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The Gazette of the Democratic Socialist Republic of Sri Lanka

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PART I : SECTION (IIA) — ADVERTISING

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

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IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* Notices for publication in the weekly *Gazette* of 03rd August, 2012 should reach Government Press on or before 12.00 noon on 20th July, 2012.

B. K. S. RAVINDRA,
Acting Government Printer.

Department of Govt. Printing,
Colombo 08,
23rd June, 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

BADULLA 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 10th August, 2012.

E. M. GUNASEKARA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
20th June, 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>
Badulla	Passara	Post of Registrar of Marriages (General/ Kanyan) of Yatikinda Division and Births and Deaths of Debedda Division	District Secretary/Additional Registrar General, District Secretariat, Badulla.

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REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

COLOMBO 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 13th August, 2012.

E. M. GUNASEKARA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
28th June, 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>
Colombo	Thimbrigasyaya	Post of Medical Registrar of Births and Deaths for Wellawatta Division	District Secretary/ Additional Registrar General, District Secretariat Dam Street, Colombo 12.
Colombo	Sri Jayawardhanapura Kotte	Post of Registrar of Marriages (General) of Kotte North Area in Colombo Division	District Secretary/ Additional Registrar General, District Secretariat Dam Street, Colombo 12.
Colombo	Homagama	Post of Registrar of Marriages (General) of Salpiti Koralya and Births and Deaths of Mattegoda Division	District Secretary/ Additional Registrar General, District Secretariat Dam Street, Colombo 12.

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Examinations, Results of Examinations &c.

SRI LANKA AYURVEDIC MEDICAL SERVICE

Efficiency Bar Examination for - 2012

IT is hereby notify that an Efficiency Bar Examination for Ayurvedic Medical Service (For Ayurvedic Medical Officers) will be held in Colombo by the Department of Ayurveda.

01. Candidates will be bound by the rules and regulations imposed by the commissioner of Ayurveda.

02. The application for this examination should be in the form of the specimen appendix to this notification and should be prepared by the candidate him/her self. Application should be sent by those who are qualified according to the service minute of the Sri Lanka

Ayurvedic Medical Service, by the registered post through the respective heads of institution to reach the "Registrar, Examination Division, Department of Ayurveda, Navinna, Maharagama on or before 10.08.2012 "Efficiency Bar Examination for Sri Lanka Ayurvedic Medical Service - 2012" should be indicated at the top hand corner of the envelope containing the application. Applications received after the closing date will be rejected.

The candidates appearing for the examination for the first time need not to pay examination fees. However, stamps to the value of Rs. 200 should be affixed for the whole examinations for subsequent sittings and stamps to the value of Rs. 50 per subject should be affixed if not applying for the whole examination. The stamp should be duly cancelled by placing signature of the candidate and the date. Under any circumstance the fees will not be refunded of transferred.

03. *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) The National Identity Card issued by Department of Registrar of Persons,
- (ii) A valid passport.

04. The Commissioner, Department of Ayurveda will issue the timetable and admission card to all candidates whose applications have been accepted candidates should get their signature on the admission card attested in advance and submit to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. If a candidate has not received his/her admission card at least seven days (07) before the day of examination. He/She should without delay inform the "Registrar Examination Division, Department of Ayurveda, Nawinna, Maharagama" about the non-receipt of admission cards along with the following information.

- (i) Name of the Examination : _____.
- (ii) Full name of the candidate : _____.
- (iii) Postal Address : _____.
- (iv) Post Office, Registration Number and Date of dispatch : _____.

05. *Scheme of Examination.*- (According to the service minute of the Sri Lanka Ayurvedic Medical Service).

(I) *Financial Regulation - One paper based on the following :*

- (i) Financial Regulation of the Democratic Socialist Republic of Sri Lanka Part I (Except Chapter X).

(II) *Establishment Code - One paper based on the following :*

- (i) Chapters - I, II, III, IV, V, VI, VII, VIII, XII, XIII, XIV, XXIII, XXVII, XXIX, XXX, XXXII of the Volume I of the Establishments Code of the Democratic Socialist Republic of Sri Lanka ; and
- (ii) Chapters - XLVII and XLVIII of Part II of the Establishments Code of Democratic Socialist Republic of Sri Lanka.

(III) *Hospital Administration - One paper based on the following :*

- (i) General rules and regulations relevant to the hospitals ;
- (ii) Cleanliness in hospital ;
- (iii) Rules and Regulations relevant to the patients ;
- (iv) Supply proper meals to the patients ;
- (v) Administration of drug manufactures ;
- (vi) Rules and Regulations regarding the admission of patients ;
- (vii) Knowledge of the duties of all the employees in the hospitals ;

- (viii) General administration in hospitals ;
- (ix) General administration of the Department of Ayurveda ;
- (x) Regulation of the stores accounts of the Department of Ayurveda.
- (xi) Manual of procedure of the Department of Ayurveda.

(IV) *Official Languages - Oral test. Sinhala/Tamil (15 minutes) :*

- (i) For officers who joined the service in Sinhala medium :
 - (a) Answering the Tamil questions in Tamil Language.
 - (b) Translate Tamil sentences to Sinhala Language.
 - (c) Translate Sinhala sentences to Tamil Language.
- (ii) For officers who joined the service in Tamil medium :
 - (a) Answering the Sinhala questions in Sinhala Language.
 - (b) Translate Sinhala sentences to Tamil Language.
 - (c) Translate Tamil sentences to Sinhala Language.

Note.- Candidate must obtain 40 marks to pass in each subject.

P. S. K. R. WEERAKOON,
Commissioner of Ayurveda,
Department of Ayurveda.

Department of Ayurveda,
Nawinna,
Maharagama,
June, 2012.

SPECIMEN APPLICATION FORM

EFFICIENCY BAR EXAMINATION FOR SRI LANKA AYURVEDIC
MEDICAL SERVICE - 2012

Index No. :
(For office use only)

Medium of Examination :
(Write the relevant letter in the cage)
Sinhala - S Tamil - T

01. Name with initials : Mr./Mrs./Miss : _____.
(In English capital letters)
02. Name with initials : _____.
(In Sinhala/Tamil)
03. Name denoted by initials : _____.
(In English capital letters)
04. Name denoted by initials : _____.
(In Sinhala/Tamil letters)
05. National Identity Card No. :

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06. Name and address of the Office/Department/Institute (In English capital letters) : _____.

07. Name and address of the Office/Department/Institute - (In Sinhala/Tamil) : _____.

Attestation of the Signature

08. (i) Post : _____.
(ii) Number and date of the letter of appointment : _____.

I do hereby certify that who forward this application is an officer attach to my office/known to me personally and that he/she placed his/her signature before me on

09. Subject you offer :

_____,
Signature of the Attester.

Number	Subject	Subject No.

Name of the Attester : _____.

Designation : _____.

Address : _____.

Date : _____.

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10. Have you been passed examination in previous sittings, any of the following subjects, financial Regulations/Establishment Code/Hospital Management/Oral Examination Tamil/Sinhala). If, so, index No. and Date : _____.

**EXAMINATION FOR PROMOTION OF OFFICERS
IN CLASS II OF PUBLIC MANAGEMENT
ASSISTANTS' SERVICE
TO CLASS I – 2011**

Subject	Index No.	Year

IT is hereby notified that the qualifying examination for promotion of officers in Class II of Public Management Assistants' Service to Class I will be held in the three language, i. e. Sinhala, Tamil and English by the Commissioner General of Examination in October, 2012.

11. Are you sitting the examination for the first time ? : _____.
If not, value of the stamps affixed : _____.
Stamp cage :

2.0 Examination for promotion of officers in Class II of Public Management Assistants' Service to Class I will be held at the centers in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The towns and their numbers are given below :

Stamp to the value of Rs. 200 whole examination and
Rs. 50 for each subject.

Note.– The candidate should affix stamps to the relevant value and cancel them by placing their signature and date, stamps should not overlap each other.

Town *Town No.*

Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

I declare that the above particulars are true that I am eligible to appear for the examination, in the language medium indicated above. I also certify that the Rs. stamps affixed here to are genuine and have not been used before. I agree to abide by the rules and regulations of this examination.

_____,
Signature of the Candidate.

Date : _____.

Any center without a sufficient number of candidates will be cancelled. It will not be allowed to change the "town" indicated in the application form subsequently.

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

- 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) A set of rules and regulations for the candidates is published separately in the *gazette* notification. Any candidate who violates these rules and regulations will be liable to a punishment imposed by the Commissioner General of Examinations.
- (iii) The decision of the Commissioner General of Examinations shall be the final decision regarding holding examination and issuance of results.
- (iv) 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 Candidates are required to satisfy following qualifications to sit the examination :

- (i) Should be an officer who has completed an active service of ten years (10) in Class II of Public Management Assistants' Service and a satisfactory service of five (05) years as at the closing date of applications.
- (ii) Should have passed the Efficiency Bar Examination held for officers in Class II of Public Management Assistants' Service.

Note.— The date of examination will be reckoned as the date on which the successful candidates qualify for promotion to Class I of the service. However, any candidate who passes the examination without possessing above qualifications will be treated an ineligible for promotion to Class I.

5.0 *Scheme of Examination.*— Candidates should sit a written examination consisting of the following subjects :

<i>Subjects</i>	<i>Marks</i>	<i>Duration</i>
(i) Establishments Procedure	100	1 1/2 hours
(ii) Public Finance Management	100	1 1/2 hours
(iii) Case Study	100	1 hour
(iv) General Paper	100	1 hour
Total	400	

Establishment Procedure.— A practical knowledge on matters contained in Volume I and II of the Establishments Code is expected of the candidate. This paper consists of two parts.

- Part I - 08 questions that require short answers (25 marks)
Part II - Answers should be supplied to 03 out of 04 semi-structured type questions (75 marks)

Public Finance Management.— The objective of this paper is to test the following. It consists of two parts :

- (a) Practical knowledge on financial regulations ;
(b) Basic knowledge on auditing ;
(c) Basic bank practice ;
(d) Basic knowledge on store keeping.

- Part I - 08 questions that require short answers (25 marks)
Part II - Answers should be supplied to 03 out of 04 semi-structured type questions (75 marks)

Case Study.— Candidates are required to answer a multiple choice, short answers and semi-structured essay type paper designed to analyze measures to be taken to a problem relating to office administration. Cases for study will be provided and the questions to be answered will be as follows :

- Part I - 05 multiple choice type questions (05 marks)
Part II - 05 questions that require short answers (05 marks)
Part III - 05 semi-structured type questions (90 marks)

General Paper.— The objective of this paper is to test the General knowledge of the candidates on current affairs, both local and international. The paper consists of three parts.

- Part I - 32 multiple choice type questions (16 marks)
Part II - Short notes should be provided under two topics out of the four (04) given (36 marks)
Part III - Answers should be provided for 02 essay type questions out of the four (04) given (48 marks)

Note :-

- (i) Candidates should answer these papers in the language medium of entry to the service or any other official language.
(ii) Candidate should score a minimum of 40 percent (40%) of marks in each subject and an aggregate of 160 or more to pass the examination.

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

7.0 Applications should be in the form of the specimen appended to this notification and should be prepared by the candidate him/herself. Application prepared thus by the candidate should be sent through the respective Head of Department by registered post to the Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Sri Lanka Examinations Department, Pelawatta, Battaramulla, so as to reach him/her on or before 13th August, 2012. A certificate to prove the satisfactory service of the officer should be sent along with the application. The respective Head of Department should satisfy him/herself that the application has been perfected accurately and the service certificate has been duly signed by him/herself. The top-left corner of the envelope containing the application should clearly bear the name of the examination. Applications received after the closing date will be rejected.

8.0 *Identification of Candidates.*— Candidates are required to prove their identity in the examination hall to the satisfaction of the supervisor of each subject they appear. For this purpose, any one of the following documents should be submitted to the supervisor :—

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

Candidature of any candidate who fails to submit any one of the above, can be cancelled by the Commissioner General of Examinations, at his discretion.

9.0 *Applications.*— Application form should be prepared on a paper of “A4” size in such a way that headings number 1.1 to 1.9 appear on the first page Application form may be typewritten but should be filled clearly and legibly by the candidate himself in his 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.

Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. 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.

Candidates who are sitting this examination for the first time need not to pay examination fees. However, at consequent sittings,

candidates are required to paste stamps to the value of Rs. 400 on the application for each sitting and to cancel them duly by placing signature and date. This should be paid at any District/Divisional Secretariats in the island to be credited to Revenue Head 2003-02-13 of Commissioner General of Examinations. The receipt should be affixed in the relevant cage. It would be advisable to keep a photocopy of the receipt. Under no circumstances, this fee will be refunded or transferred in respect of another examination.

The Commissioner-General of Examinations will issue copies of the time table and admission cards for the examination to all candidates who have sent in duly completed applications before the closing of applications. 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.*— photocopies of the application, receipt of the paid examinations fees and the receipt of the registered letter. Receipt of registration and in case of applicants outside Colombo, letter of request, furnishing a fax number to which the admission cards should be sent.

10.0 Heads of Departments should grant duty leave to candidates to whom admission cards have been issued by the Commissioner General of Examinations enabling them to present themselves at the examination. Traveling expenses will not be paid in this respect.

11.0 For the purpose of the official languages policy, all the candidates are required to prepare and perfect their own applications in the official language.

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

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,
27th June, 2012.

Specimen Application Form

(For office use only)

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE TO CLASS I - 2011

Town	Town No.

(Indicate the town and the corresponding No. in which you intend to sit the examination, as per para 2.0 of the *gazette* notification).

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).

1.0 1.1 Name with Initials : _____.
(In English Block Capitals) Eg: SUNIL, A.B.

1.2 Name with Initials : _____.
(In Sinhala/Tamil)

1.3 Names denoted by Initials : _____.
(In English block capitals)

1.4 Names denoted by Initials : _____.
(In Sinhala/Tamil)

1.5 Have you changed your name after entering the Public Service ? If so, indicate the previous name : _____.

1.6 Place of work and Address :

1.6.1 Name and the address of Office/Department/
Institution : _____.
(In English block capitals)

1.6.2 Name and the address of Office/Department/
Institute : _____.
(In Sinhala/Tamil)

1.7 Sex :

Female - 1
Male - 0

(Indicate the relevant number in the cage.)

1.8 Date of Birth :

Year : Month : Date :

1.9 National Identity Card No. :

2.0 Present Post :

2.1 Post : _____.

2.2 Number and the date of the appointment letter : _____.

2.3 Date of entry to class II of above service :

Year : Month : Date :

2.4 Have you earned all increments during the period of your service ? If not, give particulars : _____.

2.5 If you have suffered any punishment whatsoever, state particulars in brief : _____.

2.6 If you have been released for service in a corporation or any statutory Board, furnish such particulars : _____.

2.7 If you have availed yourself of no pay leave for employment abroad or any other purpose, furnish such particulars : _____.

3.0 3.1 Are you sitting the examination for the first time ?
: _____.

3.2 If not, value of the cash receipt (affixed) : _____.
Stamp Cage :

If you are not sitting the examination for the first time, affix the cash receipt of Rs. 400, paid as the examination fee.

4.0 Declaration of candidate :

I do hereby declare that,

(i) The above particulars furnished by me are true and correct to my knowledge and faith and,

(ii) I am an officer in class II of Public Management Assistants' Service and I have been appointed to Class II of Public Management Assistants' Service on and,

(iii) I have completed a 10 years active period of service as at 13th August, 2012 and 5 years satisfactory period of the service on that date and,

(iv) I am sitting the examination for the first time/cash receipt has been affixed.

I am also aware that if any particulars contained herein are found to be false and incorrect, I am liable to disciplinary action taken against me. I agree to abide by the rules and regulations

imposed by the commissioner General of Examination on conducting of this examination.

(v) He/she is sitting the examination for the first time/cash receipt of the fees for the relevant examination has been affixed.

*(Delete words inapplicable)

_____,
Signature of the candidate
(See the footnote).

_____,
Signature of Head of the Department
and official frank

Date : _____.

Note.- 1. Period of service in class II/II "A" of General Clerical Service or its parallel Services before absorption to the Public Management Assistants' Service should be taken into account when computing the period of service in class II of Public Management Assistants' Service.

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

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2. The applicant should place his/her signature in the presence of the relevant Head of Department or an officer authorized to do so on behalf of him.

MINISTRY OF HEALTH

Recruitment of the students for the training of the Professions Supplementary to Medicine and Para Medical Services – 2012

ATTESTATION OF THE SIGNATURE

I hereby certify that Mr./Mrs./Miss who serves at my office is personally known to me and that he/she signed in my presence on.

THIS is a revision to the *Gazette* Notification of Democratic Socialist Republic of Sri Lanka No. 1,762 dated 08.06.2012 published by the Secretary to the Ministry of Health.

_____,
Signature of the person attesting
and official frank.

01. Closing date for receiving the applications will be extended up to 27.07.2012.

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

02. The student Training Courses that are mentioned as code numbers in the relevant *Gazette* Notification will be applied for the professions Supplementary to Medicine and Para Medical Services as follows.

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that,

(i) Mr./Mrs./Miss has completed a 10 years period in class II of Public Management Assistants' Service as at 13th August, 2012 and ;

THE PROFESSIONS SUPPLEMENTARY TO MEDICINE

Code No.	Name of the Training Course
1	Medical Laboratory Technologist
2	Physiotherapist
3	Occupational Therapist
4	Radiographer
10	Pharmacist

(ii) He/she is eligible to sit the examination as per the notification published in the *Gazette* of Democratic Socialist Republic of Sri Lanka dated

PARA MEDICAL SERVICES

(iii) Number of the appointment letter of class II is (indicate number of the appointment letter) as per his/her personal file and ;

Code No.	Name of the Training Course
5	Public Health Inspector
6	Public Health Midwife
7	Elector Cardio Grapher
8	Elector Encephalo Grapher
9	Public Health Laboratory Technician

(iv) The particulars furnished by him/her in chapters 1.0 and 4.0 above, have been checked and found to be correct and ;

Code No. *Name of the Training Course*

11 Ophthalmic Technician
12 Dental Technician
13 Entomological Assistant
14 School Dental Therapist

* For the Paramedical Services had been mentioned as Code No. 5, 6 :

Grade - Rs. 15,260 - 6 x 180 - 4 x 240 - 11 x 320 - 20x 360 =
Rs. 28,260.

*For the Paramedical Services had been mentioned as Code No. 7, 8, 9 :

Grade - Rs. 15,080 - 7 x 180 - 3 x 240 - 11 x 320 - 20 x 360 =
Rs. 27,780.

03. "It is compulsory to serve in the Province where first appointment is granted until completion of 10 years from the first appointment date" should be applied for "It is compulsory that serving in the service station where the first appointment is granted for 10 years from the first appointment". In the 13th Sentence.

* Also the following section should be included as 13(1) :

The grade 3 salary scales will be relevant for the recruitment posts.

Those salary scales are given below.

The salary scales will be different in accordance with the promotional steps.

* For the Professions Supplementary to Medicine had been mentioned as Code No. 1, 2, 3, 4, 10 and for the Paramedical Services had been mentioned as Code No. 11, 12, 13, 14 :

Grade - Rs. 15,440 - 5 x 180 - 5 x 240 - 11 x 320 - 20 x 360
= Rs. 28,260.

The decision of the Secretary, Ministry of Health will be the final decision if there is any arisen fact that is not covered from this *Gazette* Notification.

Dr. RAVINDRA RUBERU,
Secretary,
Ministry of Health.

Ministry of Health,
"Suwasiripaya",
No. 385,
Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
The date of June, 2012.

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