

N.B.— Part IV(A) of the *Gazette* No. 1,758 of 11.05.2012 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

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(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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Note.— The Parents Foundation (Incorporation) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 24, 2012.

Bulathsinhala Janasakthi Mahasangamaya (Incorporation) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 24, 2012.

Sri Lanka Administrative Development and Research Institute (Incorporation) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of March 09, 2012.

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 25th May, 2012 should reach Government Press on or before 12.00 noon on 11th May, 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 other candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :-

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

COMMISSIONER GENERAL OF EXAMINATIONS,
Department of Examinations,
Pelawatta, Battaramulla.

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

MATARA 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 18th June, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
28th April, 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>
Matara	Kamburupitiya	Post of Registrar of Marriages (General) of Gangaboda Pattuwa and Births and Deaths of Karagoda Uyangoda Division.	District Secretary/Additional Registrar General, District Secretariat, Matara.

05-450

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

KALUTARA 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 18th June, 2012.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
25th April, 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>
Kalutara	Kalutara	Post of Registrar of Marriages (General) of Kalutara and Panadura Totamuna and Births and Deaths of Nagoda Division.	District Secretary/Additional Registrar General, District Secretariat, Kalutara.

05-448

MINISTRY OF PORTS AND HIGHWAYS

Director General's Office of Merchant Shipping

APPLICATIONS are invited for the following post from the citizens of Sri Lanka who possess necessary qualifications as indicated in this notification. Applications which should be in the form appended to this notification should be sent by registered post or by e-mail to reach the Director General, Director General's office of Merchant Shipping, 43-89, First Floor, Bristol Building, York Street, Colombo 01 on or before 08th June, 2012. The envelope enclosing the application should be marked the relevant post on the left hand top corner.

Assistant Government Ship Surveyor (Deck) :

Educational qualifications.- Applicants should possess a certificate of competency as NWKO (unlimited).

Experience.- Having served as a Watch Keeping Officer (Deck) of a trading vessel having a capacity of more than 3,000 G. T.

Age limit.- Should be not less than 21 years and not more than 35 years on the closing date of applications. (This upper age limit will not apply to those who are already employed in the public service).

Salary scale.- Rs. 16,720 – 10x320 – 11x365 -15x450 – Rs. 30,685. (Professional Allowance and Fuel Allowance will be paid addition to monthly salary).

Terms of engagement.- Permanent and pensionable. Contributions should be made to the Widows' and Orphans' Pension Fund. This appointment will be on probation for a period of three years.

Applicants from officers in the Public Service must be forwarded through the Heads of their Departments.

Director General (Acting),
Director General's Office of
Merchant Shipping.

1st Floor, Bristol Building,
No. 43-89, York Street,
Colombo 01.
E-mail : dmsmos@sltnet.lk
www.dgshipping.gov.lk

FORM OF APPLICATION

MINISTRY OF PORTS AND HIGHWAYS

POST OF ASSISTANT GOVERNMENT SHIP SURVEYOR (DECK) OF
DIRECTOR GENERAL'S OFFICE OF MERCHANT SHIPPING

1. Name in full :_____.
2. Address :_____.
3. Date of birth :_____.
- Year :_____, Month :_____, Date :_____.
- Age on 08.06.2012 :_____.
- Years :_____, Months :_____, Days :_____.
4. Nationality :_____.
5. Educational qualifications :_____.

6. Professional qualifications :_____.
7. Particulars of employment and/or training :_____.
8. Present employment :_____.

I hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification before the selection and to dismissal without any compensation whatsoever if the inaccuracy is detected after the appointment.

_____,
Signature of Applicant.

Date :_____.

05-398

**AMENDMENT OF CLOSING DATE OF APPLICATIONS FOR RECRUITMENT OF REGISTRAR OF MARRIAGE,
BIRTH AND DEATHS OF THE REGISTRAR GENERAL'S DEPARTMENT**

Anuradhapura District

IT is kindly notified that the closing date of application for recruitment for the post of Marriage, Birth and Death Registrar for the Division appearing in the following Schedule which was published by me in the *Gazette* No. 1,745 of 10.02.2012 is extended as 25.05.2012.

02. Please note that all other details in the said *gazette* notification remain unchanged.

Registrar General.

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>
Anuradhapura	Mihinthal	Post of Registrar of Marriages (General/ Kandyan) of Nuwaragampalatha Division and Births and Deaths of Kanadara Korale West Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura.

05-449

Examinations, Results of Examinations &c.

**EXAMINATION FOR PROMOTION OF OFFICERS IN
CLASS III OF PUBLIC MANAGEMENT ASSISTANTS'
SERVICE INTO CLASS II OF THE SERVICE - 2011**

IT is hereby notified that a qualifying examination for promotion of officers in Class III of Public Management Assistants' Service into Class II of the Service will be held in all three languages i. e. Sinhala, Tamil and English in the month of September, 2012 by the Commissioner-General of Examinations. The medium for application

will not be allowed to change. The decision of the commissioner General of Examinations shall be the final decision regarding holding examination and issuance of results.

2.0 This examination for the promotion of officers in Class III of the Public Management Assistants' Service into Class II of the Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullativu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of towns with their respective town numbers is given below :

Town	Town Number	Subject	Marks	Duration
Colombo	01	(i) Establishment Procedure	100	02 hours
Kandy	02	(ii) Financial Systems	100	02 hours
Galle	03	(iii) General Paper	100	01 hour
Matara	04			
Jaffna	05			
Mannar	06			
Mullativu	07			
Trincomalee	08			
Batticaloa	09			
Kurunegala	10			
Anuradhapura	11			
Badulla	12			
Ratnapura	13			
Killinochchi	14			

Establishments Procedure.— The objective of this question paper is to test the proficiency of experience obtained in office activities and to test the knowledge on office systems adopted in government offices to cover subject fields such as principles of office procedures, importance of office procedures, written communication, filing methods and preparation of forms etc. This paper will consist of a section to test the knowledge of candidate on matters indicated in volume 01 of the Establishments Code. The paper will consist of two parts :-

Part I - 25 questions of multiple choice type
30 minutes (25 marks)

Part II - Candidates are required to answer 03 out of 04 semi-structured type questions
1 1/2 hours (75 marks)

Financial Systems.— The question paper will be as follows :-

(a) Part I - Exercises on adding and subtraction.
15 minutes (25 marks)

(b) Part II - 05 semi-structured questions to test the candidates' knowledge and understanding of subjects such as Financial Control exercised in government officers, departments and ministries, custody of finance, receipts and payments, budgetary estimations, supplies, work and service. (50 marks).

(c) Part III - 03 structured questions to test the knowledge of candidate on basics of inspection and storing of goods. (25 marks).

Note.— Candidates will not be allowed to use calculators for adding exercises.

General Paper.— This paper is designed to test the ability of the candidate to read and understand a statement or minutes of discussion and prepare a report and/or a letter and also to test the ability of the candidate to understand and analyze the current social affairs. This paper will consist of two parts :-

Part I - Candidates are required to answer 02 questions given from a paragraph or a certain problem. (45 marks)

Part II - Three semi structured type questions will be given and candidates are required to answer 02 questions. The question for which writing short notes is compulsory.

Any center without a sufficient number of candidates shall be cancelled and the remaining candidates will be assigned to the next nearest center. It will not be allowed to change the town applied for subsequently.

3.0 (i) This examination will be held by the Commissioner General of Examinations and candidates are bound by the rules and regulations stipulated by him in respect of holding this examination. Issuance of an admission card to a candidate should not be regarded as an acceptance of his/her eligibility to sit the examination.

(ii) The rules and regulations for candidates have been separately printed in the *Gazette notification*. Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

(iii) The post and service station of the candidate, at the time he/she applies for the examination will be applicable for all matters relating to examination and any changes which occur in the past and service station after sending the application will not be considered.

4.0 *Eligibility.*— Officers in Class III of the service, who have been confirmed in their posts before 18th June, 2012 and who have completed an active service period of 04 years within which a period of satisfactory service has been completed are eligible to appear for this examination.

Note.— The date of qualifying for promotion to Class II of the service of an officer will be the date the officer passed the examination or the date in which he/she complete 05 years of active and satisfactory service, whichever occurs later.

5.0 *Scheme of Examination.*— The subjects of the examination and the marks assigned to each subject are given below. Marks will be deducted for bad handwriting and spelling mistakes. Candidates whose handwriting is illegible are liable to be disqualified.

Compulsory question (short notes)	-	30 marks
Other questions	-	<u>25 marks</u>
Total	-	<u>55 marks</u>

Note :

- (i) The candidates should answer these question papers in the language medium in which they sat the entry examination to the service or any other official language.
- (ii) To qualify in these subjects, candidates will be required to obtain a minimum of 33 percent (33%) of the marks in each of these papers and an average of 40 percent (40%) of the marks in all three papers in one sitting.

6.0 Commissioner-General of Examinations will release the results of this examination to the Director-General of Combined Services and the names of the successful candidates will be published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka.

7.0 The application for this examination should be in the form of the specimen appended to this notification. Applicants should prepare the applications themselves according to the specimen. Applications prepared thus should be sent by the registered post through the respective Heads of Departments to reach the Commissioner-General of Examinations, Department of Examinations, Organizations and Foreign Examinations Branch, Pelawatte, Battaramulla on or before 18th June, 2012. Heads of Departments must ensure that each application is completed in every respect and that they have signed the service certificate appended to the application form. The name of the examination should be indicated in the top-left hand corner of the envelope. Applications received after the closing date will be rejected.

8.0 *Identity of the Candidates.* – Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, one of the following documents should be submitted to the supervisor :-

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

The candidature of those who fail to produce any of the above mentioned documents may be cancelled at the discretion of the Commissioner General of Examinations.

9.0 *Applications.* – Applications should be prepared in papers of "A4" size in such a manner that para Nos. 1.0 to 4.0 appear on the first page and remaining numbers in other pages. The application could be typewritten but should be filled in correctly and legibly by candidate's own handwriting. It is compulsory to indicate the title of the examination appearing the specimen in English language, too, on both Sinhala and Tamil application forms. 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.

The candidates appearing for the examination for the first time need not pay examination fees. However, the examination fee for subsequent sittings is Rs. 400. The exam fees should be paid to any District of Divisional Secretariat to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations and the receipt obtained to the name of candidate should be affixed in the relevant place of the application. It would be useful to keep a photocopy of the receipt with the candidate. Under any circumstances, this fee will not be refunded or transferred in respect of any other examination.

The Commissioner-General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : *i. e.* receipt of registration and in case of applicants outside Colombo, if relevant the receipt of paid examination fees, letter of request, furnishing a fax number to which the admission card should be sent.

10.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations to enable them to appear for the examination. No traveling expenses will be paid.

11.0 For the purpose of the Official Languages Policy, all the candidates should prepare and fill their applications in the official language.

12.0 The decision of the Director-General of Combined Services will be final in any matter not provided for in this notification.

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,
03rd May, 2012.

Specimen Application Form

(For office use only)

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE INTO CLASS II OF THE SERVICE – 2011

Town	Town No.

(Indicate the name of the town in which you wish to appear for the examination as per para 2.0 of the *Gazette* notification. Candidates shall not be permitted to change this subsequently).

Language medium in which the candidate intends to sit for the examinaion :

Sinhala 2 (Indicate relevant number in the cage. Candidates shall not be allowed to change this subsequently)
Tamil 3
English 4

- 1.0 1.1 Name with initials : Mr./Mrs./Miss : _____.
(In English Block Capitals) eg.– SUNIL, A. B.
1.2 Name in full : _____.
(In English Block Capitals)
1.3 Name in full : _____.
(In Sinhala/Tamil)
1.4 Have you changed your name after entering the Public Service ? If so, indicate the previous name : _____.

- 2.0 Name and address of place of work :
2.1 Name and the address of Office/Department/Institution : _____.
(In English Block Capitals)
2.2 Name and the Address of Office/Department/Institution : _____.
(In Sinhala/Tamil)
(Admission cards will be sent to this Address)
2.3 Postal town : _____.
(In English Block Capitals)
2.4 Telephone Number : _____.

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

3.2 Date of birth :
Year : Month : Date :

4.0 National Identity Card No. :

- 5.0 Present Post :
5.1 Post : _____.
5.2 Number and date of the appointment letter : _____.
5.3 Date of confirmation in the post as an officer in Class III of the service : _____.

- 6.0 6.1 Are you sitting the examination for the first time ? : _____.
6.2 If not, examination fee paid : _____.
6.3 Office in which examination fee was paid : _____.
Receipt No. : _____.
Date : _____.

Affix the receipt fo paid examination fee of Rs. 400 for subsequent sittings.

7.0 Candidate's Statement :

I solemnly certify that,

- (i) the statement made by me above is true to the best of my knowledge and belief ;
(ii) I am an officer in Public Management Assistants' Service and my appointment has been confirmed on ;
(iii) I have earned all/all possible increments during the period of 4 years immediately preceding 18th June, 2012 ;
(iv) I certify that I have not suffered any punishment more severe than a fine or a reprimand since the date of last increment, with due respect.

I am aware that if any particulars contained herein are found to be false and incorrect, disciplinary actions would be taken against me. I agree to abide by the regulations of this examination.

I hereby state that information furnished above are true and that I am eligible to appear for the exam in the language medium mentioned above. I certify that, I appear for this examination for the first time/the receipt of the paid exam fees to the value of Rs. ... is affixed. I agree to abide by the rules stipulated for this examination.

Signature of the candidate.
(See the footnote).

Date : _____.

Note.– The candidate should sign in the presence of the Head of his/her Department or an officer authorized to sign on behalf of the Head of Department.

Attestation of the Signature

I certify that Mr./Mrs./Miss who is an officer employed at my work place and who is known to me personally placed his/her signature in my presence 2012.

_____,
Signature and stamp of
the person attesting.

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

Certificate of the Head of the Department

I certify that,

- (i) Mr./Mrs./Miss is an officer in Class III of the Public Management Assistant's Service and has completed 04 years of service as at 18th June, 2012 and is eligible to sit the examination in terms of the notification published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka dated ;
- (ii) The number of the appointment letter of Class III of officer as per his/her personal file is (indicate the number of the appointment letter) ;
- (iii) The particulars given in Para 1.0 to 7.0 have been verified and were found to be correct ;
- (iv) He/she is sitting the examination for the first time/receipt of the fees for the relevant examination has been affixed ;

(v) He/She has completed an active service period of 04 years, within which a satisfactory service has been completed as at 18th June, 2012.

* (Delete inapplicable words).

_____,
Signature of the Head of Department
and official stamp.

Name : _____.
Designation : _____.
Address : _____.
Date : _____.
05-494

**OPEN AND LIMITED COMPETITIVE EXAMINATION
FOR RECRUITMENT TO CLASS III OF THE
SRI LANKA PLANNING SERVICE – 2011 (2012)**

THE following amendments will be made to the *Gazette* Notification dated 17.02.2012.

Para 5.2 – Limited Examination :

- (b) The officers who were appointed to the posts of Class II Grade II of Sri Lanka Planning Service on Supernumerary basis are eligible to apply for the Limited Competitive Examination in addition to the officers who possess the qualifications set out in the *Gazette* Notification published on 17.02.2012.
- (d) (vi) Candidates should have fulfilled qualifications mentioned in para 5.2(b) above as at 17.02.2012 as set out in the *Gazette* Notification published on 17.02.2012.

Note.– Accordingly, candidates who did not forward their applications for the Limited Competitive Examination can submit their applications until 01.06.2012.

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

Ministry of Finance and Planning,
Colombo 01,
18th day of May, 2012.
05-518