, 1:2:1, 3:2, 3:1:1, 3:1:2, 3:2:1, 10:1:1, 10:1:2, 10:1:3, 10:1:4, 10:1:6, 10:2:1, 10:2:8 and 10:4:1 of the syllabus. The syllabus can be obtained from the Director General of Department of AP&H, Peradeniya and all Provincial Directors' office of Department of Animal Production and Health.
- Part III -
- | | | |
|------------|---|--|
| Paper I | - | Epidemiology |
| Paper II | - | Livestock Economics |
| Paper III | - | Veterinary Public Health |
| Paper IV | - | Agriculture Extension |
| Paper V | - | Genetics and Breeding |
| Paper VI | - | Animal Physiology and reproduction |
| Paper VII | - | Housing for Animals and Management |
| Paper VIII | - | Animal Nutrition |
| Paper IX | - | Pasture and Fodder |
| Paper X | - | Applied Vet. Microbiology and Immunology |
| Paper XI | - | Applied Medicine, Pathology and Parasitology |

Details can be obtained from the Director General of Department of Animal Production and Health, Peradeniya and all Provincial Directors' Office of Department of Animal Production and Health.

04-480

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE – 2012

APPLICATIONS are hereby called from qualified citizens of Sri Lanka for the Open Competitive Examination for Recruitment to the Posts in Class III of Public Management Assistants' Service.

2.0 Candidates who satisfy the prescribed qualifications will be selected on merit, on the results of a written examination to be conducted by the Commissioner General of Examinations and, on the basis of district population ratio, to the posts in the Public Management Assistants' Service.

3.0 Number of persons to be appointed and effective date of appointments will be determined by the Appointing Authority. Further, the Appointing Authority reserves the right to refrain from filling some or all of the vacancies.

4.0 *Salary.* – As per the Public Administration Circular No. 06/2006(iv), dated 24.08.2007, monthly salary scale entitled to Class III, II and I of Public Management Assistants' Service is Rs. 13,990 - 10 x 145 - 11 x 170 - 6 x 240 - 14 x 320 - Rs. 23,230. Promotion to Class II should be obtained to go beyond Rs. 15,440 whilst promotion to Class I will be required to go beyond Rs. 17,310.

5.0 This post is permanent and pensionable.

6.0 *Qualifications.* – Following qualifications are applicable for the recruitment to posts in Class III of Public Management Assistants' Service :-

- (a) Should be a citizen of Sri Lanka ;
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications ;

(c) Should be of good character ;

(d) Should have fulfilled the following Educational qualifications :-

- (1) Should have passed the General Certificate of Education (Ordinary Level) Examination in Six (06) subjects with four (04) Credit passes including Sinhala/Tamil/English Language and Mathematics at one sitting ; *and*
- (2) Should have passed in all subjects other than the Common General Paper and General English at the General Certificate of Education (Advanced Level) Examination at one sitting.
(However, passing in three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose).

It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before 21st of May, 2012.

7.0 Selection on District population basis :

(a) Recruitment to the service will strictly be on a representative basis. A fixed number of vacancies will be set apart for each district in proportion to its population and in terms of Public Administration Circular No. 15/90. Only the applicants from a particular district will be entitled to compete for the number of vacancies to be filled in that district.

- (i) If the posts so allocated to a particular district are not absorbed by the district, that number of vacancies will be re-distributed among the adjoining districts within the province.
- (ii) If the total number of posts to be filled is few and the district population basis cannot be applied, selection will be made on the order of merit.
- (iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for the selection.

(b) *Eligibility for inclusion in a district.* – At least one of the following requirements should have been fulfilled by a candidate to compete for the vacancies in any district :-

- (i) The candidate should have been born in the district ; *or*
- (ii) He should have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination ; *or*
- (iii) He should have received his secondary school education within the district for five (05) continuous years.

(c) In order to confirm the residence of the candidate under b (ii) above, candidate is bound to forward extracts from electoral registers for a period of three (03) years immediately preceding the closing date of applications and the certificate of residence issued by Grama Niladhari duly counter signed by the Divisional Secretary.

Note.– 1. If the father/mother of any candidate has been employed in a transferable service of the Government or of a Provincial Public Service or of a State corporation, such candidate will be allowed to choose his own, or his father's/mother's place of birth as his district. (Candidates are required to forward birth certificates of parents for this purpose).

2. No candidate will be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it should remain irrevocable.

8.0 Three percent (3%) of the existing number of vacancies will be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify will be selected for appointments.

The minimum level of marks candidates should score to be selected for appointment is 50%. A candidate selected for an appointment will be referred to a Special Medical Board and by a report obtained from a medical specialist, he/she should establish the disablement and the fact that, it does not hinder performance of duties of the respective post.

9.0 *Scheme of the examination.* – The examination will consist of two papers. This examination will be held in Sinhala, Tamil and English media. Candidates will not be allowed to change language medium applied initially.

	<i>Marks</i>	<i>Durations</i>
(i) Language proficiency	100	1 1/2 hours
(ii) Aptitude	100	1 hour

Language Proficiency.– This paper will consist of questions designed to test the candidates' ability of expression, comprehension, spelling and knowledge in the application of the simple rules of grammar. All questions should be answered.

Aptitude.– This paper will consist of questions designed to test the candidates' skill at figures, power of critical reasoning and general intelligence. This consists of 50 questions of Multiple Choice and Short Answer model. All questions should be answered.

(These papers will be designed to test the aptitude and ability of the candidate to perform his official duties).

Despite this being a competitive examination, candidates are expected to secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks of the examination. Appointments will strictly be made in the order of the marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.

10.0 *Penalty for furnishing false information.*– The candidate should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a candidate is false, he/she is liable to dismissal at any time from the public service.

11.0 *Examination Fees.*– Examination fee is Rs. 500. This fee can be paid to any Divisional or District Secretariat to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained should be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of this receipt with the candidate). Under no circumstance the examination fee will be refunded. Money orders and stamps will not be accepted.

12.0 *Applications.*– Applications should be prepared in the following manner using a paper of size A4 (21x29cm) (normal halfsheets).

- (a) Paragraphs from 1 to 3 should appear on the first side of the page.
- (b) Paragraphs No. 4 onwards should appear on the other pages.
- (c) The title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms.

Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Applications of those who have not paid examination fees on or before due date will also be rejected. Candidates should be responsible for any loss incurred by them due to incompleteness of applications. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and further, it would be advisable to keep a photocopy of the completed application form.

Note.– Candidates are not allowed to change the town in which they apply to sit the examination. At the instances where the number of candidates apply for a certain town, is not sufficient to hold an examination centre, they will be directed to the town which they have indicated as second preference. However, if there is not sufficient number of candidates even at the second centre, the candidates will be directed to an adjoining city.

- 12.1 All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date will be allowed to sit the competitive examination, by the Commissioner General of Examinations, on the presumption that only those who possess qualifications indicated in the *Gazette* Notification have forwarded their applications. Issuing of an admission card to a candidate to sit the competitive examination does not mean that the candidates' eligibility for the post has been accepted. If it is found at the interview that the applicant does not possess the required qualifications prescribed in the *Gazette* Notification, his or her candidature will be cancelled.
- 12.2 The words "Open Competitive Examination for recruitment to Class III of Public Management Assistants' Service - 2012" and the district for which the candidate is competing should be written on the top left-hand corner of the envelope in which the application is enclosed.
- 12.3 Candidate's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, Notary Public, Commissioned Officer in the armed forces, an officer holding a *Gazetted* post in the Police Service or an officer holding a permanent post in the Public Service whose annual Salary is Rs. 240,360 or above.
- 12.4 Applications duly perfected should be sent by registered post to reach the following address on or before 21st of May, 2012.
Commissioner General of Examinations,
Organization and Overseas Examinations Branch,
Department of Examinations, Sri Lanka,
Pelawatta,
Battaramulla.

13.0 *Sitting the Examination.*— A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the 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 cash 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.

14.0 Candidates should furnish one of the following documents to the Supervisor of Examination in support of their identity :—

- (i) National Identity Card issued by the Department for Registration of Persons ;
- (ii) A valid passport.

15.0 The issue of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

16.0 Any matter not referred to herein will be decided by Director General of Combined Services. All candidates are bound to comply with the general examination rules published in this *Gazette*.

B. P. P. S. ABEYGUNARATHNA,
Director General of Combined Services,
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
05th of April, 2012.

Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF
PUBLIC MANAGEMENT ASSISTANTS' SERVICE – 2012
(Indicate the correct code/number clearly in the relevant cages)

(for office use only)

Language Medium of Examination :

Sinhala - 2
Tamil - 3
English - 4

(indicate the correct number in the cage)

* Indicate the town and the town number in which the candidate intends to sit the examination as per the *Gazette Notification*. (See the Schedule II for the towns where the examination centres are located and for the respective numbers)

Town	Number of the Town
1.	
2.	

* The district in which you select to compete for vacancies as per para 7.0 of the *Gazette Notification*. (See the Schedule I for the numbers of districts. Indicate the number and the district in the relevant cage.)

District	District No.

* Are you sitting this examination under the conditions laid down in para 8.0 of the *gazette notification* which are relevant to disability ? (Candidates may refer para 8.0 of the *Gazette Notification* before filling this section.)

Yes - 1
No - 2
(indicate the number in the cage)

1.0 Name : _____.

1.1 Name with initials : _____.
(in English block capitals) eg. PERERA, A. B. C.

1.2 Name in Full : _____.
(in English block capitals)

1.3 Name in Full : _____.
(In Sinhala/Tamil)

1.4 Number of the N.I.C. :

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

2.0 2.1 Permanent address : _____.
(In English block capitals)

2.2 Permanent address : _____.
(In Sinhala/Tamil)

2.3 Address to which the admission card should be sent : _____.
(In English block capitals)

3.0 3.1 Sex: Female - 1 Male - 0
(Indicate relevant number in the cage)

3.2 Date of birth :

Year:

--	--	--	--

 Month:

--	--

 Date:

--	--

3.3 Age as at 21.05.2012 :

Years:

--	--

 Months:

--	--

 Days:

--	--

Telephone No. :

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

4.0 4.1 Since when you have been residing in the district ? : _____.

4.2 Divisional Secretary's/Assistant Government Agent's Division : _____.

4.3 Grama Niladhari Division : _____.

5.0 Educational qualifications :

5.1 Particulars of G. C. E. (O/L) Examination :

(i) Year and Month of the Examination : _____.

(ii) Index Number of Candidate : _____.

(iii) Results :

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

5.2 Particulars of G. C. E. (A/L) Examination :

(i) Year and Month of the Examination : _____.

(ii) Index Number of Candidate : _____.

(iii) Results :

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	

5.3 If possessing a degree from a recognized University :

(i) Name of the University : _____.

(ii) Degree : _____.

(iii) Year of Examination : _____.

6.0 Other Qualifications : _____.

7.0 Have you ever been convicted of any offence in a Court of Law ? Yes No
(Indicate ✓ in the relevant cage) (Indicate particulars, if the answer is yes)

8.0 Particulars of the receipt obtained for the examination fee :
(i) Office to which the payment was made :———. .
(ii) Number and date of the receipt :———. .
(iii) Amount :———. .

Affix the receipt firmly here

9.0 Candidate's Certificate :
(a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to suffer any loss that may cause as a result of incompleteness of sections and/or provision of erroneous information. I also state that all sections herein have been correctly filled.
(b) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
(c) I hereby agree to abide by all the conditions imposed by the Commissioner General of Examinations for the purpose of holding this examination.
(d) I shall not change any information mentioned herein subsequently.

_____,
Signature of Applicant.

Date :———. .

10.0 Attestation of Applicant's Signature :
I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally and that he/she placed his/her signature in my presence on and further the officer has paid the prescribed examination fee and pasted the receipt on the applications.

_____,
Signature of the Officer attesting the signature.

Date :———. .

Name in full of the Officer, attesting the Signature :———. .
Designation :———. .
Address :———. .
(To be confirmed by official stamp)

SCHEDULE - I
THE LIST OF THE NAMES OF DISTRICTS

<i>District</i>	<i>District Number</i>	<i>District</i>	<i>District Number</i>
Colombo	01	Trincomalee	14
Gampaha	02	Batticaloa	15
Kalutara	03	Ampara	16
Matale	04	Puttalam	17
Kandy	05	Kurunegala	18
Nuwaraeliya	06	Anuradhapura	19
Galle	07	Polonnaruwa	20
Matara	08	Badulla	21
Hambantota	09	Monaragala	22
Jaffna	10	Kegalle	23
Mannar	11	Ratnapura	24
Mulativu	12	Kilinochchi	25
Vavuniya	13		

SCHEDULE - II			<i>District</i>	<i>Town</i>	<i>No. of the Town</i>	
TOWNS WHERE EXAMINATION CENTERS WILL BE LOCATED			(08) Matara	Weligama	47	
<i>District</i>	<i>Town</i>	<i>No. of the Town</i>		Matara	48	
(01) Colombo	Kotahena	01	(09) Hambantota	Kamburupitiya	49	
	Maradana	02		Hakmana	50	
	Borella	03		Deiyandara	51	
	Kurunduwatta	04		Dikwella	52	
	Bambalapitiya	05		Akuessa	53	
	Havelock Town	06		Kotapola	54	
	Nugegoda	07		Beliatta	55	
	Moratuwa	08		Walasmulla	56	
	Piliyandala	09		Weeraketiya	57	
	Homagama	10		Tangalle	58	
	Maharagama	11		Ambalantota	59	
	Hanwella	12		Hambantota	60	
	Avissawella	13		Tissamaharama	61	
(02) Gampaha	Negombo	14	(10) Jaffna	Chavakachcheri	62	
	Minuwangoda	15	Jaffna	Jaffna	63	
	Divulapitiya	16	Thellipallai	Thellipallai	64	
	Veyangoda	17	Point Pedro	Point Pedro	65	
	Gampaha	18	(11) Mannar	Mannar	66	
	Ja-Ela	19		Murukkan	67	
	Wattala	20		(12) Mullativu	Mullativu	68
Kelaniya	21	(13) Vavuniya	Vavuniya	69		
Dompe	22		(14) Trincomalee	Kantalai	70	
(03) Kalutara	Horana	23	Trincomalee	Trincomalee	71	
	Panadura	24	Muttur	Muttur	72	
	Kalutara	25	Padavi Parakramapura	Padavi Parakramapura	73	
	Matugama	26	Kinniya	Kinniya	74	
	Aluthgama	27	(15) Batticaloa	Batticaloa	75	
(04) Matale	Matale	28		Eravur	76	
	Galewela	29		Kathankudi	77	
	Naula	30		(16) Ampara	Ampara	78
	Laggala Pallegama	31	Serankada		79	
(05) Kandy	Kandy	32	Kalmunai		80	
	Katugastota	33	Akkaraaipattu		81	
	Teldeniya	34	Sammanthurai		82	
	Wattegama	35	(17) Puttalam		Wennappuwa	83
	Nugawela	36			Madampe	84
	Galagedara	37			Chilaw	85
	Gampola	38		Puttalam	86	
	(06) Nuwara Eliya	Hedunuwewa	39	(18) Kurunegala	Kuliyapitiya	87
Nuwara Eliya		40	Bingiriya		88	
Watumulla		41	Narammala		89	
Hatton		42	Polgahawela		90	
Ginigathhena		43	Kurunegala		91	
(07) Galle	Ambalangoda	44	Ibbagamuwa	92		
	Galle	45				
	Baddegama	46				

District	Town	No. of the Town	1. Date of Examination.– Examination will be held in 2012 August in Colombo and in Jaffna by the Commissioner General of Examinations. The Public Service Commission reserves the right to postpone/cancel the Examination. The Commissioner General of Examinations reserves the right to hold the examination and issue results, and his decision shall be deemed final.
(19) Anuradhapura	Dodangaslanda	93	2. Number of persons to be appointed and effective date of the appointment :- To be determined by the orders of the Public Service Commission.
	Morathiha	94	
	Nikaweratiya	95	
	Maho	96	
	Medawachchiya	97	
(20) Polonnaruwa	Kekirawa	98	3. Conditions of Service.– A selected candidate will be appointed to the Grade III of Sri Lanka Accountants' Service subject to general conditions of governing appointment of the Public Service, conditions prescribed in the minute of the Sri Lanka Accountants' Service published in the <i>Extraordinary Gazette</i> of the Democratic Socialist Republic of Sri Lanka No. 1670/33 dated 10th of September 2010 and the amendments made thereto or to be made hereafter.
	Anuradhapura	99	
	Galenbindunuwewa	100	
	Kahatagasdigiliya	101	
	Polonnaruwa	102	
(21) Badulla	Hingurakgoda	103	3.1 The number of vacancies to be filled through this examination in the Northern and Eastern provinces is 63. 3.2 Those who are selected should serve at least 10 years in the Northern and Eastern provinces from the date of appointment. Failure to do so would result in termination of their service. 3.3 Applications of the candidates are liable to be revoked if the candidates fail to assume duties of the post on the prescribed date and/or refuse or avoid to assume duties in the post or in an area stipulated. 3.4 The officers who are appointed by the Special Examination should pass Sinhala Language Test within 05 years in addition to the first efficiency bar examination for the officers of Sri Lanka Accountants' Service. (As per the provisions of Public Administration Circular No. 07/2007)
	Bandarawela	104	
	Welimada	105	
	Badulla	106	
	Passara	107	
	Mahiyanganaya	108	
	Girandurukotte	109	
Hasalaka	110		
(22) Monaragala	Bibile	111	4. Structure and Monthly Salary Scales.– Monthly Salary Scale as per Salary Code SL 1-2006 of the Public Administration Circular No. 6/2006 dated 25.04.2006.
	Monaragala	112	
	Wellawaya	113	
(23) Kegalle	Kegalle	114	Monthly Salary Scale.– SL 1-2006-Rs; 22,935 -10X645- 8X790 – 17X1,050 – Rs. 53,555.
	Rambukkana	115	
	Mawanella	116	
	Ruwanwella	117	
(24) Ratnapura	Eheliyagoda	118	5. Qualifications :- (a) Educational Qualifications :
	Ratnapura	119	
	Pelmadulla	120	
	Balangoda	121	
	Kalawana	122	
	Embilipitiya	123	
(25) Kilinochchi	Kilinochchi	124	(i) Should possess a Degree in Commerce, Management, Accountancy or Economics from a University recognized by the University Grants Commission or (ii) Should be a holder of a Higher Diploma in Accountancy or Commerce from the Sri Lanka Technical College or Sri Lanka Institute of Higher Technical Education; or (iii) Should have passed the Intermediate or Licentiate or Higher Examination of the Institute of Chartered
	Pallai	125	
04-603			

SPECIAL OPEN COMPETITIVE EXAMINATION FOR FILLING GRADE III VACANCIES OF THE SRI LANKA ACCOUNTANTS' SERVICE IN THE NORTHERN AND EASTERN PROVINCES - 2012

APPLICATIONS are invited from the eligible citizens of Sri Lanka for the Special Open Competitive Examination to fill the vacancies of Grade III of Sri Lanka Accountants' Service in the Northern and Eastern Provinces.

IN this notice "Service" means the Sri Lanka Accountants' Service (S.L. Ac. S.)

Accountants of Sri Lanka or an Institute of Chartered Accountants in any other commonwealth country;

or

(iv) Should have passed the Parts I and II of costs and management Examination or intermediate or Higher Examination conducted by the Chartered Institute of Management Accountants of the United Kingdom or in any other Commonwealth Country;

or

(v) Should have passed the First Professional Level or Higher Level Examination of the Institute of Certified Accountants of the United Kingdom or any other Commonwealth Country;

or

(vi) Should have passed parts I and II Examination or higher Level Examination of Association of chartered Certified Accountants of United Kingdom or in any other Commonwealth Country;

or

(vii) Final Examination of the Institute of Chartered Secretaries and Managers of the United Kingdom.

and

(viii) Should be able to speak Tamil language fluently to perform duties in the Northern and Eastern Provinces and should have passed Tamil language as a main subject at the G.C.E. (O/L) Examination.

(b) All candidates should be physically fit in all aspects to serve in any part of Sri Lanka.

(c) Other qualifications - the applicant,

(i) Should be a citizen of Sri Lanka

(ii) Should be of excellent moral character

(iii) No candidate will be permitted to sit for the Open Competitive Examination more than two occasions.

(iv) A person holding priesthood in any of the religious sects will be ineligible to sit this examination

(v) A person will be deemed as qualified to sit the Competitive Examination for appointment to the service, if the candidate has fulfilled necessary qualification in para 5 (a) in all respect as at 20.04.2012 (on the date of publication of *Gazette* notification) and copies of certificates in support of qualifications should be attached to the application.

(d) *Age.*— Candidate should not be less than 22 years and not more than 30 years as at 20.04.2012 (on the date of publication of the *Gazette* notification)

6. *Examination Fee.*— The fee for the Examination is Rs. 300. This fee should be paid before closing date of applications at a Divisional Secretariat or District Secretariat in order to be credited to the Revenue Head 2003-02-13. The receipt issued from the Divisional Secretariat should be pasted in the relevant box provided in the application form. It is advisable to keep a photocopy of the receipt with the applicants. The fee is not refundable.

7. *Method of Application.*:-

(a) The applications should be prepared strictly in accordance with the specimen form annexed to this notification, using both sides of a paper size A4 and should be filled by the candidate himself.

(b) Item No. 01 to 04 of the application should be on the first page. The application should be in the language in which the candidate is eligible to sit the examination. However, the heading should be written in English (Block Capitals) when preparing the application. (See Para. 12)

(c) The applications for the Open Competitive Examination must be sent by Registered Post to reach the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla on or before 18.05.2012. It should clearly written "Special Open Competitive Examination for filling Grade III Vacancies of the Sri Lanka Accountants Service in the Northern and Eastern Provinces – 2012 " on the top left hand corner of the envelope containing the application. No application received after that date will be accepted.

The receipt of applications will not be acknowledged. A notice will be published in the newspapers as soon as the Admission Cards are issued to the applicant. A candidate who does not receive his/her Admission Card at least seven days before the date of the examination should immediately communicate with the Commissioner-General of Examinations, Department of Examinations, Pelawatta, Battaramulla. (Telegraphic Address "Exams" Pelawatta) with following particulars:

1. Name of the Examination:

2. Full Name of the candidate:

3. Address:

4. Posting date of the Application, Registered Number and Post Office:

(d) The post and the working place of the candidate at the time of applying for the examination are related to all the matters pertaining to the examination and any change in that respect will not be considered after sending applications.

8. *Admission to the Examination.*:-

(a) The Commissioner-General of Examinations will issue Admission Cards to every person who has sent a perfected application after paying the examination fees before the due date. A candidate presenting himself for the examination must produce his Admission Card with signature certified, to the Supervisor of the Examination Centre. A candidate, who fails to produce his Admission Card, will not be permitted to sit the Examination.

(b) The candidate must sit the Examination at the Examination Hall assigned to him. Every candidate

should hand over his/her Admission Card of the relevant examination hall to the Supervisor of the Examination Centre on the first day presenting himself for the examination at the hall. A set of rules to be observed by all candidates are published in the *Gazette*.

- (c) The issue of an Admission Card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit the examination.
- (d) All candidates are bound to abide by the rules laid down in respect of holding the Examination and the decisions taken in respect of issuing results by the Commissioner-General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner-General of Examinations.

09. *Identification of a Candidate.*—A Candidate will be required to prove his identity at the Examination Hall to the satisfaction of the Supervisor of the Examination Centre for each subject he offers. For this purpose one of the following documents will be accepted.

- (a) A National Identity Card issued by the Department of Registration of Persons;
- (b) A valid passport issued by the Department of Immigration and Emigration.

10. *Furnishing False Information.*—If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by candidate is found incorrect and has done so within the knowledge of him or if he has willfully suppressed a material fact, he will be liable to dismissal from the Public Service.

11. Any matter not provided in these regulations will be dealt with as determined by the Public Service Commission.

12. *Scheme of Examination :*

- (i) Language of Examination:
(a) The Examination will be held only in Tamil medium.

13. *Method of Testing :-*

- (a) An written examination consisting of the following subjects :
- (i) Financial Accounting Paper I - 3 hours – 100 marks
(ii) Financial Accounting Paper II - 3 hours – 100 marks
(iii) Cost and Management Accounting
- 3 hours – 100 marks
(iv) Public Financial Management - 3 hours – 100 marks
(v) Auditing and Investigations - 3 hours – 100 marks
(vi) General Intelligence and Comprehension
- 3 hours – 100 marks

Syllabus is given at the end of this notice.

- (b) *Interview.*— Only candidates who secure a minimum of 40% marks in each subject at the written examination will

be summoned for the interview. The number of candidates to be called for the interview will be determined by the Public Service Commission in order of merit of the marks obtained by the candidates at the written examination and according to the number of existing vacancies as the case may be.

14. *Method of Selection for Appointment.*— Those who have scored highest marks in order of the merit at the written examination and duly filled the basic qualifications will be selected. In the event of candidate having tied for a place, the final decision of selection for such a place will be made by the Public Service Commission.

By order of the Public Service Commission,

P. A. ABEYSEKERA,
Deputy Secretary to the Treasury.

Ministry of Finance and Planning,
Colombo 01,
On this 20th day of April, 2012.

Special Open/Competitive Examination for filling Grade III Vacancies of the Sri Lanka Accountants' Service in the Northern and Eastern Provinces – 2012

Index No : (for official use only)	
Town in which the applicant sits for the examination	Town No.
Indicate the Town Number in which the applicant sit for the examination and the number of the same. (Colombo 1, Jaffna 2)	
Medium of the Examination: Tamil 3 (Please write relevant number in the cage) <input type="text"/>	

1.0 Name :

- 1.1. Last Name with Initials: Mr./Mrs./Miss. :———. (In capital letters)
Eg : ~~Mr./Mrs./Miss.~~ SILVA, A.B.
- 1.2 Full Name :———. (Tamil)
- 1.3 Full Name :———. (In capital letters)

2.0 Permanent address :———. (Tamil)

- 2.1 Permanent address :———. (In capital letters)
- 2.2 Address to which the Admission Card should be sent :———. (In capital letters)

- 3.0 3.1 Sex :
Female - 1, Male - 0
(Please write the relevant number)
- 3.2 Marital Status :
Married - 1 Single - 2
(Please write relevant number)
- 3.3 National Identity Card No. :
- 3.4 Date of Birth :
Year : Month : Date :
- 3.4 Age as at the closing date of application :
Years : Months : Days :
- 4.0 The qualification obtained to be eligible to sit this Examination under Para 5 of the Notification : _____.
- 5.0 The years in which you have sat the Limited Competitive Examination for recruitment to the Sri Lanka Accountants' Service.
Years:
1.
2.
3.

- 6.0 The cash receipt should be pasted to the application firmly :

(To affix the receipt)
Keep a photocopy of the receipt with candidate

(i) Number : _____.
(ii) Date : _____.
(iii) Place of amount paid : _____.
(iv) Amount paid : Rs. : _____.

7.0 Certificate by Candidate :

7.1 I declare that to the best of my knowledge and belief the information given in this form is true and that I have affixed receipt No..... dated having paid the Examination Fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to during or after the examination if it is found that I am ineligible according to the regulations of the examination. Further, I agree to abide by the rules laid down in respect of holding the Examination and the decisions taken in respect of issuing results by the Commissioner General of Examinations.

Signature of Candidate.

Date : _____.

8.0 Attestation :
I do hereby certify that Mr./Mrs./Miss (Full name) who forwards this application is known to me personally and placed his/her signature in my presence on this day of2012.

Signature of the Attester.

Date : _____.
Attester's Full Name : _____.
Post : _____.
Address : (Should be supported by a Rubber Stamp) : _____.
Date : _____.

Note. - Attester should be a Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public or Government Servant drawing an annual consolidated salary not less than Rs. 240,360.

APPENDIX I

Particulars of the syllabus regarding Special Competitive Examinations for filling Grade III vacancies of the Sri Lanka Accountants' Service in the Northern and Eastern Province.

The examination will consist of the following examination papers.

No.	Subjects	Maximum Marks	Pass Marks	Time
1	Financial Accountancy -I	100	40	03 hours
2	Financial Accountancy -II	100	40	03 hours
3	Cost and Management Accountancy	100	40	03 hours
4	Public Financial Management	100	40	03 hours
5	Auditing and Investigation	100	40	03 hours
6	General Intelligence and Comprehension	100	40	03 hours

Syllabus:
Subject No. 01 and 02 - Financial Accountancy I and II
Purpose of Financial Accountancy and users of accounts and information required by them.
Accounting Principles:
Accounting Equation, Double Entry Book keeping and Accounting Systems, Prime Entry Books and Ledgers. Trial balance, Accumulated pre-payments and Adjustments, Capital Expenditure and income, Depreciations, Suspense Accounts, Correction of Errors, Control Accounts, Reconciliation Statements, Incomplete records.

Final Accounts :

Manufacturing Accounts, Trading Profit and Loss Accounts, Balance Sheet, Fund Flow Statement and Appropriation Account.

Accounting for Partnerships:

Partnership Agreements, Book keeping for partnerships, Fixed Capital Accounts, Current Accounts, Accounting for debts, Drawing Accounts, Preparation of Final Accounts for Partnerships, Changes in the composition of a Partnership, Treatment of goodwill and action on other assets and liabilities in admission of partners and dissolution of partnerships, Joint ventures.

Accounting for Limited liability Companies:

Nature of Limited liability Companies, Public listed Companies and Share market/share and loan capital, Distributable profits, Final Accounts for internal and external use, Defining Statements of Accounts, Interpretation of financial statements, Accounting ratios.

Accounting for Specialized Transactions:

Societies and associations, consignments, Branches, hire purchase and credit sale, Leasing, investments, bill of exchange, long-term contracts, royalties, container accounts, foreign currency transactions.

Application of Computers for accounting:

Types of Computer/Hardware and software, Computer Operating Software, Electronic Spreadsheets, Computer based Accounting.

Subject No. 03 – Cost and Management Accounting

Cost Accounting, Financial Accounting and Management Accounting, Purpose of Cost accounting. Accounting as a management aid.

Material Cost:

Purchasing procedures, Store Routines, Methods of valuing material issues, Incentive allowances, and bonuses.

Labour Cost:

Time keeping, time allocations, methods of remuneration, payment of incentive allowances and bonuses, Accounting for salaries and wages.

Overhead Costs:

Allocation and apportionment of costs, Absorption methods, Overhead administration and distribution, Selling and Distributions.

Integrated and non-integrated Accounts.

Cost control account, reconciliation of costs and financial accounts, integral accounts.

Methods of Costing:

Contract Costing, Job Costing, Departmental Costing, Batch Costing, Process Costing, Unit Costing, Services Costing, unrealized profits under different methods of costing.

Marginal Costing:

Contributions/Sales, break-even charts, application of marginal costing, accounting entries in marginal costing.

Standard Costing:

Standard Costs, actual Costs, basic variances, accounting procedures.

Budgetary Control:

Functional budgets, master budgets, flexible budgetary control, continuous budgeting, Operation of budgetary control.

Subject No. 4 - Public Financial Management

Legal framework of Public Finance

The Consolidated Fund, Special Law Expenditure, Contingencies Fund, Public Debt. Foreign aid, Fiscal Measures.

The Role of the Parliament, The Minister of Finance, The Treasury, The Auditor General, Public Accounts Committee, Committee on Public Enterprises, The Chief Accounting Officer, Department of National Planning Monetary Board.

The Annual Appropriation Bill.

Budgetary System and Procedures, Annual estimates of Revenue and Expenditure.

Budget Implementation

Organizational Structure for the implementation of the budget, Revenue collection procedures, Imprest for making payments, Supervision of financial operations, Delegation of functions, Virement procedure, supplementary estimates, Budgetary control, Procurement Procedure.

Government Accounting Systems and Procedures

Custody, security and control of Government properties, Accounting for revenue and other receipts, Accounting for foreign aid, Accounting for losses, waivers and write-offs.

Review :

Flash reports summary of monthly accounts, Review of financial and physical performance, the annual appropriation account, The Auditor General's report on the island's accounts, the report of the Public Accounts Committee, The report of the Committee on Public Enterprises.

Subject No. 5. Auditing and Investigation

The nature and objectives of auditing - The role of the Auditor

Internal audit, external audit, statutory – in relation to the Government Departments, Ministries and Corporations Under the Constitution of Sri Lanka and Finance Act, No. 38 of 1971 relating to Non-statutory-under companies Act, No. 17 of 1982 – Auditing Standards, Auditing Opinions, Auditing concepts, Independence and other personal qualities of Auditor, Evidence, Truthfulness and Fairness, Materialism, Audit Risk, Auditors Responsibilities, Responsibilities of person subjected to Auditing.

Scope and Limitations

Determining the Scope, Assumptions and limitations, Role of Auditing standards and Guidelines.

The role of engagement letters, Management letters and representation letters, Basic auditing methods and Evaluation of internal control procedures.

Quantity Charts, Questionnaires

Audit Planning and Control

Audit Planning, timing, interim and final audits, assignment of responsibilities for functions, Audit Control, Recording the work done including the use of internal control, prepared questionnaires and forms for evaluation of internal control.

Values, Concepts and Characteristics for financial auditing.

Its relevance to the Public Sector, Analytical auditing.

Auditing of Computerized Accounting Systems – Auditing Limited Companies

Statutory books, powers and duties of Directors, Divisional profits, Appointment of auditors, wages and removals. Action to be taken before accepting new Auditors, Powers and duties of Auditors.

Nature and extent of inspections.

Compliance inspections, independent inspections, Sample techniques, Balance sheet verifications, Verification of income and expenditure accounts.

Professional responsibilities of Auditors and Accountants

Professional conduct and ethics legal rights and responsibilities, Legal responsibility of Accountant and Auditor and Law relating to the subject of knowledge on incidents.

Investigations:

Planning the scope of investigations, Techniques and procedures to be used, Examples of intention for conducting investigations, Feasibility studies Evaluation of business institutions for the purchase, Sale, Credit rating etc., Accountant's and Auditor's reports for prospectus, Reporting activities, fraud investigations, Project evaluations.

Reporting Functions

Reporting to the management about the weaknesses in the internal control systems, special reporting functions relating to Government and corporation audits, Reports for the prospectus, Reports on investigations.

Subject No. 6 – General Intelligence and Comprehension

PART 'A'

COMPREHENSION

Questions will be asked from candidates based on a passage given in the comprehension question paper. Another passage is given and the candidates have to summarize it to one third of the original number of words giving its prime meaning.

PART 'B'

GENERAL INTELLIGENCE

Measuring the candidate's comprehension and intelligence is hereby expected through examining the candidate's and responses related to the issues presented in a textual, numeral and pictorial context. (This is composed of multiple choice and short answer questions)

Note:-

- (i) Term "a qualifying examination" in (b) and (c) above refers to any of the examination referred to in para 5.
- (ii) A candidate must sit all the papers of examination in one and the same language.
- (iii) A candidate will not be permitted to change the medium of the examination given in his application.

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