

N.B.— Part IV(A) of the Gazette No. 1,830 of 27.09.2013 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,831 - 2013 ඔක්තෝබර් 04 වැනි සිකුරාදා - 2013.10.04
No. 1,831 - FRIDAY, OCTOBER 04, 2013

(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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Posts - Vacant	1884
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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 25th October, 2013 should reach Government Press on or before 12.00 noon on 11th October, 2013.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette.”

P. H. L. V. DE SILVA,
Acting Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2013.

This Gazette can be downloaded from www.documents.gov.lk



1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A "Sri Lankan" is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the "New Entrants" Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments:

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in

the new post for a specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the "Widows and Orphans" Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service, Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (II) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

"All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968."

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :-

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department of Examinations,
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

KURUNEGALA 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 04th November, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
16th September, 2013.

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>
Kurunegala	Polpithigama	Post of Registrar of Marriages (General/ Kandyan) of Hiriyaala Hathpattuwa Division and Births and Deaths of Divigandahaya Korale Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.

10-48

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Muslim Marriages

AMPARA DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Muslim males only can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other Qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 04th November, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
16th September, 2013.

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>
Ampara	Kalmunai	Post of Additional Registrar of Muslim Marriages of Kalmunakudi Division and Births and Deaths of Kalmunakudi Division	District Secretary/Additional Registrar General, District Secretariat, Ampara.

10-49

REGISTRAR GENERAL'S DEPARTMENT

Amendment of Closing date of Applications for Recruitment of Registrar of Marriage of the Registrar General's Department

MATARA DISTRICT

IT is kindly notified that the closing date of application for recruitment for the post of Marriage Registrar, for the Division appearing in the following schedule which was published by me in the *Gazette* No. 1,818 of 05.07.2013 is extended as 04.11.2013.

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

E. M. GUNASEKERA,
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>
Matara	Akuressa	Post of Registrar of Marriages (General) of Weligam Koralya Division, Akuressa Area	District Secretary/Additional Registrar General, District Secretariat, Matara.

10-154

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

KANDY 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 04th November, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
17th September, 2013.

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>
Kandy	Yatinuwara	Post of Birth and Death Registrar of Medapalatha Division and Post of Marriage Registrar of Udapalatha (Kandyan/General)	District Secretary/Additional Registrar General, District Secretariat, Kandy.

10-153

DEPARTMENT OF GOVERNMENT INFORMATION

Recruitment (on Contractual Basis) to Posts of Assistant Editor (Sinhala/Tamil/English) in the Publication Unit

APPLICATIONS are called from qualified candidates for recruitment to the posts of Assistant Editor (Sinhala/Tamil/English) at the Publication Unit of the Department of Government Information.

1. 'Director General' in this notice refers to the Director General of Government Information.

2. *Structured Examination.* - The date of the examination will be decided by the Director General of Information.

<i>Fields considered in granting marks</i>	<i>Maximum Mark</i>
Additional Educational Qualifications	40
Additional Professional Qualifications	25
Additional Professional Experience	30
Skill demonstrated in the interview	05
Total	100

3. *Number of appointments.*— Steps will be taken to fill 05 vacancies of posts of Assistant Editor (Sinhala/Tamil/English) in the Publication Unit of the Department of Government Information.

4. *Effective date of appointments.*— Will be decided by the Director General of Government Information.

5. *Service conditions.*— Selected candidates will be appointed to the post of Assistant Editor subject to general conditions governing public service appointments, conditions and regulations in the Recruitment Procedure of Assistant Editor (Sinhala/Tamil/English) at the Publication Unit of the Department of Government Information (on contractual basis) approved by the Public Service Commission on 02.07.2013 and amendments already done and would be done in the future to the Recruitment Procedure.

6. The Public Service Commission has the authority to cancel the appointments of candidates who fail to assume duties on the due date and/or who reject or avoid to assume duties.

7. *Monthly allowance.*— Rs. 21,000.

8 *Qualifications.*— At the closing date of applications :

(i) *Educational Qualifications.*— Obtaining a degree from a university recognized by the University Grant Commission or an institution recognized by the University Grant Commission as a degree offering institution.

(ii) *Professional Qualifications.*— Should have successfully completed a Diploma course relevant to the respective field from an institution acknowledged by the government, therein the course duration is not less than one year.

(iii) *Experience.*— A minimum 02 years experience on editing related tasks at a recognized publishing institution will be considered as a special qualification.

(iv) *Physical Qualifications.*— Each candidate should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties of the post.

(v) *Other :*

(i) Should be a citizen of Sri Lanka,

(ii) Should possess an excellent character,

(iii) All qualifications in regard to the appointment to the post should be duly completed.

9. *Age.*— Should be not less than 18 years and not more than 45 years of age.

10. *Method of Application :*

(a) Applications should be prepared according to the specimen form of application attached to this notice

using both sides of an A4 sheet. Application should be filled in with candidates own handwriting. Applications that do not comply with the specimen form of application and incomplete applications will be rejected without notification. It will be useful to keep a photocopy of the application. Candidate must check whether the duly filled in application complies with the specimen form of application. Otherwise, it may be rejected.

(b) Completed applications should be sent by registered post to reach the Department of Government Information, No. 163, Kirulapona Avenue, Colombo 05 before 27.10.2013. "Recruitment to the post of Assistant Editor at the Department of Government Information on Contractual Basis" on the top left hand corner of the envelope. In which the application form is enclosed. Applications received after the closing date will not be accepted.

(c) Incomplete applications in any manner will be rejected. Complaints on misplacements or delays will not be entertained.

11. If any candidate was found guilty of providing any false information or suppressing any important information purposely, he/she is liable to be dismissed.

12. Matters not covered by these regulations will be determined by the Public Service Commission.

Director General of Government Information,
Powers Delegated by the Public Service Commission,
Department of Government Information.

Department of Government Information,
No. 163, Kirulapona Avenue,
Colombo 05,
12th September, 2013.

SPECIMEN FORM OF APPLICATION

(For official use only)

RECRUITMENT (ON CONTRACTUAL BASIS) TO POSTS OF ASSISTANT EDITOR
(SINHALA/TAMIL/ENGLISH) AT THE PUBLICATION UNIT OF THE
DEPARTMENT OF GOVERNMENT INFORMATION

01. Medium :

Sinhala - 1

Tamil - 2

English - 3

(Write the relevant number in the cage)

02. Personal Information :

2.1 Name with initials in English block letters Mr./Mrs./
Miss : _____
(E.g.— SILVA, A. B.)

2.2 Name in full in English block letters : _____.

2.3 Name in full (In Sinhala/Tamil) : _____.

2.4 Personal Address (In Sinhala/Tamil) : _____.

2.5 Gender :

Male - 0
Female - 1

(Write the relevant number in the cage)

2.6 Civil status :

Unmarried - 1
Married - 2

(Write the relevant number in the cage)

2.7 Ethnicity :

(Sinhala - 1, Tamil - 2, Ind. Tamil - 3, Muslim - 4, Other - 5)

(Write the relevant number in the cage)

2.8 National Identity Card No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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2.9 Date of birth :

Year : Month : Date :

2.10 Telephone Number (if available) :

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3.0. Educational Qualifications :

University	Degree	Date of validation of the degree	Subjects

4.0. Professional Qualifications :

Institution	Diploma	Date of validation of the diploma	Duration

5.0. Experience : _____.

6.0. Certification of the applicant :

I certify that the above information is true and correct.

Signature of the Applicant.

Date : _____.

10-60

Examinations, Results of Examinations &c.

DEPARTMENT OF EXCISE, SRI LANKA

Open Competitive Examination for the Recruitment to the Post of Excise Inspector to be served in the Northern Province

APPLICATIONS are invited from Sri Lankan (male) citizens for the post of Excise Inspector in the Department of Excise, Sri Lanka.

Applications prepared in 297mm x 210mm (A4) papers as per the specimen form indicated in this notification should be sent to the Commissioner General of Excise, Department of Excise. No. 34, W. A. D. Ramanayake Mawatha, Colombo 02 on or before 04.11.2013 by the registered post. "Application for the Post of Excise Inspector" should be mentioned at the top left hand corner of the envelope enclosing the application. Applications should be completed and precise in all respects as indicated in the notification and applications which are not so completed and precise and which are not been received as at the specified date will be rejected without any notice. Complaints regarding the loss of applications or correspondence in that connection in the post will not be entertained.

The receipt of the applications will not be acknowledged.

01. *Particulars regarding the general duties of the post.*— Operation and monitoring of junior officers and personal engagement in the process of standarization of licit alcohols and prevention of illicit alcohols/dangerous drugs under the respective ordinances and other orders viz, execution of relevant functions in a certain jurisdiction or a special unit or an excise station and execution of raids in relation to excise crimes and execution of prevention activities by the relevant officer himself and direction of junior officers in the performance of such activities.

02. *Salary scale.*— Annual salary scale of this post is Rs. 15,850 -7x180 -2x240- 8 x320 x17 x 375 - Rs. 26,525 (Step 11) (Rs. 2-2006A as per P. A. C. 6/2006 IV).

First Efficiency Bar Examination should have to be passed within 3 years from the date of appointment and Second Efficiency Bar Examination should have to be passed within 6 years from the date of appointment.

03. *Age limit.*— Applicants should be not more than 35 years and should be not less than 21 years as at 04.11.2013. If the officers who are already serving in the Department of Excise possess other qualifications, they can apply for the post as external applicants without considering the maximum age limit.

04. *Educational and Other Qualifications :*

- (i) The applicant should be a graduate of a recognized university.
- (ii) The applicant should have obtained two credit passes for Mathematics and English Language at the G. C. E. (Ordinary Level) Examination.
- (iii) The minimum height measured bear footed should be 167.6cm (5 feet and 6 inches). The size of the chest when exhaled should be 83.8cm (33 inches).
- (iv) Applicants should possess a good moral character.
- (v) Applicants should be physically fit enough to serve in any part of the island.
- (vi) Applicants should be with the minimum eye sight of 6/6 and 6/12 including the eye sight of identifying goods without using spectacles or contact lenses.
- (vii) Priority will be given to applicants with talents in sports and other extra curricular activities.

N. B.— Before appointing to posts, applicants are examined to check their physical fitness.

05. *Method of Recruitment.*— Recruitment will be made from among graduates on an Open Competitive Examination and on an interview conducted giving due consideration to personal skills of applicants. If it is found that the number of qualified applicants is equal to or less than the number of existing vacancies, they will be called to a structured interview without conducting a written examination.

Particulars regarding the written examination.— Common Paper (Duration : 2 hours, 100 marks).

It is expected to measure applicant's intelligence, logical thinking ability and ability in decision making (Mathematical/Graphical problems, writing of synonyms/antonyms, making phrases/sentences and filling blanks will be included in the paper). This examination will be conducted only in Tamil medium.

Structured interview.— The applicants who score 50% or more marks at the written examination will be called for the interview as per the number of existing vacancies. Qualified persons to be appointed will be selected on the merit basis of total marks obtained by applicants both in the written examination and interview. Applicants should appear for the structured interview in Tamil Medium.

B10 - B80771

Marks will be offered for the following qualifications at the structured interview.

- (i) *Talents in sports.*— For talents recorded in National, Provincial, District, Divisional and School level Competitions in different sports.
- (ii) *Special trainings.*— For Cadet/Voluntary Service/Martial Arts or technical training.
- (iii) *Other Extra Activities :*

06. *Examination fees.*— Applicants should pay an amount of Rs. 300 as the examination fees. Any bank draft obtained from any of the bank branches after crediting it to the Account No. 0007041628 of the Commissioner General of Excise in the Taprobane Branch of the Bank of Ceylon should be sent along with the application. The applicants are advised to keep a photocopy of the bank draft with them. The amount paid will not be refunded.

07. *Training period.*— A training period of three months will be provided to selected applicants. The training of persons who are unable to pass the examination conducted at the end of this period will be terminated. If it is confirmed that the reasons for not passing the examination by a certain applicant are beyond the control of the relevant officer, the training period can be extended by three months and the apprentice will be allowed to sit the examination again. Trainees will be paid a combined monthly allowance of Rs. 3,000 during the training period.

08. *Probation period.*— Applicants who complete the training successfully will be appointed as Excise Inspectors subject to a probation period of three years. If they are able to get through the Departmental Examinations that are prescribed to be passed by them, they will be confirmed in the Post of Excise Inspector at the end of the probation period. If it is confirmed that the reasons for not passing the examination are beyond the control of the relevant officer and if his conduct, service and attendance are satisfactory in all respects, his probation period can be extended only up to a maximum of two years for allowing him to pass the examination.

09. *Conditions of the Employment :*

- (i) This post is permanent and pensionable.
- (ii) They can be directed to serve in any part of the island.
- (iii) They should serve in the Northern Province for an uninterrupted period of 10 years from the date of appointment.

10. *Service Conditions :*

- (i) Applicants qualified to be appointed should be abide by the Official Language Law and rules and regulations that are imposed by the Government from time to time.

(ii) Sections 10 - 12 of the Chapter II of the Establishments Code will be applicable.

D. G. M. V. HAPUARACHCHI,
 Commissioner General of Excise,
 Department of Excise, Sri Lanka.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE POST OF EXCISE INSPECTORS IN THE
 DEPARTMENT OF EXCISE

- 01. (i) Name in full (in mother language) : _____
 (ii) Name in full (in English) : _____
 (iii) Name with initials : _____
- 02. (i) Permanent address : _____
 (ii) Divisional Secretary's Division : _____
 (iii) Grama Niladhari's Division : _____
 (iv) Police Station : _____
 (v) Nearest Excise Station/Office : _____
- 03. Date of birth : _____
 Age as at 04.11.2013 : _____
 Years : _____, Month s: _____, Days : _____
- 04. Whether a citizen of Sri Lanka (Indicate whether by birth or by registration) : _____
- 05. Nationality : _____
- 06. National Identity Card No. : _____
- 07. Civil status : _____
- 08. Educational Qualifications :
 (i)

Name and year of the degree	University	Subjects	Class obtained

(ii) Passes in the G. C. E. (Ordinary Level) :

Year : _____		Year : _____	
Subjects passed	Results	Subjects passed	Results

- 09. Give particulars if employed : _____
- 10. Particulars regarding sports certificates and extra activities : _____

11. Particulars regarding other special training undergone/particulars regarding voluntary services in forces : _____

- 12. (i) Height : _____ cm (feet..... inches.....)
 (ii) Size of chest (when exhaled)cm (feet..... inches.....)

13. If convicted from any Court of Law for a Criminal offence, particulars regarding the offence and the punishments received : _____

14. Name of the bank to which money is paid Receipt No. : _____

Receipt should be firmly affixed here.

I certify that particulars mentioned in this application by me are true and correct. I know that I will be disqualified if any particulars indicated here are detected false or incorrect before the selection and I will be subject to dismissal from the service without any compensation if detected after being appointed to the post.

 Signature of the applicant.

Date : _____

10-149/1

DEPARTMENT OF EXCISE, SRI LANKA

Open Competitive Examination for the Recruitment to the Post of Excise Guard/Woman Excise Guard to be served in the Northern Province

APPLICATIONS are invited from Sri Lankan citizens for the post of Excise Guard/Woman Excise Guard in the Department of Excise, Sri Lanka.

Applications prepared in 297mm x 210mm (A4) papers as per the specimen form indicated in this notification should be sent to the Commissioner General of Excise, Department of Excise, No. 34, W. A. D. Ramanayake Mawatha, Colombo 02 on or before 04.11.2013 by the registered post. "Application for the Post of Excise Guards/Woman Excise Guards" should be mentioned at the top left hand corner of the envelope enclosing the application. Applications should be completed and precise in all respects as indicated in the notification and applications which are not so completed and precise and which are not been received as at the specified date will be rejected without any notice. Complaints regarding the loss of applications or correspondence in that connection in the post will not be entertained.

The receipt of the applications will not be acknowledged.

01. *Particulars regarding the general duties of the post.*— Field duties should be conducted within the area assigned and investigation and reporting of related information on Excise crimes including the provision of assistance in such raids and in related Juridical proceedings under the Excise Ordinance, Poisons, Opium and Dangerous Drugs Ordinance, Tobacco Tax Act, No. 8 of 1999 and National Authority Act of Tobacco and Alcohol No. 27 of 2006 which are under the purview of the Department of Excise. In addition, updating of Excise criminal/technical reports and documents including reserve duties of the office should be conducted.

02. *Salary scale.*— Annual salary scale of this post is Rs. 14,280 - 7x145 - 10x180 - 17x 240 - Rs. 21,175 (Rs. 1-2006A as per P. A. C. 6/2006 IV).

(The Efficiency Bar Examinations should have to be passed within 3 years from the date of appointment).

03. *Age limit.*— Applicants should be not more than 30 years and not less than 18 years as at 04.11.2013. If the officers who are serving in the Department of Excise are qualified, they can apply for the post as external applicants without considering the maximum age limit.

04. *Educational and Other Qualifications :*

- (i) The applicant should have passed the G. C. E. (Ordinary Level) Examination in one sitting with six subjects including English Language and with two credit passes for Sinhala/Tamil Language and Mathematics.
- (ii) The minimum height for Excise Guards measured bare footed should be 5 feet and 6 inches. The size of the chest when exhaled should be 33 inches. The height for Woman Excise Guards should be 5 feet and 2 inches.
- (iii) Applicants should be with the minimum eye sight of 6/6 and 6/12 including the eye sight of identifying goods without using spectacles or contact lenses.
- (iv) Applicants should possess a good moral character. Female applicants should be unmarried. Woman Excise Guards who are recruited will not be allowed to marry until they complete the probation period and until they are confirmed in the post.
- (v) Applicants should be physically fit enough to serve in any part of the island.
- (vi) Priority will be given to applicants with talents in sports and other extra curricular activities.

N. B.— Before appointing to posts, applicants are examined to check whether they are physically fit.

05. *Method of Recruitment.*— Recruitment will be made on an Open Competitive Examination conducted in Tamil medium and on an interview conducted giving due consideration to personal skills of applicants. If it is found that the number of qualified applicants is equal to or less than the number of existing vacancies, they will

be called to a structured interview without conducting a written examination.

Particulars regarding the written examination :

Intelligence Test - 01 hour (100 marks).
General Knowledge - 01 hour (100 marks)

Structured interview.— The applicants who score 50% or more marks at the written examination will be called for the interview as per the number of existing vacancies. Qualified persons to be appointed will be selected on the merit basis of total marks obtained by applicants both in the written examination and interview. Applicants should appear for the structured interview in Tamil Medium.

Marks will be offered for the following qualifications at the structured interview.

- (i) *Talents in sports.*— For talents recorded in National, Provincial, District, Divisional and School level Competitions regarding different sports.
- (ii) *Special trainings.*— For Cadet/Voluntary Service/Martial Arts or technical training.
- (iii) *Other Extra Activities :*

06. *Examination fees.*— Applicants should pay an amount of Rs. 300 as the examination fees. Any bank draft obtained from any of the bank branches to be credited to the Account No. 0007041628 of Commissioner General of Excise in the Taprobane Branch of the Bank of Ceylon should be sent along with the application. The applicants are advised to keep a photocopy of the bank draft with them. The amount paid will not be refunded.

07. *Training period.*— A training period of three months will be provided to selected applicants. The training of persons who could not pass the examination conducted at the end of this period will be terminated. If it is confirmed that the reasons for not passing the examination by a certain applicant are beyond the control of the relevant officer, the training period can be extended by three months and the apprentice will be allowed to sit the examination again. Trainees will be paid a combined monthly allowance of Rs. 3,000 during the training period.

08. *Probation period.*— Applicants who complete the training successfully will be appointed as Excise Guards subject to a probation period of three years. If they are able to get through the Departmental Examinations that are prescribed to be passed by them, they will be confirmed in the Post of Excise Guard/Woman Excise Guard at the end of the probation period. If it is confirmed that the reasons for not passing the examination are beyond the control of the relevant officer and if his conduct, service and attendance are satisfactory in all respects, his probation period can be extended only up to a maximum of two years for allowing him to pass the examination.

09. *Conditions of the Employment :*

- (i) This post is permanent and pensionable.
- (ii) They shall be directed to serve in any part of the island.

10. *Service Conditions :*

- (i) Applicants qualified to be appointed should be abide by the Official Language Law and rules and regulations that are imposed by the Government from time to time.
- (ii) Sections 10 - 12 of the Chapter II of the Establishments Code will be applicable.
- (iii) The applicants qualified to be appointed shall serve in the Northern Province for an uninterrupted period of 10 years from the date of his appointment.

D. G. M. V. HAPUARACHCHI,
Commissioner General of Excise,
Department of Excise, Sri Lanka.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE POST OF EXCISE GUARDS/WOMAN EXCISE GUARDS IN THE DEPARTMENT OF EXCISE

- 01. (i) Name in full (in mother language) : _____.
- (ii) Name in full (in English) : _____.
- (iii) Name with initials : _____.
- 02. (i) Permanent address : _____.
- (ii) Divisional Secretary's Division : _____.
- (iii) Grama Niladhari's Division : _____.
- (iv) Police Station : _____.
- (v) Nearest Excise Station/Office : _____.
- (vi) Postal address : _____.
- (For sending admissions)
- 03. Date of birth : _____.
- Age as at 04.11.2013 : _____.
- Years : _____, Month : _____, Days : _____.
- 04. Whether a citizen of Sri Lanka (Indicate whether by birth or by registration) : _____.
- 05. Nationality : _____.
- 06. National Identity Card No. : _____.
- 07. Civil status : _____.

08. Educational Qualifications :

- (i) Passes in the G. C. E. (Ordinary Level) :

Year : _____.		Year : _____.	
Subjects passed	Grade	Subjects passed	Grade

09. Employments obtained or training courses followed after leaving school :

Name of the employment or course	Period		Institution	If employed reason for leaving
	From	To		

10. Particulars regarding sports certificates and extra activities : _____.

- 11. Particulars regarding other special training undergo/particulars regarding voluntary services in forces : _____.
- 12. (i) Height : _____ cm (feet..... inches.....)
- (ii) Chest (when exhaled)cm (inches.....)
- 13. If convicted from any Court of Law for a Criminal offence, particulars regarding the offence and the punishments received : _____.
- 14. Name of the bank to which money is paid Receipt No. : _____.

Receipt should be firmly affixed here.

15. I certify that particulars mentioned in this application by me are true and correct. I know that I will be disqualified if any particulars indicated here are detected false or incorrect before the selection and I will be subject to dismissal from the service without any compensation if detected after being appointed to the post.

Signature of the applicant.

Date : _____.

MINISTRY OF ECONOMIC DEVELOPMENT

District

District No.

Department of Agrarian Development

OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO GRADE III OF AGRICULTURE
RESEARCH AND PRODUCTION ASSISTANT IN
THE DEPARTMENT OF AGRARIAN
DEVELOPMENT 2012(2013)

Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Rathnapura	24
Kegalle	25

APPLICATIONS are hereby invited from citizens of Sri Lanka who possess the following qualifications to fill the vacancies of Agriculture Research and Production Assistant Grade III in the Department of Agrarian Development of the Ministry of Economic Development.

01. *Application Form.*— Application should be prepared on an A4 size sheet and the cages 01 to 07 should be on the first page and the cages 08 to 12 should be on the second page and the rest cages should be on the third page. The relevant information should be filled in his/her own handwriting. Applications not conforming to the specimen application form will be rejected without any notice (pleased keep a photocopy of application for future reference). The completed applications should be sent under registered cover to "Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examination, Pelawatta, Battaramulla". On or before 28.10.2013. The words "Open Competitive Examination for recruitment to Grade III of Agriculture Research and Production Assistant in the Department of Agrarian Development 2012(2013)". When preparing the application the name of the examination mentioned at the top of the application should be indicated in English in addition to Sinhala or Tamil Languages. Candidates who are already in the Public Service should send their applications through respective Heads of Department. Late and incomplete application will be rejected. Candidates should prepare their applications by the language medium wish to be answered in the Examinations. Examination will be held in the following districts :

Examination will be held in the districts throughout the island mentioned in the annexure I hereto. In the event of a certain examination centre is not established in a certain district due to insufficient candidates, they are referred to a centre as per their second choice and if the second choice too cannot be granted they are referred to a centre closest to that district. Changes will not be allowed later with regard to the requested district.

02. *Conditions of Service :*

- 2.1 This post is permanent and pensionable. The selected candidates should contribute to Widow's and Orphan Pension Fund.
- 2.2 Selected candidates will be subjected to the provisions indicated in Section 10-12, Chapter II in Establishments Code and Procedural Rules in respect of appointment in Public Service.
- 2.3 Selected candidates should be subjected to the Establishments and Financial Regulations and orders issued from time to time by the Government and instructions issued by the department.

03. *Other Qualifications :*

- 3.1 Candidates must be a citizen of Sri Lanka.
- 3.2 Candidates should have a good character and physically fit to work.
- 3.3 Selected candidates are liable to serve in any parts of the island.
- 3.4 Applicants should not be less than 18 and more than 30 years of age as at the closing date of the applications the upper age limit will not be applicable for applicants who are already in the Public and Provincial Public Service.

04. *Educational Qualifications :*

- (i) Should pass G. C. E. (O/L) in one sitting in six subjects with credit passes for Sinhala/Tamil/English and Mathematics and two other subjects ;
and
- (ii) Should pass G. C. E. (A/L) at least one subject (other than General Test).

ANNEXURE - I

<i>District</i>	<i>District No.</i>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambanthota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mullaitivu	13
Kilinochchi	14
Batticaloa	15

05. *Method of Examination Procedure :*

5.1 The examination will be consist of two question papers. The candidates should secured at least 40% or more for each paper to pass the examination. The priority list for recruitment will be prepared on the aggregate of marks obtained by candidates.

5.2 *Subjects of the examination :*

- (i) Intelligence Test
Duration – 1 hour - Marks 100
- (ii) General Knowledge for Agriculture
Duration - 1 hour - Marks 100

Syllabus :

(i) *Intelligence Test :*

This paper will consist of 50 questions designed to test the candidate's ability in language, comprehension, Mathematical problems, logical thinking and general knowledge. This paper will consist of multiple choice of question.

(ii) *General Knoweldge for Agriculture :*

This paper will consist of 50 questions designed to test the knowledge of the candidate on matters relating to climate, weather, crops, soil, agrarian services consumption, import of food, surplus of food, modern agricultural techniques, consumption of water. This paper will consist of multiple choice questions.

5.3 This test will be conducted in Sinhala and Tamil medium and candidates should answer in the examination to all question papers in one language. Candidates should not be allowed to change the language.

06. *Salary Scale (Monthly) :*

MN-1-2006 A under Public Administration Circular (06/2006 IV) Rs. 13,120 - 10x145 - 11x170 - 10x240 - 10x320 - Rs. 22,040.

07. *Procedure of Promotion.*—Promotion to the immediate grade will be in relevant to the recruitment to the post of Agricultural Researches and Production Assistant Service minute.

08. *Examination Fee.*—Examination fee is Rs. 500. A candidate should pay this amount to the nearest Agrarian Services Centers and it returns the receipt of A. S. C. 2(a) should be pasted firmly to

the relevant cage of the application form. A photocopy should be retained for future reference. The fee will not be refunded in any circumstances.

09. *Implementation Official Languages policy.*—Candidates who are appointed after 01-07-2007 should obtain proficiency in second official language before the lapse of 05 years from the appointment as per Public Administration Circular No. 7/2007 dated 28.04.2007.

10. *Attestation.*—Candidate's identity should be attested by a Principal of a Government School, Justice of the Peace, Commissioner for Oaths, Notary Public, a Comissioned Officer in the Armed Forces, an officer holding a *Gazette* post in the Police Service or an officer holding a permanent staff grade post in the Public Service.

11. *Sitting for examination.*—As soon as admission cards are issued to the applicants, newspaper notice will be published by the Department of Examination. Candidates who do not receive admissions card even after 2 or 3 dates from the date of applications of the notice should inform the Department of the Examination as mentioned in the notice. It would be effective to make inquiries in that regard from the Department of Examination with the following particulars : certified photocopy of the application and the receipt, registered post article receipt, your letter of request, easting the fax number wish the admission card should be send if the candidate is resident out of Colombo.

12. The issue of an admission card to sit for the examination shall not be treated as acceptance that a candidate has fulfilled the necessary qualifications for this post.

13. Candidates are required to produce to the supervisor any one of the following documents in order to prove their identity :

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

14. All candidates are bound to abide by the rules imposed by the Commissioner General of Examinations and act in conformity with the general rules and regulations set out in the Gazette. A candidate who violates any of this rules is liable to a punishment at the discretion of the Commissioner General of Examinations.

M. A. S. Weerasinghe,
Commissioner General of Agrarian Development.

Department of Agrarian Development,
P. O. Box 537,
Colombo 07,
11th of September, 2013.

SPECIMEN APPLICATION FORM

(For office use only)

DEPARTMENT OF AGRARIAN SERVICES

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT
TO GRADE III OF AGRICULTURE RESEARCH AND
PRODUCTION ASSISTANT IN THE DEPARTMENT OF
AGRARIAN DEVELOPMENT 2012(2013)

* Language medium :

Sinhala - 2
Tamil - 3

(Indicate relevant number in the cage)

District and District Number :

(According to the annexure 1 of the *Gazette*)

	District	District No.
1		
2		

1. (i) Name with initials : _____.
(In English block capitals) Eg.- PERERA, A. B. C.
(ii) Name in full : _____.
(In English block capitals)
(iii) Name in full : _____.
(In Sinhala/Tamil)

2. N. I. C. Number :

3. (i) Permanent address : _____.
(In English block capitals)
(ii) Address to which the admission card should be sent :

(In English block capitals)

4. (i) Sex: Male - 0
Female - 1
(Indicate relevant number in the cage)

5. (i) Date of birth :

Year : Month : Date :

(ii) Age as at closing date of application :

Years : Months : Dates :

6. Civil status :

Married - 1
Single - 2

(Indicate relevant number in the cage)

7. Telephone Number :

8. Particulars of G. C. E. (O/L) Examination (Please attach the photocopies) :

- (i) Year and Month of the examination : _____.
(ii) Index Number : _____.
(iii) Results :

Subject	Grade	Subject	Grade
1		6	
2		7	
3		8	
4		9	
5		10	

9. Particulars of G. C. E. (A/L) Examination (Please attach the photocopies) :

- (i) Year and Month of the examination : _____.
(ii) Index Number : _____.
(iii) Results :

Subject	Grade
1	
2	
3	
4	

10. Particulars of the receipt obtained for the examination fee :

- (i) Office to which the payment was made : _____.
(ii) Number and the date of receipt : _____.
(iii) Amount : _____.

Receipt is to be affixed here so as not to be detached

11. Declaration of the applicant :

I declare that to the best of my knowledge and belief the information given in this form is true and correct. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior or after the examination without any compensation, if found that I am ineligible according to the rules and regulations of the examination. Further I declare I agree to abide by the regulations of this examination.

Signature of Applicant.

Date : _____.

12. Attestation : *Province* *District* *District No.*

I hereby certify that Mr./Mrs./Miss is Eastern Batticaloa 15
personality known to me and he/she placed his/her signature in my Ampara 16
presence on this day of Trincomalee 17
North Western Kurunegala 18
Puttalam 19
Signature of Attester. North Central Anuradhapura 20
Polonnaruwa 21
Uva Badulla 22
Monaragala 23
Sabaragamuwa Rathnapura 24
Kegalle 25

Specimen signature of applicant :

Attesters full name : _____
Designation : _____
Address : _____
Date : _____ 10-41

(If the applicant is employed in the Public Service or Provincial Public Service the certificate given below should be completed by the Head of the Department).

13. Certificate of the Head of the Department :

I hereby certify that the candidate Mr./Mrs./Miss is service in this office and the particulars furnished in this form are true and correct. He/She service as a since and his/her work is satisfactory. If he/she is selected for the appointment, he/she will be released/not released from the present post.

Signature of the Head of Department.
(Stamp)

Full name of the Attesting Officer : _____
Designation : _____
Address : _____
Date : _____

Annexure 01

SELECT THE TOWN'S NUMBER IN WHICH EXAMINATION CENTERS WILL BE ESTABLISHED FROM THE FOLLOWING TABLE

<i>Province</i>	<i>District</i>	<i>District No.</i>
Western	Colombo	01
	Gampaha	02
	Kaluthra	03
Central	Kandy	04
	Matale	05
	Nuwara Eliya	06
South	Galle	07
	Matara	08
	Hambanthota	09
North	Jaffna	10
	Mannar	11
	Vavuniya	12
	Mullativu	13
	Kilinochchi	14

EFFICIENCY BAR EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE TO CLASS I - 2012 (2013)

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 languages, i. e. Sinhala, Tamil and English by the Commissioner General of Examinations in January, 2014.

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, Mullativu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Kilinochchi. The towns and their numbers are given below :

<i>Town</i>	<i>Town Number</i>
Colombo	01
Kandy	05
Galle	07
Matara	08
Jaffna	10
Mannar	11
Mullaitivu	12
Trincomalee	14
Batticaloa	15
Kurunegala	18
Anuradhapura	19
Badulla	21
Ratnapura	24
Killinochchi	25

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.

- 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.
- 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)

- (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.
- 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.

- (iii) The decision of the Commissioner General of Examinations shall be the final decision regarding holding examination and issuance of results.
- Part I - 08 questions that require short answers (25 marks)

- (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 the examination and any changes which occur in the post and service station after sending the application will not be considered.
- Part II - Answers should be supplied to 03 out of 4 semi-structured type questions. (75 marks)

4.0. Candidates are required to satisfy following qualifications to sit the examination :

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 question to be answered will be as follows :

- (i) Should be an officer who has completed in 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.
- Part I - 05 multiple choice type questions (05 marks)
- Part II - 05 questions that require short answers (05 marks)
- (ii) Should have passed the efficiency bar examination held for officers in Class II of Public Management Assistants' Service.
- Part III - semi-structured type questions (90 marks)

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 as ineligible for promotion to Class I.

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)

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

Subject	Marks	Duration
(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	

Note :

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.

- (i) Candidates should select the language medium of entry to the service or any other official language as the language medium of the examination. The language medium of examination indicated initially shall not be allowed to change subsequently.
- (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 The Department of Examination will issue the result sheet including the results of all the candidates who have sat for the examination to the Director General of Combined Services, Ministry of Public Administration and Home Affairs. The lists of names of the candidates who have passed the examination 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 04th November 2013. 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/her self. 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 for each subject they appear. For this purpose, any one of the following documents should be submitted to the supervisor :

- (i) The National Identity Card issued by the Department of Registrations 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 in the language medium in which the candidate intends to sit the examination 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 timetable and admission cards for the examination to all candidates who have sent in duly completed applications before the closing date 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. A copy of the application form kept at your possession, copy of the receipt obtained at payment of Examination fee, name, address, national identity card number and the name of the examination. In case of the applicants outside Colombo, letter of the request furnishing the above particulars and a fax number to which a copy of the admission card is to be send to the Department of Examination through fax.

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. Travelling expenses will not be paid in this respect.

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

12.0. In case where an inconsistency or contradiction is observed among the Sinhala, Tamil and English phrases in this circular, the Sinhala phrase shall be the final.

K. V. P. M. J. GAMAGE,
Director General of Combined Services.
Ministry of Public Administration
and Home Affairs.

Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07,
17th September, 2013.

Specimen Application Form

EXAMINATION FOR PROMOTION OF OFFICERS IN
CLASS II OF PUBLIC MANAGEMENT ASSISTANTS'
SERVICE TO CLASS I - 2012(2013)

(For office use only)

Language Medium of Examination :

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the cage. It will not be allowed to change this subsequently)

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

(Indicate the town and the corresponding number in which you intend to sit the examination, as per para. 2.0 of the Gazette notification.)

- 1.0 1.1 Name with Initials :
Mr./Mrs./Miss : _____
(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 Names and Address of the Office/Department/
Institution : _____
(In English Block Capital)
- 1.6.2 Names and the Address of Office/Department/
Institution : _____
(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. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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) : _____
Office in which examination fee was paid : _____
Receipt No. : _____ Date : _____

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 04th November 2013 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 Examinations on conducting of this examination.

Signature of the Candidate.
(See the footnote)

Date : _____

Note.- 1. Period of service in Class II/II"A" of General Clerical Service or its paralled 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.

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.

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

Signature of the person attesting and official frank.

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

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 04th November 2013 and ;

He/she is eligible to sit the examination as per the notification published in the *Gazette* of Democratic Socialist Republic of Sri Lanka dated 04th October, 2013 ;

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

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

(iv) 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 Head of Department and Official Frank.

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

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE INTO CLASS II OF THE SERVICE - 2012 (2013)

IT is hereby notified that the 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 January 2014 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 promotion of officers in Class III of 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
Colombo	01
Kandy	05
Galle	07
Matara	08
Jaffna	10
Mannar	11
Mullativu	12
Trincomalee	14
Batticaloa	15
Kurunegala	18
Anuradhapura	19
Badulla	21
Ratnapura	24
Killinochchi	25

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.

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

4.0. *Eligibility.*— Officers in Class III of the service, who have been confirmed in their posts before 04th November 2013 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 :

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 :

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.

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.

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	55 marks

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>
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(i) Establishments Procedure	100	02 hours
(ii) Financial Systems	100	02 hours
(iii) General Paper	100	01 hour

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.

Establishment 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 offices, 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)

6.0 The Department of Examination will issue the result sheet including the results of all the candidates who have sat for the examination to the Director General of Combined Services, Ministry of Public Administration and Home Affairs. The lists of names of the candidates who have passed the examination 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 04th November 2013. 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 Candidates.*— Candidates will be required to prove their identity in the examination hall to the satisfaction of the

supervisor for each subject they offer. For this purpose, one of the following documents should be submitted to the supervisor :

- (i) The 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 or Divisional Secretariat to be credited to revenue Head 2003-02-13 of the Commissioner General of Examination 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 timetable 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. A copy of the application form kept at your possession, copy of the receipt obtained at payment of Examination fee, name, address, national identity card number and the name of the examination. In case of the applicants outside Colombo, letter of the request furnishing the above particulars and a fax number to which a copy of the admission card is to be send to the Department of Examination through fax.

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 travelling 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 Combine Services will be final in any matter not provided for in this notification.

K. V. P. M. J. GAMAGE,
 Director General of Combined Services.

Ministry of Public Administration
 and Home Affairs,
 Independence Square,
 Colombo 07,
 17th September, 2013.

(For office use only)

Specimen Application Form

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE IN TO CLASS II OF THE SERVICE – 2012(2013)

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

- Sinhala - 2
- Tamil - 3
- English - 4

(Indicate the relevant number in the cage. Candidates shall not be allowed to change this subsequently)

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.)

- 1.0 1.1 Name with Initials :
 Mr./Mrs./Miss : _____.
 (In English block capitals) Eg : SUNIL A. B.
- 1.2 Name with initials : _____.
 (In English block capitals)
- 1.3 Names 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 Names and the Address of the Office/Department/
Institution : _____.
(In English Block Capital)
(Admission cards will be sent to this address)

2.2 Names and the Address of Office/Department/
Institution : _____.
(In Sinhala/Tamil)

2.3 Postal town : _____.
(In English Block Capitals)

2.4 Telephone Number : _____.

(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.

3.0 3.1 Sex :

Female - 1

Male - 0

(Indicate the relevant number in the cage.)

Signature of the candidate.
(See the footnote)

Date : _____.

3.2 Date of birth :

Year : Month : 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.

4.0 National Identity Card No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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 2013.

5.0 Present Post :

5.1 Post : _____.

5.2 Number and the date of the Appointment letter : _____.

5.3 Date of confirmation in the post as an officer in Class III of the service : _____.

Signature and stamp of the
person attesting.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

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 : _____.

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 04th November, 2013 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 04th October, 2013.

(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.

Affix the receipt of 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 04th November 2013.

- (v) He/she has completed an active service period of 04 years, within which a satisfactory service has been completed as at 04th November 2013.

(Delete words inapplicable).

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

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

10-99/1

DEPARTMENT OF WILDLIFE CONSERVATION

The Open Competitive Examination for the Recruitment to the Posts of Wildlife Guard Non Technical - Segment 2 - 2013

IT is informed herewith that the closing date for calling applications for the Open Competitive Examination for the Recruitment to the Posts of Wildlife Guard Non Technical - Segment 2 in the Department of Wildlife Conservation - 2013 has been extended up to 22.10.2013.

H. D. RATHNAYAKE,
Director General of Wildlife Conservation.

10-61

MINISTRY OF YOUTH AFFAIRS AND SKILLS DEVELOPMENT

Department of Technical Education and Training

REGISTRATION OF EXTERNAL RESOURCE PERSONS AS LECTURERS/INSTRUCTORS ACADEMIC YEAR - 2014

APPLICATIONS are invited for the registration of External Resource Persons as Lecturers/Instructors in the Colleges of Technology/ Technical Colleges under this Department by the Directors/ Principals of Colleges of Technology/ Technical Colleges, indicated in the Schedule given at the end of this notice.

02. Specimen Application and list of subjects for which External Resource Persons are required, can be obtain from the Director/ Principal of the College of Technology/ Technical College where you wish to serve by sending him a self addressed stamped envelope (9" x 4"). The top left - hand corner of the envelope should be

marked "External Resource Persons". These particulars may also be obtained from the Principals in person.

03. The last date for obtaining these particulars will be 30th November, 2013.

04. General Information for Applicant :

(i) Applicants should note to give all particulars regarding their qualifications and experience in the Educational, Professional and Technical fields.

(ii) *Fees.* - Fees payable to External Resource Persons vary from Rs. 200 to Rs. 400 per hour in accordance with their experience, qualifications and level of the course they are selected to serve.

(iii) *Forwarding of Applications.* - Applications from officers in the Public Service should be forwarded through the Heads of their Departments/Institutes with an endorsement by the respective Heads to the effect that their selection of the applicant as an External Resource Persons will not affects their normal duties.

(iv) *Selections.* - Selections for these registrations will be may subsequent to interviews conducted by the Director/ Principals of the respective Colleges. Preference will be given to applicants with experience in teaching. Please note that the registration can be terminated according to requirements of the College by the Director/Principal, without giving any reasons and at any time during the Academic Year.

(v) Registered External Resource Persons should conduct internal examinations in their respective subjects without additional remuneration.

05. These registration are valid only for the Academic Year 2014 and may be terminated even earlier in accordance with the requirements.

06. If an applicant wishes to apply for more than one subject, separate applications should be sent for each such subject. All applications should be sent to Director/Principal of the appropriate College of Technology/ Technical College under registered Post to reach him before the closing date specified by him.

S. BALASUBRAMANIAM,
Director General,

Department of Technical Education and Training.

P. O. Box 557, Olcott Mawatha,
Colombo 10,
www.dtet.gov.lk

LIST OF COLLEGES OF TECHNOLOGY/TECHNICAL COLLEGES

<i>Serial No.</i>	<i>Technical College/College of Technology</i>	<i>Address</i>	<i>District</i>
01	Sri Lanka College of Technology	Olcott Mawatha, Colombo 10	Colombo
02	Galle College of Technology	Kaluwella, Galle	Galle
03	Kandy College of Technology	Aruppola, Kandy	Kandy
04	Jaffna College of Technology	Browns Road, Jaffna	Jaffna
05	Badulla College of Technology	Greenlane Drive, Badulla	Badulla
06	Anuradhapura College of Technology	New Town, Anuradhapura	Anuradhapura
07	Kurunegala College of Technology	Puttalam Road, Kurunegala	Kurunegala
08	Ampara Hardy College of Technology	Inginiyagala Road, Ampara	Ampara
09	Ratnapura College of Technology	Palm Gardens, Colombo Road, Ratnapura	Ratnapura
10	Kegalle Technical College	Kachcheri Road, Kegalle	Kegalle
11	Ratmalana Technical College	Galle Road, Ratmalana	Colombo
12	Matara Technical College	Meddewatta, Matara	Matara
13	Sammanthurai Technical College	Ampara Road, Sammanthurai	Ampara
14	Kalutara Technical College	Kalamulla, Kalutara	Kalutara
15	Warakapola Technical College	Ambagala Road, Warakapola	Kegalle
16	Kuliyapitiya Technical College	Pannala Road, Kuliyapitiya	Kurunegala
17	Pathadumbara Technical College	Navayalatenna, Katugastota	Kandy
18	Nuwara-Eliya Technical College	Jayathilaka Mawatha, Nuwara-Eliya	Nuwara-Eliya
19	Homagama Technical College	Godagama, Homagama	Colombo
20	Beliatta Technical College	Puwakdandawa, Beliatta	Hambantota
21	Hasalaka Technical College	Yodha Ela Road, Hasalaka	Kandy
22	Dambulla Technical College	Matale Road, Dambulla	Matale
23	Balapitiya Technical College	Station Road, Wandaduwa, Balapitiya	Galle
24	Wariyapola Technical College	Chilaw Road, Wariyapola	Kurunegala
25	Batticaloa Technical College	Manchantuduwai, Batticaloa	Batticaloa
26	Bandarawela Technical College	Wewathenna, Bandarawela	Badulla
27	Monaragala Technical College	Sirigala, Monaragala	Monaragala
28	Gampaha Technical College	Werellawatta, Yakkala	Gampaha
29	Trincomalee Technical College	Mihindupura, Trincomalee	Trincomalee
30	Dehiattakandiya Technical College	Mahawanawela, Dehiattakandiya	Ampara
31	Matale Technical College	M. C. Road, Matale	Matale
32	Weerawila Technical College	New Town, Weerawila	Hambantota
33	Medagama Technical College	Medagama (<i>via</i> Bibile)	Monaragala
34	Polonnaruwa Technical College	Vidyapura, Polonnaruwa	Polonnaruwa
35	Embilipitiya Technical College	New Town, Embilipitiya	Ratnapura
36	Vavuniya Technical College	Mannar Road, Vavuniya	Vavuniya
37	Akkaraipattu Technical College	Main Street, Akkarapattu	Ampara
38	Anamaduwa Technical College	Gamuda Bhumiya, Thammennagama, Anamaduwa	Puttalam
39	Mannar Technical College	* Please see the note below	Mannar

* Applicants, who apply for the Technical College Mannar should send their application to the principal, Vavuniya Technical College, Mannar Road, Vavuniya.

**MINISTRY OF YOUTH AFFAIRS AND SKILLS
DEVELOPMENT**

Department of Technical Education and Training

**ADMISSION OF STUDENTS TO COURSES CONDUCTED
AT COLLEGES OF TECHNOLOGY/TECHNICAL
COLLEGES - 2014**

APPLICATIONS are invited from eligible candidates for courses conducted in Colleges of Technology/Technical Colleges appearing in this *Gazette* Notification. Students for admission will be selected from among the applicants according to the qualifications and merit, and the place available in each course.

02. The prospective candidates are advised to prepare their own applications on a 13" x 8" sheet of paper in accordance with the "Specimen Application Form" given in this notification. As specified in item 13 in the specimen application form, each application should be affixed with a valid Rs. 10 stamp duly cancelled with the candidate's usual signature. Duly completed applications should be sent under **Registered Cover to reach the Director/Principal of the respective College of Technology/Technical College to which admission is sought to reach him on or before 30.11.2013. Applicants are advised not to submit applications to this department or to any officer's official or personal addresses.**

03. The top left hand corner of the envelope should be marked with the title of the course applied for, and its course code.

E.g.:- National Certificate in Engineering Draughtsmanship
Course - ETC05

04. Applications received after the prescribed date will be rejected.

05. Candidates are required to fill in their applications carefully with the Name and Code Number of the Course, College in which the course to be followed and the Medium of Instruction of the Course correctly. Requests made subsequently to change the College, Course or Medium of instruction will not be considered under any circumstances.

06. Fees will be charged from all those following Part Time and Evening Courses in the following manner :

- (i) Part-time/Evening Certificate Courses (more than one Year) Rs. 2,000 per year ;
- (ii) Part-time/Evening one year and Short Term Courses less than one year Rs. 1,500 per course.

07. Attention of all Candidates is invited to the Schedule of Courses appended at the end of this notification, which indicates the

nature of courses, eligibility requirements for each course, the colleges where the courses are conducted and medium of instruction. The addresses of Colleges of Technology/Technical Colleges where the courses are available are shown in the List of Colleges of Technology/Technical Colleges.

08. A candidate seeking admission to follow a course in these colleges should :-

- (i) be of excellent moral character ;
- (ii) be a citizen of Sri Lanka ;
- (iii) have fulfilled all the eligibility requirements for admission at the time of forwarding the application.

09. Suitable candidates will be selected on the results of an aptitude test and/or an interview.

10. Any documents or copies thereof, should not be submitted along with the application. Those candidates who fail to produce the necessary and acceptable documents to prove their eligibility at the interview will be deemed disqualified.

11. Subject to a maximum of Rs. 1,000 a month a stipend of Rs. 50 per day for attendance to classes will be paid to those who follow any full time course depending on parental income.

About 1,300 Full Time Day Course students from low income families are paid a bursary of Rs. 2,500 per year.

12. The candidate is held entirely responsible for the authenticity of his/her documents. Candidates who submit documents that have been tampered with or forged or not proved in fact will be severely dealt with.

13. To conduct all courses or Several Courses in this *Gazette* notification for the Academic Year 2014, in Colleges of Technology/Technical Colleges are subject to discretion of the Director General of Department of Technical Education and Training.

Candidates can apply for more than one course using separate application forms.

S. BALASUBRAMANIAM,
Director General,
Department of Technical Education and Training.

P. O. Box 557,
Olcott Mawatha,
Colombo 10.
www.dtet.gov.lk

List of Colleges of Technology/Technical Colleges

<i>Serial No.</i>	<i>Technical College/College of Technology</i>	<i>Address</i>	<i>District</i>
01.	Sri Lanka College of Technology	Olcott Mawatha, Colombo 10	Colombo
02.	Galle College of Technology	Kaluwella, Galle	Galle
03.	Kandy College of Technology	Aruppola, Kandy	Kandy
04.	Jaffna College of Technology	Browns Road, Jaffna	Jaffna
05.	Badulla College of Technology	Greenlane Drive, Badulla	Badulla
06.	Anuradhapura College of Technology	New Town, Anuradhapura	Anuradhapura
07.	Kurunegala College of Technology	Puttalam Road, Kurunegala	Kurunegala
08.	Ampara Hardy College of Technology	Inginiyagala Road, Ampara	Ampara
09.	Ratnapura College of Technology	Palm Gardens, Colombo Road, Ratnapura	Ratnapura
10.	Kegalle Technical College	Kachcheri Road, Kegalle	Kegalle
11.	Ratmalana Technical College	Galle Road, Ratmalana	Colombo
12.	Matara Technical College	Meddewatta, Matara	Matara
13.	Sammanthurai Technical College	Ampara Road, Sammanthurai	Ampara
14.	Kalutara Technical College	Kalamulla, Kalutara,	Kalutara
15.	Warakapola Technical College	Ambagala Road, Warakapola	Kegalle
16.	Kuliyapitiya Technical College	Pannala Road, Kuliyapitiya	Kurunegala
17.	Pathadumbara Technical College	Navayalatenna, Katugastota	Kandy
18.	Nuwara-Eliya Technical College	Jayathilaka Mawatha, Nuwara - Eliya,	Nuwara-Eliya
19.	Homagama Technical College	Godagama, Homagama,	Colombo
20.	Beliatta Technical College	Puwakdandawa, Beliatta	Hambantota
21.	Hasalaka Technical College	Yodha Ela Road, Hasalaka	Kandy
22.	Dambulla Technical College	Matale Road, Dambulla	Matale
23.	Balapitiya Technical College	Station Road, Wandaduwa, Balapitiya	Galle
24.	Wariyapola Technical College	Chilaw Road, Wariyapola	Kurunegala
25.	Batticaloa Technical College	Manchantuduwai, Batticaloa	Batticaloa
26.	Bandarawela Technical College	Wewathenna, Bandarawela,	Badulla
27.	Monaragala Technical College	Sirigala, Monaragala	Monaragala
28.	Gampaha Technical College	Werellawatta, Yakkala	Gampaha
29.	Trincomalee Technical College	Mihindupura, Trincomalee	Trincomalee
30.	Dehiattakandiya Technical College	Mahawanawela, Dehiattakandiya	Ampara
31.	Matale Technical College	M. C. Road, Matale	Matale
32.	Weerawila Technical College	New Town, Weerawila	Hambantota
33.	Medagama Technical College	Medagama, (via Bibile)	Monaragala
34.	Polonnaruwa Technical College	Vidyapura, Polonnaruwa	Polonnaruwa
35.	Embilipitiya Technical College	New Town, Embilipitiya	Ratnapura
36.	Vavuniya Technical College	Mannar Road, Vavuniya	Vavuniya
37.	Akkarapattu Technical College	Main Street, Akkarapattu	Ampara
38.	Anamaduwa Technical College	Gamuda Bhumiya, Thammennagama, Anamaduwa	Puttalam
39.	Mannar Technical College	* Please see the note below	Mannar

* Applicants, who apply for the Technical College Mannar should sent their application to “the Principal, Vavuniya Technical College, Mannar Road, Vavuniya.”

SPECIMEN APPLICATION FORM

APPLICATION FOR ADMISSION TO COLLEGES OF TECHNOLOGY/TECHNICAL COLLEGES ACADEMIC YEAR – 2014

For Official use only

(Applications must be directed to the Director/Principal of the relevant College of Technology/Technical College. Addresses of Colleges of Technology/Technical Colleges are given in the List of Colleges of Technology/Technical Colleges)
(Each Course applied for should be in a separate application)

01. Name of the College of Technology/Technical College :———.
02. Name of the Course applied :———. (Full Time Day/ Evening/Part Time)
Medium :———. Code No. :———.

03. Applicant's Name with Initials :————.
04. Names indicated by Initials :————.
05. Permanent Address :————.
06. Contact No. :————. E-mail :————.
07. National Identity Card No. :————.
08. District :————. Electorate :————.
Gramaniladari Division :————.
09. Date of Birth : Year :————, Month :————, Date :————.
Age as at 01.01.2014 : Years :————, Months :————, Days :————.
10. Male/Female :————.

11. Educational Qualifications :

(A) G. C. E. (O/L) Results (Not more than two attempts)

<i>Index No.</i>	<i>Year</i>	<i>Subjects</i>	<i>Grade</i>

(B) G. C. E. (A/L) Results (In one attempt) :-

<i>Index No.</i>	<i>Year</i>	<i>Subjects</i>	<i>Grade</i>

(C) Number of G. C. E. (A/L) sittings :————.

(D) Highest grade/year passed if the applicant has not obtained the qualifications mentioned in (A) above :-

Grade :————, Year :————.

12. Only for Evening and Part Time Courses :

To be filled only for courses for which employment is a requirement

- 12.1 Applicant's Name :————.
- 12.2 Post held at present and the Date of Appointment to the Post :————.
If self employed, the type of employment :————.
- 12.3 Work place and its address :————.
- 12.4 Employee Provident Fund No. :————.
Employee Trust Fund No. :————.

I certify that the above applicant is an employee in this Institute/Office,

- 12.5 Name of the Employer :————.
- 12.6 Designation :————.
- 12.7 Signature :————. Official Seal :————.
- 12.8 Date :————.

13. *Applicant's Declaration :*

I hereby certify that the information given in this application is true to my knowledge , and I have obtained the qualifications required for the course applied for. Further I agree with the scheme of selection of students to Colleges of Technology/Technical Colleges and to accept the decision of the Director General of the Department of Technical Education and Training as final.

Date : _____.

_____,
Applicant's Signature.

Stamp to the value of Rs. 10 should be affixed here and cancelled by signing on it.

SCHEDULE OF COURSES CONDUCTED IN COLLEGES OF TECHNOLOGY/TECHNICAL COLLEGES – 2014

Engineering Technician Studies Courses :

Full Time Courses

<i>Serial No.</i>	<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualifications</i>	<i>Colleges where the Course is Available and Medium</i>
01	ETB 03	National Diploma in Agriculture Full Time Day Two Years and 06 months * Course with National Vocational Qualification (NVQ) *Teaching in the first year is conducted in Sinhala/ Tamil medium second year in English medium Should have completed the NVQ Level 3/4 modules and have passed the assessments before obtain NVQ Level 5 certificate.	1. G. C. E. (O/L) Examination in Six (06) subjects including Agriculture, with four Credit passes in one sitting. The four credit passes should be for the following subjects: First Language, Mathematics, Science and Social Studies or any of the following subjects :- Agriculture, Horticulture, Animal Husbandry, Food Science and Food Technology, Fresh Water (inland) Bio Resource Technology, Oceanic (Marine) Bio Resource Technology ; <i>or</i> Should passed at least Three Ordinary passes in one sitting at the G. C. E. (A/L) Examination. The subjects should be any three of the following : Biology, Zoology, Botany, Chemistry, Physics, Agriculture 2. Age should be between 17 and 29 years as on 01.01.2014.	English Medium Dambulla, Kuliyapitiya
02	ETC 01	National Certificate for Industrial Technicians (Civil Engineering) Full Time Day Two Years *Course with National Vocational Qualification (NVQ) Should have completed the NVQ Level 3/4 modules and have passed the assessments before obtain NVQ Level 5 certificate.	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings with four Credit passes including Science, Mathematics, Medium Language and English Language. At least five (5) subjects should be passed in one sitting ; <i>or</i> Merit pass in any National Certificate in Engineering Craft Practice 2 years course ; <i>or</i> Pass in any National Certificate in Engineering Craft Practice Course with Credit passes in Science and Mathematics at G. C. E. (O/L). Candidates will be selected by an aptitude test. 2. Age should be between 17 and 29 years as on 01.01.2014.	English Medium Kandy, Ratmalana

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
03	ETC 02	National Certificate for Industrial Technicians (Electrical Engineering) Full Time Day Two Years *Course with National Vocational Qualification (NVQ) Should have completed the NVQ Level 3/4 modules and have passed the assessments before obtain NVQ Level 5 certificate.	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings with four Credit passes including Science, Mathematics, Medium Language and English Language. At least five (5) subjects should be passed in one sitting ; <i>or</i> Merit pass in any National Certificate in Engineering Craft Practice 2 year course ; <i>or</i> Pass in any National Certificate in Engineering Craft Practice Course with Credit passes in Science and Mathematics at G. C. E. (O/L). Candidates will be selected by an aptitude test. 2. Age should be between 17 and 29 years as on 01.01.2014.	English Medium Kandy, Ratmalana
04	ETC 03	National Certificate for Industrial Technicians (Mechanical Engineering Production Technology) Full Time Day Two Years *Course with National Vocational Qualification (NVQ) Should have completed the NVQ Level 3/4 modules and have passed the assessments before obtain NVQ Level 5 certificate.	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings with four Credit passes including Science, Mathematics, Medium Language and English Language. At least five (5) subjects should be passed in one sitting ; <i>or</i> Merit pass in any National Certificate in Engineering Craft Practice 2 year course ; <i>or</i> Pass in any National Certificate in Engineering Craft Practice Course with Credit passes in Science and Mathematics at G. C. E. (O/L). Candidates will be selected by an aptitude test. 2. Age should be between 17 and 29 years as on 01.01.2014	English Medium Kandy, Ratmalana
05	ETC 05	National Certificate in Engineering Draughtsmanship Full Time Day One Year *Course with National Vocational Qualification (NVQ)	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings. The six (6) subjects should be - (a) Sinhala/Tamil/English ; (b) Mathematics and Science ; (c) Three other Subjects and Have passed 02 subjects in G. C. E. (A/L) in not more than two sittings 2. Age should be between 17 and 29 years as on 01.01.2014.	Sinhala Medium Ampara, Anamaduwa, Anuradhapura, Badulla, Balapitiya, Bandarawela, Beliatta, Dambulla, Dehiattakandiya, Galle, Gampaha, Hasalaka, Homagama, Kalutara, Kandy, Kegalle, Kuliyapitiya, Kurunegala, Maradana, Matale, Moneragala,

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
				Nuwara Eliya, Polonnaruwa, Ratmalana, Ratnapura, Warakapola, Weerawila, Embilipitiya, Trincomalee, Matara, Wariyapola, Pathadumbara
				<u>Tamil Medium</u> Batticaloa, Sammanthurai, Trincomalee, Vavuniya, Jaffna, Akkaraipattu,
06	ETC 07	National Certificate in Jewellery Manufacture Full Time Day One Year * Course with National Vocational Qualification-(NVQ)	1. Passes in four (4) subjects at the G. C. E. (O/L) Examination in one sitting ; <i>or</i> should have passed year 09 and experience in the relevant field. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Beliatta, Maradana
07	ECC 40	Certificate in Landscaping for Junior Supervisors Full Time Day One Year * Course with National Vocational Qualification (NVQ)	1. Should have passed G. C. E. (O/L) Examination ; <i>or</i> Have passed the National Certificate in Landscaping Technology Craft Level III Course conducted in any of the Vocational Training Centers attached to VTA. 2. Age should be between 18 and 35 years as on 01.01.2014.	<u>Sinhala Medium</u> Beliatta, Galle, Warakapola, Kegalle
PART TIME COURSES				
08	ETC 01.1	National Certificate in Technology (Civil Engineering) Part Time Three years (Restricted to those employed in the relevant field.) * Course with National Vocational Qualification - (NVQ)	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings. Six (6) subjects should be – (a) Sinhala/Tamil/English Language ; (b) Mathematics and Science ; (c) Three other Subjects ; <i>or</i> equivalent qualifications. 2. Age should not be less than 17 years as on 01.01.2014.	<u>English Medium</u> Ampara, Anuradhapura, Badulla, Balapitiya, Beliatta, Dambulla, Embilipitiya, Galle, Gampaha, Hasalaka, Homagama, Kalutara, Kandy, Kegalle, Kurunegala, Maradana, Matara, Moneragala, Nuwera-Eliya, Matale, Polonnaruwa,

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
		* Teaching in the first year is conducted in Sinhala/Tamil medium and the second and third year in English medium		Ratmalana, Ratnapura, Warakapola, Weerawila, Trincomalee, Anamaduwa, Bandarawela, Kuliyapitiya, Batticaloa, Sammanthurai, Vavuniya, Jaffna, Akkaraipattu
09	ETC 02.1	National Certificate in Technology (Electrical Engineering) Part time Three Years (Restricted to those employed in the relevant field.) * Course with National Vocational Qualification (NVQ) * Teaching in the first year is conducted in Sinhala/Tamil medium and the second and third year in English medium	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings. Six (6) subjects should be :- (a) Sinhala/Tamil/English Language, (b) Mathematics and Science, (c) Three other Subjects ; <i>or</i> equivalent qualification <i>or</i> Have passed the National Certificate in Engineering Craft Practice Full time Day 2 year-Electrician course or Radio, TV and Electronics course conducted at Technical Colleges under the Department of Technical Education and Training. 2. Age should not be less than 17 years as on 01.01.2014.	English Medium Ampara, Anuradhapura, Badulla, Balapitiya, Galle, Gampaha, Homagama, Kalutara, Kandy, Kegalle, Kurunegala, Maradana, Matara, Ratmalana, Ratnapura, Warakapola, Trincomalee, Batticaloa, Sammanthurai, Jaffna, Vavuniya, Akkaraipattu
10.	ETC 03.1	National Certificate in Technology (Mechanical Engineering - Production Technology) Part Time Three Years (Restricted to those employed in the relevant field.) * Course with National Vocational Qualification - (NVQ) * Teaching in the first year is conducted in Sinhala/Tamil medium and the second and third year in English medium	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings. Six (06) subjects should be :- (a) Sinhala/Tamil/English Language, (b) Mathematics and Science, (c) Three other subjects ; <i>or</i> equivalent qualifications <i>or</i> Have passed the National Certificate in Engineering Craft Practice Full time Day 2 year-Motor Vehicle Mechanic/General Machinist/Fitter Machinist course conducted at Technical Colleges under the Department of Technical Education and Training. 2. Age should not be less than 17 years as on 01.01.2014.	English Medium Kandy, Ratmalana, Kegalle, Jaffna

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
11.	ETC 03.1	National Certificate in Technology (Mechanical Engineering - Auto Mobile Technology) Part Time Three Years (Restricted to those employed in the relevant field.) * Course with National Vocational Qualification - (NVQ) * Teaching in the first year is conducted in Sinhala/Tamil medium and the second and third year in English medium	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings. Six (06) subjects should be :- (a) Sinhala/Tamil/English Language, (b) Mathematics and Science, (c) Three other subjects ; <i>or</i> equivalent qualifications <i>or</i> Have passed the National Certificate in Engineering Craft Practice Full time Day 2 year-Motor Vehicle Mechanic/General Machinist/Fitter Machinist course conducted at Technical Colleges under the Department of Technical Education and Training. 2. Age should not be less than 17 years as on 01.01.2014.	English Medium Maradana, Ampara, Kurunegala, Galle, Matara, Warakapola, Batticaloa, Jaffna, Homagama, Gampaha, Beliatta, Sammanthurai
12.	ETC 03.1	National Certificate in Technology (Mechanical Engineering - Ref and Air Conditions Technology) Part Time Three Years (Restricted to those employed in the relevant field.) * Course with National Vocational Qualification - (NVQ) * Teaching in the first year is conducted in Sinhala/Tamil medium and the second and third year in English medium	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings. Six (06) subjects should be :- (a) Sinhala/Tamil/English Language, (b) Mathematics and Science, (c) Three other subjects ; <i>or</i> equivalent qualifications <i>or</i> Have passed the National Certificate in Engineering Craft Practice Full time Day 2 year-Motor Vehicle Mechanic/General Machinist/Fitter Machinist course conducted at Technical Colleges under the Department of Technical Education and Training. 2. Age should not be less than 17 years as on 01.01.2014.	English Medium Ratnapura, Anuradhapura, Galle, Kalutara, Batticaloa, Beliatta, Sammanthurai
13.	ETC 04.1	National Certificate in Technology (Quantity Surveying) Part Time Three Years (Restricted to those employed in the relevant field.) * Course with National Vocational Qualification - (NVQ)	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings. Six (06) subjects should be :- (a) Sinhala/Tamil/English Language (b) Mathematics and Science (c) Three other Subjects ; <i>or</i> equivalent qualifications 2. Age should not be less than 17 years as on 01.01.2014.	English Medium Anuradhapura, Badulla, Balapitiya, Beliatta, Galle, Gampaha, Homagama, Kalutara, Kandy, Kegalle, Kurunegala, Maradana, Matara, Moneragala, Ratmalana,

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
		* Teaching in the first year is conducted in Sinhala/Tamil medium and the second and third year in English medium		Ratnapura, Trincomalee, Warakapola, Weerawila, Matale Embilipitiya, Batticaloa, Jaffna, Sammanthurai, Vavuniya, Akkaraipattu

Engineering Craft Studies Courses :

FULL TIME COURSES

01.	ECC 08	National Certificate in Engineering Craft Practice-(Electronics) Full Time Day Two Years * Course with National Vocational Qualification - NVQ	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics and Medium Language in not more than two sittings 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Anuradhapura, Badulla, Bandarawela, Beliatta, Galle, Gampaha, Hasalaka, Kalutara, Kandy, Kegalle, Kurunegala, Maradana, Matara Nuwara-Eliya, Polonnaruwa, Rathmalana, Ratnapura, Warakapola, Embilipitiya, Trincomalee, Matale <u>Tamil Medium</u> Maradana, Jaffna, Vavuniya
02.	ECC10	National Certificate in Engineering Craft Practice- (Fitter Machinist) Full Time Day Two Years * Course with National Vocational Qualification- (NVQ)	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics and Medium Language in not more than two sittings 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Galle, Kegalle, Kuliyapitiya, Kurunegala, Kalutara, Matara, Polonnaruwa, Warakapola, Badulla, Rathnapura <u>Tamil Medium</u> Sammanthurai
03.	ECC13	National Certificate in Engineering Craft Practice- (Industrial Electrician) Full Time Day Two Years	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics and Medium Language in not more than two sittings ; <i>or</i> Have passed the House Wiring Course Conducted in any Vocational Training Centers attached to VTA,	<u>Sinhala Medium</u> Ampara, Anuradhapura, Embilipitiya, Gampaha, Homagama, Kuliyapitiya, Maradana,

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
		* Course with National Vocational Qualification- (NVQ)	2. Age should be between 17 and 29 years as on 01.01.2014.	Nuwara-Eliya, Polonnaruwa Ratmalana, Trincomalee, Pathadumbara, Weerawila, Matale, Monaragala, Kandy, Kurunegala, Kalutara, Galle, Balapitiya, Matara, Beliatta, Rathnapura, Kegalle, Badulla, Bandarawela, Warakapola, Dambulla <u>Tamil Medium</u> Batticaloa, Jaffna, Vavuniya
04	ECC 18	National Certificate in Engineering Craft Practice- (Motor Vehicle Mechanic) Full Time Day Two Years * Course with National Vocational Qualification - (NVQ)	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics and Medium Language in not more than two sittings. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Ampara, Anuradhapura, Badulla, Bandarawela, Beliatta, Dambulla, Embilipitiya, Galle, Gampaha, Hasalaka, Homagama Kalutara, Kandy, Kegalle, Kuliyapitiya, Kurunegala Maradana, Matara, Moneragala, Nuwara Eliya, Polonnaruwa, Ratmalana, Ratnapura, Warakapola, Matale, Trincomalee, Weerawila <u>Tamil Medium</u> Jaffna, Trincomalee, Mannar, Sammanthurai, Vavuniya
05	ECC 02	National Certificate in Engineering Craft Practice- (Gas and Arc Welder)	1. Should have completed year 10 ; <i>or</i> Have passed the Welder Course conducted in any of the Vocational Training Centres attached to VTA	<u>Sinhala Medium</u> Ampara Anamaduwa, Anuradhapura, Badulla, Balapitiya

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
		Full Time Day One Year	2. Age should be between 17 and 29 years as on 01.01.2014.	Bandarawela, Beliatta, Dambulla Dehiattakandiya, Embilipitiya, Galle, Gampaha, Hasalaka, Homagama, Kalutara, Kandy, Kegalle, Kuliyapitiya, Kurunegala, Maradana, Matara, Moneragala, Polonnaruwa, Ratmalana, Ratnapura, Trincomalee, Warakapola, Wariyapola, Weerawila, Pathadumbara, Nuwara-Eliya
		* Course with National Vocational Qualification - (NVQ)		<u>Tamil Medium</u> Jaffna, Mannar, Batticaloa, Trincomalee, Vavuniya
06	ECC 09	National Certificate in Engineering Craft Practice- (Plumber)	1. Should have completed year 10 ; <i>or</i> Have passed the Plumbing Course conducted in any of the Vocational Training Centres attached to VTA	<u>Sinhala Medium</u> Ampara, Anuradhapura, Dehiattakandiya, Embilipitiya, Homagama, Nuwara-Eliya, Polonnaruwa, Ratnapura, Monaragala, Matara, Beliatta, Kegalle, Galle, Badulla, Kuliyapitiya, Dambulla, Kurunagala, Ratmalana, Gampaha, Bandarawela, Anamaduwa, Trincomalee
		Full Time Day One Year	2. Age should be between 17 and 29 years as on 01.01.2014.	
		* Course with National Vocational Qualification - (NVQ)		<u>Tamil Medium</u> Batticaloa, Trincomalee, Jaffna, Sammanthurai, Vavuniya, Nuwara-Eliya, Badulla

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
07	ECC 05	National Certificate in Engineering Craft Practice-(Refrigeration and Air Conditioning Mechanic) Full Time Day One Year * Course with National Vocational Qualification - (NVQ)	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics, Science and Medium Language in not more than two sittings. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Anuradhapura, Bandarawela, Beliatta, Embilipitiya, Galle, Gampaha, Homagama, Kalutara, Kandy, Kegalle, Matara, Polonnaruwa, Ratnapura, Maradana, Hasalaka Kuliyapitiya, Rathmalana, Matale, Trincomalee <u>Tamil Medium</u> Batticaloa, Sammanthurai, Trincomalee, Mannar
08	ECC 06	National Certificate in Engineering Craft Practice-(Wood Machinist) Full Time Day One Year * Course with National Vocational Qualification - (NVQ)	1. Should have completed year 10 ; <i>or</i> have passed the Carpenter Course conducted in any of the Vocational Training Centres attached to VTA. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Anuradhapura, Dehiattakandiya, Embilipitiya, Homagama, Kuliyapitiya, Polonnaruwa, Ratnapura, Wariyapola, Anamaduwa, Nuwara-Eliya, Bandarawela, Galle, Balapitiya, Matara, Beliatta, Kegalle, Badulla, Monaragala, Ratmalana <u>Tamil Medium</u> Batticaloa, Sammanthurai, Badulla
09	ECC 14	National Certificate in Engineering Craft Practice - (Construction Craftsman) Full Time Day One Year * Course with National Vocational Qualification - (NVQ)	1. Should have completed year 10 ; <i>or</i> have passed the Masonry Course conducted in any of the Vocational Training Centres attached to VTA 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Anuradhapura, Anamaduwa, Bandarawela, Embilipitiya, Wariyapola, Ratnapura, Polonnaruwa Kuliyapitiya, Ratmalana, Homagama, Galle, Balapitiya,

<i>Serial No.</i>	<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualifications</i>	<i>Colleges where the Course is Available and Medium</i>
				Matara, Beliatta, Kegalle, Badulla, Monaragala, Kurunegala <u>Tamil Medium</u> Batticaloa, Sammanthurai
10.	ECS 21	Certificate in Aluminium Fabrication Full Time Day Six Months * Course with National Vocational Qualification - (NVQ)	1. Should have passed Year 10. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Anuradhapura, Gampaha, Homagama, Kandy, Kurunegala, Matara, Matale, Ratmalana, Warakapola, Balapitiya, Beliatta, Monaragala <u>Tamil Medium</u> Nuwara-Eliya, Ampara, Batticaloa, Mannar
11.	ECC 22	Certificate in Electrical Trade Full Time Day One Year *Course with National Vocational Qualification - (NVQ)	1. G. C. E. (O/L) Examination in Six (06) subjects in not more than two sittings. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Anamaduwa, Dehiattakandiya, Ratnapura, Wariyapola, Trincomalee, Kalutara, Kegalle, Homagama <u>Tamil Medium</u> Sammanthurai, Jaffna
12.	ECS 26	Certificate in Motor Cycle and Scooter Repairing Full Time Day One Year * Course with National Vocational Qualification - (NVQ)	1. Should have passed Year 09. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Anuradhapura, Beliatta, Dehiattakandiya, Kegalle, Kurunegala, Matale, Pathadumbara, Trincomalee, Bandarawela, Weerawila <u>Tamil Medium</u> Jaffna, Batticaloa, Vavuniya, Trincomalee

<i>Serial No.</i>	<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualifications</i>	<i>Colleges where the Course is Available and Medium</i>
13.	MCC 08	Certificate in Footwear Making Full Time Day One Year * Course with National Vocational Qualification - (NVQ)	1. Should have passed Year 09. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Ampara, Embilipitiya, Medagama
14.	ECC 21	Certificate in House Hold Electrical Appliances Repairing Full Time Day Six Months * Course with National Vocational Qualification - (NVQ)	1. Should have passed Year 10. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Anuradhapura, Pathadumbara, Trincomalee, Dehiattakandiya <u>Tamil Medium</u> Trincomalee, Nuwara-Eliya, Vavuniya
15.	ECC 26	Certificate in Machining Full Time Day One Year * Course with National Vocational Qualification - (NVQ)	1. Should have passed Year 10. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Anuradhapura, Bandarawela, Gampaha, Embilipitiya, Homagama, Kandy Kalutara, Maradana, Ratmalana, Rathnapura, Dambulla, Warakapola, Dehiattakandiya, Matara, Nuwara-Eliya <u>Tamil Medium</u> Batticaloa, Jaffna
16.	ECC20	Certificate in Automobile Painting Full Time Day Six Months * Course with National Vocational Qualification - (NVQ)	1. Should have passed Year 10. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Kurunegala, Dehiattakandiya
17.	ECC17	Certificate in Automobile Tinkering Full Time Day Six Months * Course with National Vocational Qualification - (NVQ)	1. Should have passed Year 10. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Kurunegala,

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
18	ECC34	Agriculture Equipment Mechanic Full Time Day One Year * Course with National Vocational Qualification - (NVQ)	1. Should have passed Year 10. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Anuradhapura, Dehiattakandiya
19	ECC19	National Certificate in Building Construction Technology - Craft Practice (Multi Skill) Full Time Day One Year	1. G. C. E. (O/L) Examination in Six (06) subjects with passes in Mathematics and Medium Language in not more than two sittings. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Balapitiya, Warakapola, Kalutara, Kegalle, Kandy, Galle, Matara, Gampaha, Ratnapura <u>Tamil Medium</u> Jaffna, Sammanthurai
20	ECC 16	Certificate in Fruits and Vegetable Processor Full Time Day Six months * Course with National Vocational Qualification – (NVQ)	1. G. C. E. (O/L) Examination in Six (06) subjects with passes in Mathematics, Science, Medium Language and English in not more than two sittings. Should have a credit pass in Science. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Kandy <u>Tamil Medium</u> Jaffna
PART TIME COURSES				
21	ECC 34.1	Agriculture Equipment Mechanic Part Time One Year * Course with National Vocational Qualification - (NVQ)	1. Should have passed Year 10. 2. Age should not be less than 17 years as on 01.01.2014.	<u>Sinhala Medium</u> Dehiattakandiya, Anuradhapura <u>Tamil Medium</u> Jaffna

Business Studies Courses :

FULL TIME COURSES

01	BSB 03	National Diploma in Accounting Full Time Day Two Years * Course with National Vocational Qualification - (NVQ)	1. G. C. E. (O/L) Examination in six (06) subjects with passes in Mathematics and G. C. E (A/L) Examination in Two (02) subjects with passes in one (01) of (i) Accounting (ii) Combined Maths (iii) Business Studies (iv) Economics (v) Business Statistic 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Maradana, Galle, Kandy, Ampara, Ratnapura <u>Tamil Medium</u> Jaffna
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Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
02	BSC 04	National Certificate for Accounting Technicians Full Time Day One Year * Course with National Vocational Qualification – (NVQ)	1. G. C. E. (O/L) Examination in Six (6) Subjects with passes in Mathematics and Medium Language in one sitting. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Anuradhapura, Balapitiya, Beliatta, Dambulla, Galle, Hasalaka, Homagama, Kalutara, Kandy, Kegalle, Kuliyaipitiya, Kurunegala, Maradana, Matale, Matara, Nuwara Eliya, Polonnaruwa, Ratnapura, Ampara, Warakapola, Gampaha, Trincomalee. <u>Tamil Medium</u> Batticaloa, Jaffna, Sammanthurai, Trincomalee, Vavuniya, Maradana, Akkaraipattu
03	BSC 06	National Certificate in Secretarial Practice (English) Full Time Day One Year Students who successfully complete this course are eligible to follow the National Diploma in Secretarial Practice Course, conducted by the Sri Lanka Institute of Advanced Technical Education * Course with National Vocational Qualification – (NVQ)	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics and Medium Language in not more than two sittings. Should have a Credit pass in English. (i) Competency in spoken & written English will be considered. (ii) Candidates will have to sit a written test if so decided by the authorities. (iii) Female candidates are preferred. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>English Medium</u> Badulla, Balapitiya, Batticaloa, Kalutara, Kandy, Kuliyaipitiya, Kurunegala, Maradana, Warakapola, Jaffna, Homagama, Gampaha, Galle, Matara, Beliatta, Kegalle, Matale, Anuradhapura, Sammanthurai.
04	BSC 13	National Certificate in Shorthand, Typewriting and Computing-Sinhala Full Time Day One Year	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics and Medium Language in not more than two sittings. Should have a Credit pass in Sinhala. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Ampara, Anuradhapura, Beliatta, Dambulla Dehiattakandiya, Galle, Kalutara, Kandy, Kuliyaipitiya, Maradana, Medagama, Moneragala, Pathadumbara, Trincomalee, Kegalle, Warakapola.

<i>Serial No.</i>	<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualifications</i>	<i>Colleges where the Course is Available and Medium</i>
05	BSC 14	National Certificate in Shorthand, Typewriting and Computing-Tamil Full Time Day One Year	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings with passes in Medium Language and Mathematics ; Should have a Credit pass for Tamil Language. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Tamil Medium</u> Batticaloa, Maradana, Sammanthurai, Trincomalee, Vavuniya, Jaffna, Akkaraipattu.
06	BSC 05	National Certificate in Marketing Full Time Day One Year	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings with passes in Mathematics, Medium Language and English Language. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>English Medium</u> Batticaloa, Galle, Kandy, Matara, Kuliyapitiya, Sammanthurai, Trincomalee, Kegalle, Akkaraipattu.
PART TIME COURSES				
07	BSC 04.1	National Certificate for Accounting Technicians Part Time - One Year (Restricted to employees in an office of a recognized firm, Government Department / Corporation or Local Authority or any other recognized Institute.) * Course with National Vocational Qualification - (NVQ)	1. G. C. E. (O/L) Examination is Six (06) Subjects in not more than two sittings with a pass for Mathematics and Medium Language. 2. Age should not be less than 18 years as on 01.01.2014.	<u>Sinhala Medium</u> Ampara, Moneragala, Kegalle. <u>Tamil Medium</u> Trincomalee, Vavuniya, Batticaloa, Jaffna, Akkaraipattu, Sammanthurai.
08	BSC 13.1	National Certificate in Shorthand, Typewriting and Computing - (Sinhala) Part Time - One Year (Restricted to those who are engaged in Stenography/Typing or in an allied field)	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics and Medium Language in not more than two sittings. Should have a Credit pass in Sinhala 2. Age should not be less than 17 years as on 01.01.2014.	<u>Sinhala Medium</u> Warakapola, Kegalle, Trincomalee.
09	BSC 14.1	National Certificate in Shorthand, Typewriting and Computing - (Tamil) Part Time - One Year (Restricted to those who are engaged in Stenography/Typing or in an allied field)	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings with passes in Medium Language and Mathematics. Should have a Credit Pass for Tamil Language. 2. Age should not be less than 17 years as on 01.01.2014.	<u>Tamil Medium</u> Batticaloa, Jaffna, Akkaraipattu, Sammanthurai, Trincomalee.

<i>Serial No.</i>	<i>Code No.</i>	<i>Name of Course</i>	<i>Admission Qualifications</i>	<i>Colleges where the Course is Available and Medium</i>
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General Studies Courses

FULL TIME COURSES

01	ESC 01	National Certificate in English for Commerce, Industry and Further Education Full Time - Day One Year Students who successfully complete this course are eligible to follow the National Diploma in English Course, conducted by the Sri Lanka Institute of Advanced Technical Education	1. G. C. E. (O/L) Examination in Six (6) Subjects including English in not more than two sittings. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>English Medium</u> Ampara, Anamaduwa, Anuradhapura, Badulla, Balapitiya, Bandarawela, Batticaloa, Beliatta, Dambulla, Dehiattakandiya, Embilipitiya, Galle, Gampaha, Hasalaka, Homagama, Kalutara, Kandy, Kegalle, Kuliyapitiya, Kurunegala, Maradana Matale, Matara, Medagama, Moneragala, Nuwara Eliya, Pathadumbara, Polonnaruwa, Ratnapura, Sammanthurai, Trincomalee, Vavuniya, Warakapola, Wariyapola, Weerawila, Ratmalana, Jaffna, Akkaraipattu, Mannar.
02	MCC 09	National Certificate in Japanese Language Full Time - Day One Year	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Japanese Medium</u> Galle
03	MCC 07	National Certificate in Korean Language Full Time - Day One Year	1. G. C. E. (O/L) Examination in Six (6) subjects in not more than two sittings. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Korean Medium</u> Galle, Kegalle Beliatta, Warakapola, Kuliyapitiya, Matara, Ampara, Anuradhapura, Jaffna, Akkaraipattu.

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
04	ECC 03	Certificate in Computer Hardware Full Time Day Six Months * Course with National Vocational Qualification - (NVQ)	<ol style="list-style-type: none"> G. C. E. (O/L) Examination in Six (06) subjects with passes in Mathematics, Science, Medium Language and English Language in not more than two sittings. Should have completed Basic Computer Science Course. Age should be between 17 and 29 years as on 01.01.2014. 	<p><u>Sinhala Medium</u> Galle, Kuliyaipitiya, Maradana, Moneragala, Kandy, Kurunegala.</p> <p><u>Tamil Medium</u> Batticaloa.</p>
05	ECC 04	Certificate in Computer Networking Full Time Day Six Months * Course with National Vocational Qualification - (NVQ)	<ol style="list-style-type: none"> G. C. E. (O/L) Examination in Six (06) subjects with passes in Mathematics, Science, Medium Language and English Language in not more than two sittings. Should have completed Basic Computer Science Course. Age should be between 17 and 29 years as on 01.01.2014. 	<p><u>Sinhala Medium</u> Galle, Kandy, Maradana, Bandarawela, Polonnaruwa.</p> <p><u>Tamil Medium</u> Jaffna.</p>
06	ECC 31	Certificate in Computer Graphic Designing Full Time Day Six Months * Course with National Vocational Qualification - (NVQ)	<ol style="list-style-type: none"> G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics, Science, Medium Language and English Language in not more than two sittings. Should have completed basic Computer Science Course. Age should be between 17 and 29 years as on 01.01.2014. 	<p><u>Sinhala Medium</u> Maradana, Wariyapola.</p>
PART TIME COURSES				
07	ESC 01.1	National Certificate in English for Commerce, Industry and Further Education. Part Time - Two Years	<ol style="list-style-type: none"> G. C. E. (O/L) Examination in Six (06) Subjects in not more than two sittings. (Special consideration will be given to those employed in a supervisory capacity in an Industrial, Commercial or any similar establishment or those who were employed in a similar capacity at an earlier date and those who may qualify for promotion after successful completion of the Course). A basic knowledge of English is essential. Age should not be less than 17 years as on 01.01.2014. 	<p><u>English Medium</u> Ampara, Badulla, Batticaloa, Beliatta, Dehiattakandiya, Embilipitiya, Galle, Gampaha, Kalutara, Kandy, Kegalle, Kuliyaipitiya, Matale, Moneragala, Polonnaruwa, Ratnapura, Sammanthurai, Trincomalee, Vavuniya, Warakapola, Weerawila, Jaffna, Akkaraipattu, Nuwara-Eliya, Hasalaka.</p>

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
08	ECC 03.1	Certificate in Computer Hardware Part Time 720 hours * Course with National Vocational Qualification - (NVQ) (Restricted to those employed in the relevant field)	1. G. C. E. (O/L) examination in Six (6) subjects with passes in Mathematics, Science, Medium Language and English Language in not more than two sittings. 2. Should have completed basic Computer Science Course 3. Age should not be less than 17 years as on 01.01.2014.	<u>Sinhala Medium</u> Galle, Dehiattakandiya. <u>Tamil Medium</u> Sammanthurai.
09	ECC 04.1	Certificate in Computer Networking Part Time 720 hours * Course with National Vocational Qualification - (NVQ) (Restricted to those employed in the relevant field)	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics, Science, Medium Language and English Language in not more than two sittings 2. Should have completed basic Computer Science Course. 3. Age should not be less than 17 years as on 01.01.2014.	<u>Sinhala Medium</u> Galle. <u>Tamil Medium</u> Sammanthurai.

Special Courses :

FULL TIME COURSES

01.	BSC 16	Receptionist Full Time Day One Year * Course with National Vocational Qualification - (NVQ)	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics and Medium Language in not more than two sittings. Should have a Credit pass in English. (i) Competency in Spoken and Written English will be considered. (ii) Candidates will have to sit a written test if so decided by the authorities. (iii) Female candidates are preferred. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>English Medium</u> Galle, Kurunegala.
02.	ECC 12	Information Communication Technology Technician Full Time Day Six Months * Course with National Vocational Qualification - (NVQ)	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics, Medium Language and English Language in not more than two sittings. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Kegalle, Warakapola, Badulla, Bandarawela, Moneragala, Kandy, Pathadumbara, Matale, Hasalaka, Beliatta, Rathnapura, Kurunagala, Dambulla, Nuwara-Eliya, Matara, Maradana, Kalutara, Galle, Kuliyapitiya, Anuradhapura, Medagama,

Serial No.	Code No.	Name of Course	Admission Qualifications	Colleges where the Course is Available and Medium
				Embilipitiya, Ratmalana, Balapitiya, Weerawila, Wariyapola, Dehiattakandiya.
				<u>Tamil Medium</u> Batticaloa, Jaffna, Vavuniya, Mannar, Akkaraipattu, Sammanthurai, Trincomalee.
03.	ECC 07	Steward Full Time Day Three Months	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics, Science and Medium Language in not more than two sittings. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Tamil Medium</u> Trincomalee, Bandarawela, Nuwara-Eliya.
04.	ECC 01	Construction site Supervisor Full Time Day -One Year * Course with National Vocational Qualification - (NVQ)	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics, Science and Medium Language in not more than two sittings. 2. Age should be between 17 and 29 years as on 01.01.2014.	<u>Sinhala Medium</u> Galle, Maradana, Ratmalana, Homagama, Kalutara, Balapitiya, Matara, Beliatta, Rathnapura, Embilipitiya, Warakapola, Monaragala, Kandy, Anuradhapura, Kurunegala, Kuliyapitiya, Dehiattakandiya, Wariyapola, Dambulla, Trincomalee, Anamaduwa. <u>Tamil Medium</u> Batticaloa, Jaffna, Trincomalee, Akkaraipattu, Sammanthurai.
PART TIME COURSES				
05.	ECC 12.1	Information Communication Technology Technician Part Time 720 hours * Course with National Vocational Qualification - (NVQ) (Restricted to those employed in the relevant field.)	1. G. C. E. (O/L) Examination in Six (6) subjects with passes in Mathematics, Medium Language and English Language in not more than two sittings. 2. Age should not be less than 17 years as on 01.01.2014.	<u>Sinhala Medium</u> Galle, Kegalle, Warakapola, Kalutara, Matara, Matale, Hasalaka, Ratnapura, Trincomalee, Weerawila, Balapitiya. <u>Tamil Medium</u> Vavuniya, Jaffna, Sammanthurai, Trincomalee.

**EFFICIENCY BAR EXAMINATION PRESCRIBED
FOR OFFICERS IN SEGMENT "B" AND SEGMENT
"A" OF CLASS II OF THE SRI LANKA
TECHNOLOGICAL SERVICE - 2013**

IT is hereby notified that, in accordance with the approved service minute of Sri Lanka Technological Service, the above mentioned examinations will be held by the Commissioner General of Examinations, in Colombo, in January 2014.

02. (i) These examinations will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of conducting the examination and issuing the results.

(ii) The candidates will be subjected to a punishment imposed by the Commissioner General of Examinations, if such rules are violated by them. Rules prescribed for candidates are printed separately at the beginning of this *gazette* notification.

03. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their application in accordance with the specimen form and officers in the public service should forward their applications through the respective Head of Department and officers in the Provincial Public Service should forward their applications through the Secretary of PSC in the Provincial Council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, Pellawatta, Battaramulla on or before 04th November 2013. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of application will be rejected.

04. *Identity Cards.* - Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any of the following documents will be accepted :

- (a) An identity Card issued by the Department of Registration of Persons,
- (b) A valid passport.

The candidature of any applicant who is unable to furnish any of the above documents is liable to cancellation on the discretion of Commissioner General of Examinations.

05. *Application :*

- (i) Applications should be prepared in a paper A4 in size, No. 01 to 02 should appear on the first page whilst the rest should appear on other pages. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting and in the language medium in which the candidate sits this examination.

(ii) When the application form is prepared, the title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms. Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. 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 it would be advisable to keep a photocopy of the completed application form.

(iii) The candidates appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, a fee of Rs. 400 should be paid for the whole examination and if only one subject is offered, a fee of Rs. 200 should be paid. The fee can be paid to any post office in the island to be credited to revenue head 2003-02-13 of the Commissioner General of Examination and the receipt obtained, thus should be affixed firmly in the relevant cage. It would be advisable to keep a photocopy of the receipt with the candidate. Under no circumstance, will the fee be refunded not transferred in respect of other examinations.

(iv) Candidates are not allowed to change the language medium selected by them in their applications. If applications are received in Sinhala, Tamil and English languages, this examination will be held in those three languages. However candidates should answer the question papers in one and the same language selected by them.

(v) **An officer is not allowed to sit for both Efficiency Bar Examinations at one and the same occasion.**

(vi) The officers who have been appointed to Segment II B of Sri Lanka Technological Service as at the closing date of the application can sit for the Efficiency Bar Examination in Segment IIB.

(vii) However, the officers in Segment IIA as well as the officers in Class II Segment 'B' who have completed a service period of five years and passed the 1st Efficiency Bar Examination can sit for the Efficiency Bar Examination in Class II Segment 'A'.

06. The Commissioner General of Examinations will issue admission cards along with a copy of the time table to all candidates whose applications have been received. A candidate sitting himself for the examination must produce his admission card with bear the candidate's signature which duly attested to the supervisor of the examination center. A candidate who fails to produce his admission card will not be permitted to sit the examination.

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

manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : i. e. certified photocopies of the application form and the receipt kept at your possession, receipt of registration and in case of applicants outside Colombo letter of request furnishing a fax number to which the admission card should be sent. Further, issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit the examination.

07. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in para (06) above will not be considered.

08. Officers may, if they so wish, present themselves for different subjects separately at different examinations. However, in order to secure a pass at least 40% of the marks should be obtained in respect of each question paper.

09. *Issue of the results of the examination.* - In accordance with the particulars indicated in para. 3 above, the results of the candidates belonging to Provincial Public Service will be issued to the Secretary of the respective Provincial Public Service Commission and the results of the candidates belonging to public service will be issued to the secretary of the Ministry of Public Administration.

10. *Scheme of Examinations :*

- (1) The Efficiency Bar Examination for officers in Class II Segment "B" will consist of 02 question papers.
 - 1. Office Administration and Establishments Code - (Two hours) 100 marks - (Subject No. 01)
 - 2. Financial Regulations - (Two hours) 100 marks - (Subject No. 02)

Office Administration and Establishments Code (Subject No. 01) - Syllabus :

This paper will be based on the following Chapters of Establishments Code :

- Chapter II Recruitment Procedure and Appointment.
- Chapter III Transfers.
- Chapter IV Grant of monthly pay, temporary status, permanent status and pensionability.
- Chapter V Release, reversion and termination of Employment.
- Chapter VIII Overtime, holidays, holiday pay and allowances.
- Chapter XII Leave.
- Chapter XIII Railway Warrants.
- Chapter XIV Travel on duty within the island.
- Chapter XIX Government Quarters.
- Chapter XLVII General conduct and discipline.

Financial Regulations (Subject No. 02) - Syllabus :

This paper will be based on the following chapters of Financial Regulations :

- (1) Chapter I
Estimates of Expenditure and Revenue
The Consolidated Fund and Planning and Programming of Expenditure, Form of Presentation of Annual Estimates, New proposals, Preparation Submission and passing of Estimates of Expenditure, Variations to Estimates of Expenditure (FR. 1 to 68)
- (2) Chapter III
Financial Management and Accountability.
Chief Accounting Officers, Accounting Officers, Revenue Officers, Authorization, Approval, Certification, Delegation of Authority (FR. 124 to 147)
- (2) The Efficiency Bar Examination for officers in Class II Segment "A" will consist of 02 question papers.

- 1. Office Administration and Establishments Code (Two hours) 100 marks - (Subject No. 03)
 - 2. Financial Regulations - (Two hours) 100 marks - (Subject No. 04)
- Syllabus for the first question paper.

Office Administration and Establishments Code (Subject No. 03) - Syllabus :

This paper will be based on the following Chapters of Establishments Code :

- Chapter XV Travel abroad for study, training or on duty.
 - Chapter XVI Holiday Travel.
 - Chapter XXIII Special concessions and conditions regarding officers suffering from certain types of illnesses.
 - Chapter XXIV Salary Loans and Advances.
 - Chapter XXV Concessions to members of Trade Unions.
 - Chapter XXVII Channels of communications.
 - Chapter XXVIII Administrative procedures.
 - Chapter XXX Right of government over its officers.
 - Chapter XXXIII Legal advice and legal actions.
 - Chapter XLVII General conduct and discipline.
 - Chapter XLVIII Rules of disciplinary procedure.
- Circulars issued on performance appraisal.

Affix the receipt of examination fee here (It would be advisable to keep a copy of the receipt)

Town	Town Number
Colombo	01
Kandy	02
Badulla	03
Matara	04
Jaffna	05

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Further, I agree to abide by the rules imposed by the Commissioner General of Examination on conducting the examination and issuing the results.

_____,
 Signature of the candidate.

Date : _____.

Note.— Candidate should place his/her signature in the presence of the Head of Department or an officer duly authorized to sign on his behalf.

Attestation of candidate's signature

I hereby certify that Mr./Mrs./Miss is presently employed in my office and is well known to me and he/she placed his/her signature in my presence on 2013.

_____,
 Signature of the Attester.

Certification of the Head of the Department

I hereby certify that the particulars given in paragraphs 1-5 above are correct and this candidate is eligible to sit for the examination and also eligible to sit for the examination in the language medium mentioned above.

_____,
 Signature and designation of Head of Department.

Date : _____.

10-139

PUBLIC SERVICE COMMISSION

Limited Competitive Examination for Recruitment to the Supra Class of Public Management Assistants' Service – 2013

IT is hereby notified that the Limited Competitive Examination for recruitment to the Supra Class of Public Management Assistants' Service shall be held in all three languages of Sinhala, Tamil and English by the Commissioner General of Examination in January 2014.

02. This examination shall be held in the following towns. The towns in which the examination centers are located and the relevant town numbers are given below :

At the occasions, where a sufficient number of applications are not received in respect of a certain centre mentioned above, such examination center shall be cancelled and the applicants shall be directed to an adjoining centre. The town applied initially shall not be allowed to change subsequently.

03. The Secretary, Ministry of Public Administration and Home Affairs reserves the right to postpone or cancel the examination subject to the instructions of the Public Service Commission.

04. 35% of vacancies existing in Supra Class of Public Management Assistants' Service as at 01.07.2013 shall be filled on the results of this examination.

05. The salary segment MN 07/2006-A of Public Administration Circular No. 06/2006(iv) is entitled to this post and accordingly, the monthly salary scale will be Rs. 20,030 -11x365 - 18x500 - Rs. 33,045.

06. *Qualifications.*— Following officers attached to the Central Government who have completed an active and a satisfactory service of 05 years immediately preceding 01.07.2013 shall be eligible to sit for this examination.

- (a) officers in Class I of Public Management Assistants' Service.
- (b) Officers in Class II of Public Management Assistants' Service who have completed an active service of not less than 08 years.
- (c) Officers in Class I and II of Public Management Assistants' Service who are graduate officers who have possessed a degree from a university recognized by the University Grants Commission.

Note.— Definitions for the period of satisfactory service and period of active service are indicated in para 2.6 and 2.7 of the Public Management Assistants' Service Minute.

07. *Method of application :*

- (a) The application should be in the form of the specimen appended to this notification. It should be prepared by the candidate himself on paper of size 25.5 x 21cm (A4 paper) using both sides in such a way that Nos. 01 to 04 appear on the 1st page, Nos. 05 to 10 on the 2nd page and the remaining numbers on the 3rd page. It is the

- responsibility of the candidate to make sure that the application complies with the specimen. Applications that do not comply with the specimen or that have not been completed properly will be rejected without notice. It is essential to mention the name of the examination in English language as well, in applications prepared in both Sinhala and Tamil mediums. The application should be prepared in the same language in which the candidate intends to sit the examination. (It is advisable to keep a photocopy of the application with the candidate).
- (b) Applications perfected by candidates should be forwarded to the Head of Department along with a photocopy. Once his/her recommendation is obtained, the photocopy should be filed in the personal file of the candidate while the original should be sent through the respective Head of Department to reach the "**Commissioner General of Examinations, Department of Examinations, Pelawatte, Battaramulla**" before 04th of November, 2013 by Registered Post. Copies of applications other than the application sent through the Head of Department should not be sent personally. Applications received after the closing date will be rejected. The respective Head of Department should certify that the application has been perfected in every respect and should place his signature on the certificate in the application (No. 12). **No application should be sent to the private address of the Commissioner General of Examinations or any other officer of the said Department.** The top left corner of the envelope containing the application should clearly bear the words "**Limited Competitive Examination for recruitment to Supra Class of Public Management Assistants' Service - 2013**". The post and the service station of the applicant at the time of applying for the examination shall be applicable to all matters related to the examination and any change made in this regard after sending applications shall not be considered.
- (c) (i) Examination fee will not be charged from the candidates who sit the examination for the first time ; namely candidates who did not sit the Limited Competitive Examination for promotion to Supra Class of General Clerical Service held in 1972, 1973, 1974, 1975, 1976, 1978, 1979, 1980, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1991, 1996, 1999 or 2001, candidates who did not sit for a Limited Competitive Examination of Supra Class of Government Typists' Service held in 1985 and 1996, candidates who did not sit for a Limited Competitive Examination of Supra Class of Government Stenographers' Service held in 1996 and candidates who did not sit for a Limited Competitive Examination of Supra Class of Government Book Keepers'/Shroffs' or Store keepers' Service held in 1999 and candidates who did not sit for the Limited Competitive Examination for promotion to Supra Class of PMAS held in 2006, 2007, 2011.
- (ii) Examination fee is Rs. 400. This fee should be paid at the nearest District Secretariat/Kachcheri/Divisional Secretariat to be credited to revenue head 2003-02-13 on or before the closing date of applications. The receipt issued should be affixed in the relevant cage of the application. This fee is non-refundable. It is advisable to keep a photocopy of the receipt with the candidate.
- (d) Complaints on applications or any relevant document getting lost or delayed in the post will not be entertained.
- (e) Receipt of applications will not be acknowledged.
08. *Admission to the examination :*
- (a) Commissioner General of Examinations shall issue admission cards to all the candidates who have paid examination fees, completed the application form properly and sent before due date. A candidate presenting himself for the examination should get his signature on the admission card attested in advance and produce his admission card to the supervisor of the examination center on the day of the examination. Any candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) Candidates must sit the examination at the examination hall assigned to him. Every candidate should surrender to the supervisor of the hall, the admission card relevant to that hall at the first day he presents himself for the examination. A set of rules to be by all candidates is published in this *gazette*. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules and regulations.
- (c) 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 stating your full name, address, National Identity Card Number and name of the examination : i. e. certified photocopies of the application form and the receipt kept at your possession. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinations through fax.
- Note.*— Issuance of admission card to the examination does not necessarily mean that the candidate is eligible to sit the examination.

09. *Identity of candidates.*—A candidate shall be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers for this purpose, any one of the following documents shall be accepted.

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

10. *Penalty for furnishing false information :*

- (a) If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/her candidature is liable to be cancelled at any state prior to, during or after the examination.
- (b) If the particulars furnished by a candidate are subsequently found to be false or if it is found that he/she has willfully suppressed any material fact he or she shall no longer be considered for an appointment. Furthermore, he or she shall be liable for dismissal from the public service or cancellation of any appointment made on this examination.

11. *Language medium of the examination.*— The examination will be held in Sinhala, Tamil and English Languages. Candidates should sit the examination in the language medium in which they sat for the examination for recruitment to the service or in one of the official languages. The language medium of examination indicated initially shall not be allowed to change subsequently.

12. *Scheme of examination.*— Written test will consist of the following subjects :

Subject	Marks	Duration (hours)
1. Office Management	100	02
2. Office Systems	100	02
3. Establishment Procedures	100	02
4. Public Financial Management	100	02
5. General Paper	<u>100</u>	1 1/2
	<u>500</u>	

13. *Syllabus.*— Knowledge in the following subjects is expected from the candidates :

- (i) Office Management (Duration - 02 hours, Marks - 100)
 Organization structure, principles of organization, job analysis and evaluation, leadership supervision and decision making, communication, public relations, co-ordination and problem solving.
- (ii) Office System (Duration - 02 hours, Marks 100)
 Principles of office systems, office procedures, records and filing, control and designing of forms, correspondence, control over the use of office equipment, office layout and premises, job description, study on work and systems, work measurement, Manual of Office Operations.

(iii) Establishments Procedures (Duration - 02 hours, Marks 100)

Procedures to be followed in recruitment to the public service, establishments matters of public officers, maintenance of a personal file. Delegation of authority in making appointments to the public service, transfers, promotion and termination of services, welfare and privileges of public officers. The general knowledge on regulations and circulars hitherto issued by the Government will be tested.

(iv) Public Financial Management (Duration - 02 hours, Marks 100)

Annual Estimates and the responsibilities of an Accounting Officer, financial control, delegation of financial responsibility, receipt of money, accounting and acceptance, payments, custody of public money, imprests and bank accounts, supplies and services, tender procedure, board of survey, audit queries, ledgers used in government offices, summaries of income and expenditure, bank reconciliation and books used in financial management. The general knowledge of circulars and regulations hitherto issued on the use of the public finance will be tested.

(iv) General paper (Duration - 1 1/2 hours, Marks 100)

The nature of Public Administration, structure of Public Administration, Public Policy and new public reforms, fundamental rights, human rights, Human Rights Commission, Ombudsman, Parliamentary Committee for Public Petitions, office culture, ethics and values, creation of proper office environment and welfare of staff, social recognition of official and civil status, obligations of public officers towards the recipients.

14. *Selection for appointment.*— On the order of total marks secured at the examinations, candidates shall be called for an interview which will be conducted by an interview board appointed by the Public Services Commission for verification of qualifications. No marks shall be allocated at such interview. Selected candidates are liable to serve in offices situated in any part of the island where vacancies exist. Appointment of any candidate shall be cancelled, if he/she refuses to assume duties at the respective office. At such occasions, vacancies will be filled by calling other candidates in the order of marks.

15. Appointments shall be made subject to the general conditions governing the appointments of public service, rules and regulations stipulated in the Public Management Assistants' Service Minute published in the *gazette* extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1,372/23 dated 24th of December, 2004 and any amendment already made and will be made thereto in due course.

16. The Public Service Commission reserves the right to refrain from filling some or all of the vacancies and also to decide on the matters not provided for in respect of these regulations.

17. In the event of any inconsistency between the Sinhala, Tamil and English texts of this *gazette* notification, the Sinhala text shall prevail.

On the order of the Public Services Commission,

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

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
17th of September, 2013.

SPECIMEN APPLICATION FORM

LIMITED COMPETITIVE EXAMINATION FOR APPOINTMENT TO SUPRA
CLASS OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2013

For office use only

Name of town	Town Number
1.	
2.	

Indicate the town and the town number in which the candidate intends to sit the examination as per the notification of calling for application.

Language medium :

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the cage)

01. 1.1 Name, with initials at the end : Mr./Mrs./Miss : _____.

(In English block capitals) Eg. : SILVA, A. B.

1.2 Name in full (In English) : _____.

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

1.4 N. I. C. number :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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02. 2.1 Official address (In English block capital) : _____.

(Admission card will be sent to this address)

2.2 Permanent address : _____.

(In English block capital)

2.3 permanent address : _____.

(In Sinhala/Tamil)

2.4 Telephone number :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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03. Date of birth :

Year : Month : Date :

04. Sex :

Female - 1
Male - 0

(Indicate relevant number in the cage)

05. Marital status :

Single - 1
Married - 2

(Indicate relevant number in the cage)

06. Age as at 01.07.2013 :

Years : Months : Days :

07. Have you sat for any of the following examinations ? Examinations for recruitment to G. C. S. held in 1972, 1973, 1974, 1975, 1976, 1978, 1979, 1980, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1991, 1996, 1999, 2001/Examination for recruitment to Government Typists' Service held in 1985 and 1999/Examination for recruitment to Government Stenographers' Service held in 1996/Examination for recruitment to Government Book-keepers Service held in 1999/Examination for recruitment to Government Shroffs' Service held in 1999/Limited Competitive Examination for Promotion to Supra Class of the Public Management Assistants' Service held in 2006, 2007, 2011 : _____.

08. (i) Date of appointment to Public Management Assistants' Service/General Clerical Service/Government Typists' Service/Government Stenographers' Service/Government Book-keepers' Service/Government Shroffs' Service/Government Store-keepers' Service : _____.

(ii) Total period of service as at 01.07.2013 :

Years : Months : Days :

(iii) No pay leave obtained during the 05 years immediately preceding 01.07.2013 : _____.

(iv) Period of active service as at 01.07.2013 :

Years : Months : Days :

(v) Date of confirmations in the post of Public Management Assistants' Service/General Clerical Service/Government Typists' Service/Government Stenographers' Service/Government Book-keepers' Service/Government Shroffs' Service/Government Store-keepers' Service : _____.

(vi) Present class and the date of appointment to the same class : _____.

(vii) If possessing a degree, the year and the name of the university : _____.

(viii) Effective date of the degree : _____.

09. (i) Language medium in which the candidate sat the competitive examination to enter Public Management Assistants' Service/General Clerical Service/Government Typists' Service/Government Stenographers' Service/Government Book-keepers' Service/Government Shroffs' Service/Government Store-keepers' Service :_____.

Commissioner General of Examinations on conducting the examination and the decisions taken on issuance of the results.

_____,
Signature of the officer.

Date :_____.

(ii) If the candidate was recruited to General Clerical Service/ Government Typists' Service/Government Stenographers' Service/Government Book-keepers' Service/Government Shroffs' Service/Government Store-keepers' Service without holding a competitive examination, language medium in which the candidate obtained qualifications to enter the service :_____.

12. *Certificate of the Head of the Department :*

I certify that the candidate Mr./Mrs./Miss* :_____ has been serving in this office since _____ he/she* has completed a satisfactory service of five years as at _____ that the particulars furnished in the application have been checked personally by me with the documents available in the office and were found to be correct, he/she*is eligible for exemption from examination fees since she/he* is appearing for the examination for the first time/he/she* has paid the prescribed examination fee and pasted the receipt on the application he/she *has satisfied requisite qualifications to sit for the examination as per the relevant *Gazette* notification, an endorsement to that effect has been entered in the history sheet of the officer as per circular letter of Commissioner General of Examinations No. 13 dated 02.10.21972 and the he/she* has signed before me on 2013. Reference No. of the Director General of Combined Services and the date of the letter of absorption of this officer to Public Management Assistants' Service are and respectively.

_____,
Signature of Head of Institution.

Date :_____.
Name :_____.
Designation :_____.
Address :_____.
(Place the official stamp)

*Delete the inappropriate words.

10-99/3

10. Affix the cash receipt firmly :

Affix the cash receipt firmly and carefully by applying glue only on the top margin of the reverse of the receipt.

11. *Certificate of the candidate :*

I certify that to the best of my knowledge and belief that all the increments falling due within the 05 years immediately preceding 01.07.2013 have been earned by me (except increments for which the passing of Departmental Service Examinations has been prescribed) and that I have not suffered any disciplinary punishment whatsoever during the same period.

I declare that I am eligible to sit for this examination and the information given in this form is true and that since I am sitting for this examination for the first time, the fee should not be paid/the cash receipt of No. _____ dated _____ obtained on payment of examination fee is affixed hereto*. If it is found that, I am ineligible according to the service minute relating to this examination, I agree to be bound by any decision that may be taken to cancel my candidature, at any state prior to, during or after the examination. Further, I also agree to be bound by the rules and regulations imposed by the

MINISTRY OF AGRICULTURE

Department of Agriculture

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE POSTS OF SRI LANKA TECHNOLOGICAL SERVICE IN THE DEPARTMENT OF AGRICULTURE - 2013

APPLICATIONS are called from citizens of Sri Lanka who have fulfilled the following qualifications for the Open Competitive Examination for recruitment in Grade III of the posts of Agricultural Instructor/Research Assistant/Soil Surveyor of the Sri Lanka Technological Service in the Department of Agriculture.

02. The closing date of applications is 28th of October and the age of applicants should not be less than 18 years and not more than 45 years of the date of closing applications. The maximum age limit will not be applicable to those who are already in the Public Service of Provincial Public Service.

03. The candidates are required to fulfill the following Basic Educational Qualifications and Professional Qualifications :

Code No. relevant to the post	Post	03.1 Educational Qualifications		03.2 Professional Qualifications
		G. C. E. (O/L) Examination	G. C. E. (A/L) Examination	
01 02	Agricultural Instructor Research Assistant	A pass in G. C. E. (O/L) Examination in 06 (six) subject with credit passes in Language or Literature, Mathematics, Science and any other subject at not more than two sittings.	A pass in G. C. E. (A/L) Examination in 03 (three) science subjects with two science subjects out of Agriculture, Biology, Chemistry, Physics, Zoology at one sitting.	(i) Two year Agriculture Diploma Certificate obtained from schools of Agriculture, Kundasale, Angunakolapelessa, Pelwehera, Bibila, Labudoowa, Wariyapola, Vavuniya, Anuradhapura, Karapincha ; <i>or</i> (ii) Agriculture Diploma Certificate obtained from the Hardi Technical Institute ; <i>or</i> (iii) Agriculture Diploma Certificate obtained from Aquinas College ; <i>or</i> (iv) Two year Agriculture Diploma Certificate offered by government approved Institution ; <i>or</i> (v) Any other qualifications accepted by the Sri Lanka Technological Services Board as equivalent in all respect to the above qualifications.
03	Soil Surveyor	A pass in G. C. E. (O/L) Examination in 06 (six) subjects with credit passes in Language or Literature, Mathematics, Science and any other subject at not more than two sittings.	A pass in G. C. E. (A/L) Examination in 03 (three) Science subjects with two Science subjects out of Agriculture, Biology, Chemistry, Physics, Zoology at one sitting.	(i) Two year Agriculture Diploma Certificate obtained from the schools of Agriculture, Kundasale, Angunakolapelessa, Pelwehera, Bibila, Labudoowa, Wariyapola, Vavuniya, Anuradhapura, Karapincha ; <i>or</i> (ii) Agriculture Diploma Certificate obtained from the Hardi Technical Institute ; <i>or</i> (iii) Agriculture Diploma Certificate obtained from Aquinas College ; <i>or</i> (iv) A Diploma Certificate obtained having successfully completed a training on Soil Survey from International Institution for Ariel Survey Earth Science (I. T. C.) of Netherland or a Diploma in Soil Survey obtained from a recognized equivalent Institution ; <i>or</i> (v) Other qualifications accepted by the Sri Lanka Technological Services Board as equivalent to the above qualifications.

Note.– If those who had obtained Diploma from the Open University of Sri Lanka had passed the foundation course relevant to the said Diploma they can be exempted from the requirement of passing G. C. E. (O/L) Examination.

N. B.– Every applicants should have fulfilled the all requirements stipulated in this *Gazette* Notification as at the closing date of applications.

3.2 *Other qualifications :*

- * Should be a citizen of Sri Lanka,
- * Should possess good character,
- * Should be physically and mentally fit to serve in any part of the island.

04. The appointing authority reserves the authority to fill some of or all the vacancies existing in the Department or to unfill those vacancies.

Salary and Efficiency Bar Examinations :

Salary Code – MN 03/2006A

Salary Scale.– Rs. 15,005 - 4x180 - 6x240 -11 x320 - 20x 360 - Rs. 27,885.

The First Efficiency Bar Examination should be completed within three (3) years from the date of appointment to the Grade III and the Second Efficiency Bar Examination should be completed within three (3) years from the date of promotion to Grade II. An officer who has joined the Public Service in a Language other than the Official Languages should acquire the proficiency in official language as prescribed within the period of Probation. For the fulfillment of the proficiency in other language prescribed for the post, the test of secondary merit level language course conducted by the Commissioner of Official Languages should be passed as per sub-para : 1(b) of the P. A. Circular 07/2007, within five (5) years from the date of appointment. Failure to obtain the proficiency in Official Languages and pass the Efficiency Bar Examinations within the periods as prescribed will be a cause for the deferment of salary increments.

05. *Terms of Engagement :-*

- (i) These posts are permanent and pensionable. Contributions will have to be made to the Widows'/Widowers' and Orphans' Pension Scheme.
- (ii) You should serve in any part of the island in which you are called upon to serve and priority will be given to fill the vacancies in institutions in the districts of Anuradhapura, Polonnaruwa, Ampara, Kandy (Hasalaka), Monaragala, Hambantota and North East Province.
- (iii) You will be subject to the conditions of the Minutes on Sri Lanka Technological Service published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1,426/34 of 06.01.2006 effective at present and any other amendments hereinafter made thereto and to the recruitment procedures.

06. *Method of application :*

- (a) The specimen of the application for this examination is appended to the end of this notification. The application should accordingly be prepared only on A4 size (21cm x 29cm) paper using both sides of the paper, so as paragraph 01 to 04 in the first page, 05 to 07 in the second page and the rest in other pages of the application. The relevant particulars should be filled by applicant in his/her own hand writing. The name of the examination appears in the heading of the application prepared either in Sinhala or Tamil Language is required to be printed in English language as well. Applications which are not in accordance with the specimen and incomplete applications will be rejected without notice. It would be an advantage to keep a photocopy of the application with you. Further applicant should check whether the application prepared by him is in order of the specimen appended to this notification. Unless the application may be rejected.
- (b) In case of applying more than one post out of the three posts given in the sub-para (e) below, only one application should be forwarded including all such posts.
- (c) The application should be completed only in the language in which the applicant intends to sit for the examination.
- (d) Duly completed applications should be sent by registered post to Commissioner General of Examinations, Department of Examinations, P. O. Box 1503, Palawatte, Battaramulla on or before **28.10.2013**.
- (e) The words "Open Competitive Examination for recruitment to the Posts of Sri Lanka Technological Service in the Department of Agriculture" Should clearly be marked on the top left hand corner of the envelope enclosing the application.

- (f) An applicant can apply for one post or all posts and the examination fee is Rs. 750. The receipt (original) obtained on the payment of the above examination fee to any Divisional Secretariat or District Secretariat with the instructions to credit the payment to the Revenue Head 2003.02.13 of the Commissioner General of Examinations should be affixed in the space provided in the application. Keeping a copy of the receipt with you would be an advantage. The examination fee will not be refunded in any circumstance and money orders and stamps will not be accepted.
- (g) Applications which are not complete in every respect or delayed will be rejected without notice and no complaint that an application has been lost or delayed in the post will be considered.
- (h) The signature of the applicant should be attested by a Principal of a Government School or a Justice of Peace or Attorney-at-Law or an officer who holds a Staff Grade Post in the Public Service.
- (i) Those who are already in the Public or Provincial Public Service should forward applications through heads of their respective institutions.

07. *Scheme of Examination :*

- (a) *Admission Card.*— The Commissioner General of Examinations will issue admission cards to the candidates whose applications have been received. A candidate must produce his/her attested admission card to the supervisor of the examination hall. A candidate who fails to produce his/her admission card will not be permitted to sit for the examination. Issue of an admission card to an applicant does not necessarily mean that he/she has the requisite qualification to sit for the examination.
- (b) Department of Examinations of Sri Lanka will publish a notice in news papers immediately after issuing admission cards to the applicants. Any applicant who has not received his/her admission card 02 or 03 days after publishing the notice in news papers, should notify to the Department of Examinations as stated in this notification. It is informed to notify to the Sri Lanka Department of Agriculture stating the name of the examination, your name, address and N. I. C. number keeping in hand the copies of the application form, receipt of payment of examination fee and in case of an applicant out side Colombo it would be more advantageous to notify to the Sri Lanka Department of Examinations faxing a request with a fax number to which the copy of the admission card with above information to be sent.
- (c) Travelling expenses or any other allowance will not be paid to candidates in respect of appearing in this examination.
- (d) *Identification of the candidates.*— A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the Supervisor of each subject he offers. For this purpose following documents will be accepted :
 - (i) National Identity Card issued by the Department of Registration of Persons.
 - (ii) A valid passport.

(e) *Syllabus :*

(i) Intelligence Test – Time - one hour (total marks - 100)

This paper consists of 50 multiple choices and short answers type questions so as to make an assessment of the candidate's, power of logical reasoning, analysis and ability to draw sound inferences. All questions should be answered.

(ii) Technological question paper (Time 02 hours. Total marks - 100)

Part I – This paper consists of 50 multiple choices and short answers type questions and all questions should be answered. (Time 1 hour)

Part II – This paper consists of 10 structured type questions and all questions should be answered. (Time 1 hour)

This paper consists of multiple choice questions and short answers type questions to be answered in the question paper itself prepared to examine the knowledge accordingly, the relevant syllabus in given below :

Post

Syllabus : Technological Question Paper

- | | |
|-----------------------------|--|
| 01. Agricultural Instructor | Contribution of Agriculture to the Economic Development of Sri Lanka/Knowledge in climatic zones of Sri Lanka/Soil and Plant Nutrition/Rice Production, Production of other field crops, Vegetable Production, Fruit Production/Crop Protection/Importance of soil conservation and various soil conservation methods/Irrigation and water management/Farm mechanization/Apiculture/Floriculture |
| 02. Research Assistant | and landscaping/protected crop cultivation/ Animal husbandry/Agricultural extension/knowledge in plant quarantine/plant conservation and its importance/Bio technology/seed production and tissue culture. |
| 03. Soil Surveyor | Types of soil in Sri Lanka and distribution of them, factors effect on soil formation, identification of soil profile, map reading, present land use pattern in Sri Lanka, effects of deforestation and environmental issues, use of fertilizer, crop diversification, soil and water conservation methods, climatic zones of Sri Lanka. |

- (f) *Medium of examination.*—This examination will be conducted in Sinhala, Tamil and English Languages. A candidate must answer all the papers of the examination in one and the same language. The language of the examination given in the application will not be allowed to change later.
- (g) The Commissioner General of Examination will allow to sit for this competitive examination to all applicants who have paid the examination fee and forwarded applications to reach on or before the date specified in this notification on predetermination that the applications have only been sent by those who have fulfilled the requirements prescribed in this *Gazette* Notification. If applied for more than one post out of 03 posts given in the (e) above, only one application should be forwarded including all posts applied for. All candidates are subject to the rules imposed by the Commissioner General of Examinations in connection with this examination. A candidate who violates any of these rules is liable to a punishment at the discretion of the Commissioner General of Examinations.
- (h) *Place and Date of Examination.*— This examination will be conducted by the Commissioner General of Examinations at Colombo and Kandy on January 2014. In case of receiving insufficient number of applications, the examination will only be held in Colombo. (The examination center given in the application will not be allowed to change later.)

<i>Examination center</i>	<i>Cord No.</i>
Colombo	01
Kandy	02

08. *Method of Recruitment :*

- (i) Recruitments will be considered on the merit list prepared according to aggregate of marks of the applicants selected from those who have secured 40% or more marks in each question paper.
- (ii) The qualifications of the applicants will be scrutinized by a Board of Interview appointed by the Director General of Agriculture based on the merit of marks of the examination. Subsequently those who have fulfilled the requirements will be selected for the posts. (Marks will not be added at the interview).
- (iii) The number of applicants to be called for the interview will be decided by the Director General of Agriculture.
- (iv) If it is revealed at the interview that a candidate has not fulfilled the qualifications his/her candidature will be cancelled.
- (v) If a candidate will pass the examination appearing in it without completing the qualifications prescribed in this *Gazette* Notification as at the closing date of applications he/she will not be called for the interview and his/her application will be rejected without any notice.
- (vi) If a candidate will receive an appointment by furnishing false information and counterfeit documents immediately after revealing such misconduct his/her appointment will be cancelled and legal actions will be taken against him/her.
- (vii) A list of candidates who have secured not less than 40% marks and passed the examination will be provided to the interview board as notified by the Director General of Agriculture.

09. Any matter not provided for in this notification will be decided by the "Appointment Authority". All candidates are bound to act in conformity with the General Rules of Examinations stipulated in this *Gazette*.

10. In the event of any inconsistency between the Sinhala, Tamil and English notifications of this examination notification "The Sinhala" notification shall prevail.

Dr. R. R. A. WIJEKOON,
Director General of Agriculture.

At the Department of Agriculture,
Peradeniya,
10th September, 2013.

(For office use only)

SPECIMEN APPLICATION FORM

APPLICATION FOR OPEN COMPETITIVE EXAMINATION FOR RECRUITMENTS TO GRADE III OF THE POSTS OF THE SRI LANKA TECHNOLOGICAL SERVICE IN THE DEPARTMENT OF AGRICULTURE

Medium of Examination : Sinhala - 02
Tamil - 03
English - 04

(Indicate the number)

Examination Centre
Colombo - 01
Kandy - 02

Indicate the centre number
.....

Post/posts applied for (Indicate in the order of priority)
* Agricultural Instructor - 01
* Research Assistant - 02
* Soil Surveyor - 03

Post/posts applied for	Post Number
1.	
2.	
3.	

01. Name :

1.1 Name with initials : _____.

(In English capital letters) Eg. SILVA P. S.

1.2 Full name : _____.

(In Sinhala/Tamil)

1.3 National Identity Card Number :

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

1.4 Telephone No. : _____.

02. Permanent address :

2.1 In English capital letters : _____.

2.2 Permanent address : _____.

(In Sinhala/Tamil)

2.3 Address to which the admission should be sent : _____.

(In English capital letters)

2.4 District of permanent residence : _____.

2.5 Divisional Secretariat Division : _____.

03. Gender :

Female 1

Male 0

(Indicate the relevant number in the cage)

04. 4.1 Date of birth :

Year :

Month :

Days :

4.2 Age as at the closing date of applications :

Years : Months : Days :

4.3 Marital status : Unmarried - 1
 Married - 2 (Indicate the relevant number in the cage)

05. Educational qualifications (with the medium) :

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

	First sitting	Second sitting
(i) Year and Month
(ii) Index Number
(iii) Medium
(iv) Results :		

	First sitting		Second sitting	
	Subjects	Pass	Subjects	Pass
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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

Year and Month	Index No.	Medium	Subject	Pass

06. Professional qualifications :

Name of the Diploma	Name of the Institution awarded the Diploma	Year passed	Index No.	Date of validity

07. The Divisional/District Secretariat to which the examination fee was paid :

07.1 Date of payment : _____.

07.2 No. of the receipt : _____.

07.3 Amount : _____.

Please affix the receipt obtained on payment of examination fee and original of P. I. V. so as to be unglued.
 (Keep a photocopy of the receipt with you)

08. I agree to abide by the conditions of this examination :

09. Declaration of the applicant :

I do hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to be disqualified before selection or to dismissal without any compensation if such detection is made after appointment. Further, I hereby declare that I am subject to the rules imposed in respect of this examination and decisions taken in respect of releasing the results by the Commissioner General of Examinations. I also certify that only one application is submitted for the posts applied by me.

_____,
Signature of Applicant.

Date : _____.

10. Attestation of the signature of the applicant :

I hereby certify that the applicant Mr./Mrs./Miss who submit this application is known to me personally and that he/she placed his/her signature in my presence on

_____,
Signature of Attester.

Date : _____.

Full Name of Attester : _____.

Designation : _____.

Address : _____.

Please prove by the official seal)

11. Those who are already in the Public/Provincial Public Service (strike - off the words inapplicable) :

I hereby certify that the above applicant has/has not fulfilled the all requisite qualifications to appear in this examination as per this *Gazette* Notification and he/she has paid the prescribed examination fee and the receipt is affixed and he/she can/can't be/is considered to be released from his/her present post in this Department if he/she selected.

_____,
Signature and Designation of Head of Department.
(Official seal)

Date : _____.

10-37

**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE
 "GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA"
 EFFECTIVE AS FROM JANUARY 01st, 2013**

(Issued every Friday)

1. All Notices and Advertisements are published at the risk of the Advertisers.
2. All Notices and Advertisements by Private Advertisers may be handed in or sent directly by post together with full payments to the **Government Printer, Department of Government Printing, Colombo 8.**
3. The office hours are from 8.30 a.m. to 4.15 p.m.
4. Cash transactions will be from 9.00 a.m. to 3.00 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements sent directly by post should be accompanied by Money Order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements. Post Office - Borella will be the paying office for Money Orders.
6. To avoid errors and delay "copy" should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale of charges for Notices and Advertisements is as follows from January 01st, 2013 :-**

	Rs.	cts.
One inch or less	137	00
Every addition inch or fraction thereof	137	00
One column or 1/2 page of <i>Gazette</i>	1,300	00
Two columns or one page of <i>Gazette</i>	2,600	00

(All fractions of an inch will be charged for at the full inch rate.)

11. The "**Gazette of the Democratic Socialist Republic of Sri Lanka**" is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.
12. All Notices and Advertisements should reach the **Government Printer, Department of Government Printing, Colombo 8**, as shown in Schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.
13. All communications regarding non-receipt, change of address and of the *Gazette* of the Democratic Socialist Republic of Sri Lanka should be addressed to the Government Printer, Department of Government Printing, Colombo 08.
14. **REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 2013 :**

***Annual Subscription Rates and Postage**

	Price Rs. cts.	Postage Rs. cts.
Part I :		
Section I	4,160 00	9,340 00
Section II (Advertising, Vacancies, Tenders, Examinations, etc.)	580 00	950 00
Section III (Patent & Trade Mark Notices etc.)	405 00	750 00
Part I (Whole of 3 Sections together)	890 00	2,500 00
Part II (Judicial)	860 00	450 00
Part III (Lands)	260 00	275 00
Part IV (Notices of Provincial Councils and Local Government)	2,080 00	4,360 00
Part V (Stage carriage permits and Book List)	1,300 00	3,640 00
Part VI (List of Jurors and Assessors)	780 00	1,250 00
Extraordinary Gazette	5,145 00	5,520 00

Subscription to the "Gazette of the Democratic Socialist Republic of Sri Lanka" are booked per periods of not less than 12 months so as to terminate at the end of a calendar year only.

*** Rates for Single Copies (if available in stock)**

	Price Rs. cts.	Postage Rs. cts.
Part I :		
Section I	40 00	60 00
Section II	25 00	60 00
Section III	15 00	60 00
Part I (Whole of 3 Sections together)...	80 00	120 00
Part II	12 00	60 00
Part III	12 00	60 00
Part IV (Notices of Provincial Councils and Local Government)	23 00	60 00
Part V	123 00	60 00
Part VI	87 00	60 00

***All single copies could be obtained from Government Publications Bureau, No. 163, Kirulapone Mawatha, Polhengoda, Colombo 05.**

IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Press.

The Government Printer does not accept payments of subscription for the Government Gazette.

Note.—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer.

THE SCHEDULE

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
2013						
OCTOBER	04.10.2013	Friday	—	20.09.2013	Friday	12 noon
	11.10.2013	Friday	—	27.09.2013	Friday	12 noon
	17.10.2013	Thursday	—	04.10.2013	Friday	12 noon
	25.10.2013	Friday	—	11.10.2013	Friday	12 noon
NOVEMBER	01.11.2013	Friday	—	17.10.2013	Thursday	12 noon
	08.11.2013	Friday	—	25.10.2013	Friday	12 noon
	15.11.2013	Friday	—	01.11.2013	Friday	12 noon
	22.11.2013	Friday	—	08.11.2013	Friday	12 noon
	29.11.2013	Friday	—	15.11.2013	Friday	12 noon
DECEMBER	06.12.2013	Friday	—	22.11.2013	Friday	12 noon
	13.12.2013	Friday	—	29.11.2013	Friday	12 noon
	20.12.2013	Friday	—	06.12.2013	Friday	12 noon
	27.12.2013	Friday	—	13.12.2013	Friday	12 noon

P. H. L. V. DE SILVA,
Acting Government Printer.

Department of Government Printing,
Colombo 08,
01st January , 2013.