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The Gazette of the Democratic Socialist Republic of Sri Lanka

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PART I : SECTION (IIA) — ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 03rd January, 2014 should reach Government Press on or before 12.00 noon on 20th December, 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,
Pefawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars 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 13th January, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
19th November, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Kurunegala	Alawwa	Post of Registrar of Marriages (General/ Kandyan) of Dambadeni Hathpattuwa Division and Births and Deaths of Dambadeni Udukaha South Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.

12-382

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

GALLE 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.

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E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
19th November, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Galle	Nagoda	Post of Registrar of Marriages (General) of Gangabada Pattu Division and Births and Deaths of Malamura Division	District Secretary/Additional Registrar General, District Secretariat, Galle.

12-381

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

GALLE DISTRICT

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

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

02. Both male and female can apply for these posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 13th January, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
25th November, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Galle	Niyagama	Post of Registrar of Marriages (General) of Bentharda Walallawita Koralaya Division and Births and Deaths of Naranowita Division	District Secretary/Additional Registrar General, District Secretariat, Galle.

12-467

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

MATALE DISTRICT

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

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

02. Both male and female can apply for these posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 13th January, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
27th November, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Matale	Rattota	Post of Registrar of births and Deaths of Pallesiya Division and Registrar of Marriage (Kandiyan/General) in Matale East	District Secretary/Additional Registrar General, District Secretariat, Matale.

12-564

PUBLIC SERVICE COMMISSION

Ministry of State Resources and Enterprise Development

OPEN RECRUITMENT FOR THE POST OF LEGAL OFFICER (EXECUTIVE CATEGORY - CLASS III)

APPLICATIONS are called from citizens of Sri Lanka with the following qualifications for the post of Legal Officer in the Ministry of State Resources and Enterprise Development.

01. *Method of recruitment.*— Out of all the candidates with the minimum required qualifications to apply for the post, only the candidates, who score the highest marks at a structured interview conducted by a panel of interview appointed by the Public Service Commission, will be considered for appointment based on the number of available vacancies. The structured interview (details are given under section 6) will be conducted according to the marking scheme approved by the Public Service Commission of Sri Lanka.

02. *Required qualifications :*

- (i) *Educational/Professional qualifications :*
Sworn Attorney-at-law of the Supreme Court of Sri Lanka/ a degree in Law recognized by the University Grants Commission of Sri Lanka.
- (ii) *Experience :*
Not less than three years (03) practice as Lawyer in Sri Lanka after sworn in as a Attorney-at-Law of the Supreme Court of Sri Lanka.
- (iii) *Physical fitness :*
Should be of sound mental and physical health to serve in any part of the island.
- (iv) *Other qualifications :*
 - Proficiency in English and Tamil would be an added qualification.
 - Should be a citizen of Sri Lanka.
 - Should be an excellent moral character.
 - Should have obtained qualifications on or before the closing date of the applications.

03. *Terms of reference of the appointment and service conditions :*

- (i) This is a permanent and pensionable appointment and all the employees should contribute to the Widow and Orphan's Fund.
- (ii) The appointment is subject to three years probation period and the first efficiency bar examination of the Legal Officer - Grade III should be completed within first three years of the service.
- (iii) All the employees should earn the relevant minimum required proficiency in the other official language applicable for the post within five years of the service as per Public Administration Circular 07/2007.

(iv) This appointment is governed by the Procedural Rules of the Public Service Commission, Financial Regulations and Establishment Code of the government.

04. *Age limit.*— Applicants should not be less than 21 years of age and not more than 45 years of age as at closing date of the application.

05. *Salary scale.*— Rs. 22,935 -10x645 -8x790 - 17x1,050 - Rs. 53,555 monthly salary scale is entitled for the post (Salary Code SL-1-2006 as per Public Administration Circular No. 06/2006 dated 25.04.2006.

06. *Marking scheme of the structured interview :*

Subject	Maximum Marks
01 Additional educational qualifications	20
02 Additional Professional Qualifications	15
03 Additional Experience	30
04 Computer Literacy	15
05 English Language Proficiency	15
06 Performance at the interview	05
Total marks	100

07. *Identity of the candidates.*— Only the candidates who submit applications in full compliance to this notice will be considered for structured interview :

Original and the certified copies of all the certificates should be produced at the interview.

Following identity cards will be accepted at the interview as means of identity verification of the candidates.

- (i) Identity Card issued by the Commissioner of the Department of Registration of Persons.
- (ii) Valid passport.

08. *Submission of applications :*

- (i) All the applications should be sent under registered post to the below mentioned address on or before 03.01.2014. Applications received after closing date will be rejected.

Secretary,
Ministry of State Resources and Enterprise Development,
No. 561/3,
Elvitigala Mawatha,
Colombo 05.

- (ii) A specimen application form is shown at the end of this notice. All the candidates shall submit their applications in A4 papers in the order of section number 1 to 8 to be displayed in the front page of the application followed by the section 09 to 11 to be included in the second page and section number 12 to 17 to be included in the third page of the application with all the details filled in their own hand writings.

(iii) "Application for the Post of Legal Officer" should be mentioned on the top left hand corner of the envelope enclosing the application.

(iv) The signature on the application of all the candidates shall be attested by a Principal of a Government School, Justice of Peace, Sworn Translator, Attorney-at-Law, Notary Public or a Commissioned Officer of the Armed Forces or a Government Officer holding a permanent post in the government drawing a monthly consolidated salary of not less than Rs. 22,935.

(v) All the candidates who are already employed by any of the Government Institute should submit their applications through the respective heads of their institutions they are attached to.

(vi) Any application not in compliance with the specimen application given here will be rejected. No complain with regard to lost or late applications will be accepted.

09. *Submission of False Information.* - If the application submitted by any candidate is found to have false or incorrect information, his or her candidacy for the post will be cancelled. If such information reveals after the recruitment, such candidate will be dismissed from the service according to the relevant guide lines.

10. The right of filling or not filling this vacancy is vested with the Public Service Commission.

By the order of the Public Service Commission,

Secretary,
Ministry of State Resources and Enterprise Development,
No. 561/3,
Elvitigala Mawatha,
Colombo 05.

SPECIMEN APPLICATION FORM

Ministry of State Resources and Enterprise Development

POST OF LEGAL OFFICER (EXECUTIVE CATEGORY - CLASS III)

01. (i) Last Name with initials (in Sinhala) : _____.
(ii) Last Name with initials (in English) : _____.
(iii) Names denoted by initials (in Sinhala) : _____.
(iv) Names denoted by initials (in English) : _____.
02. Address :
(i) Official : _____.
(ii) Private : _____.
03. Telephone :
(i) Official : _____.
(ii) Private : _____.
04. (i) Present post and service station : _____.
(ii) Date of appointment of the current post : _____.

05. National Identification Card No. : _____.

06. (i) Gender (Male/Female) : _____.
(ii) Civil Status (married/unmarried or widowed) : _____.

07. (i) Date of Birth :
Year : _____, Month : _____, Date : _____.
(ii) Age as at closing date :
Years : _____, Months : _____, Days : _____.

08. Whether you are citizen of Sri Lanka by Birth or Registration : _____.

09. Educational and professional qualifications :

(a) Please indicate the grade and particulars in respect of educational and professional or Technical Qualifications :

Examination	Year	Main Subjects	Grade	Name of the Institution

(b) Year of sworn in as an Attorney-at-law in the Supreme Court of Sri Lanka : _____.

(c) Service period as a Legal Officer as at closing date : _____.

10. Experience :

(i) Institute : _____.
(ii) Service period : _____.

11. Experience in Computer Skills : _____.

12. Other Qualifications : _____.

13. Proficiency in English : _____.

14. Other Relevant Information : _____.

15. Have you ever been convicted of any offence in a Court of Law ?
: _____.
if so details : _____.

16. State whether you will be a qualified person of the appointment to the public service as per section (V) of the procedural rules of the Public Service Commission of Sri Lanka : _____.

I do hereby certify that the above given particulars are true and correct to the best of my knowledge. I'm fully aware that if any information I have furnished herewith is found to be false or incorrect prior to the appointment or after the appointment and found that I'm not qualified for the post and I'm liable for dismissal from the service without any compensation.

_____,
Signature of the Applicant.

Date : _____.

17. Attestation of the signature of the applicant :

Certificate of the Head of Department

I do hereby certify that Mr./Ms. applying for the post of Legal Officer of the Ministry of State Resources and Enterprise Development is personally known to me and he/she signed the application in from of me on day of 2013.

Signature of the Attester.

Date : _____.

Place : _____.

Full Name of the Attester : _____.

Address : _____.

I recommend the application of Mr./Ms. (name) holding the post of in my organization to the post of Legal Officer of the Ministry of State Resources and Enterprise Development. I do hereby certify that his/her conduct is satisfactory and there aren't any disciplinary inquiries or pending inquiries against him/her. If he/she is selected for the post, he/she can be/can't be released from the service.

Signature of the Head of the Institution.
(Seal)

Date : _____.

12-338

Examinations, Results of Examinations &c.,

MINISTRY OF TRANSPORT

Department of Motor Traffic

OPEN COMPETITIVE FOR RECRUITMENT OF MOTOR VEHICLE EXAMINATION TO CLASS II SEGMENT B OF THE SRI LANKA TECHNOLOGICAL SERVICE FOR THE DEPARTMENT OF MOTOR TRAFFIC

REFERENCE NOTICE PUBLISHED ON 08.11.2013

ANNEXURE 01 : Section 4, paragraph C, the upper age limit will not be apply to those who are already in the Public Service. (Above age limit will be applied for this examination only).

S. H. HARISCHANDRA,
Commissioner General of Motor Traffic.

Department of Motor Traffic,
P. O. Box 533,
Elvitigala Mawatha,
Colombo 05,
26th November, 2013.

12-413

PUBLIC SERVICE COMMISSION

Open competitive Examination for Recruitment to the posts in Class III of Assistant Director (Legal) in the National Intellectual Property Office of Sri Lanka - 2013

BY order of the Public Service Commission, applications are hereby invited for the open competitive examination for recruitment to the posts of Assistant Director (Legal) of the National Intellectual Property Office of Sri Lanka. The applications in accordance with the specimen appended at the end of this notification should be sent under registered post to reach the Commissioner General of Examinations, (Organizations and Foreign Examinations Branch),

Department of Examinations, Pelawatte, Battaramulla on or before the date mentioned below. The words "Open Competitive Examination for recruitment to the post of Assistant Director in the National Intellectual Property Office of Sri Lanka" should be clearly indicated on the top left hand corner of the envelope enclosing the application. It is required to indicate the name of the examination in English as well, in the applications prepared in both Sinhala and Tamil Languages.

(a) The closing date of the applications is 13.01.2014.

Note.— Any complaint regarding an application or any related letter getting lost or delayed in post will not be considered. Applicants should bear the loss resulted in from getting delayed to send the applications until its' closing date.

1. *Method of Recruitment.*— Candidates who have obtained higher marks from those who have passed the Open Competitive Examination will be interviewed to verify the qualifications and then according to the number of existing vacancies they will be recruited based on the order of merit. Number of candidates to be appointed and the effective date of appointment will be determined in terms of the orders of the Public Service Commission.

2. *Conditions of the Service :*

- (i) This post is permanent and pensionable and should pay contributions to the Widows' and Orphans Pension Fund/ Widowers' and Orphans Pension Fund.
- (ii) Officers who are appointed to this post are subject to a probation period of three years (03) and 1st Efficiency Bar Examination should be passed before lapse of 03 years from the date of appointment.
- (iii) Proficiency of the other official language should be achieved within 05 years from the date of appointment, in terms of the provisions of Public Administration Circular No. 07/2007. Officers who have been recruited from a language other than official languages should obtain the proficiency of one official language within 03 years.

i. e. during the probation period and the proficiency of the other official language should be achieved within 06 years from the date of appointment.

(iv) The appointment is subject to Procedural Rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Governmental Financial Regulations and other Departmental Orders.

(v) Appointments of candidates who fail to assume duties of the post on the due date and/or refuse or evade assuming duties of the post or in an area they are appointed are liable to be cancelled.

3. *Salary Scale.*— As per the Public Administration Circular No. 06/2006, this post entitles a monthly salary scale of Rs. 22,935 - 10x645 - 8x790 - 17x1,050 - Rs. 53,555 (SL-1-2006).

4. *Educational/Professional Qualifications :*

Educational Qualifications.— An Attorney-at-Law of the Supreme Court/possession of a Law Degree from a University recognized by the University Grants Commission.

Professional Qualifications.— Not less than 3 years of active professional experience after taking oaths as an Attorney-at-Law of the Supreme Court (additional experience related to the subject will be considered as special eligibility to the post).

5. *Age limit.*— Age should not be less than 21 years and not more than 35 years of age as the closing date of applications.

6. *Physical fitness :*

- (i) Each candidate should be able to serve in any part of Sri Lanka.
- (ii) Should be physically and mentally fit to discharge official duties of the post.
(Selected candidates will be subject to undergo a medical examination)

7. *Other Qualifications :*

- (i) Candidates should be citizens of Sri Lanka,
- (ii) Candidates should have excellent moral characters,
- (iii) A candidate has to fulfill all the required qualifications in every aspect as at the date of publication of this *Gazette* Notification.

8. *Written Examination :*

8.1.1 Written Examination :

Question Paper	Duration	Total Marks	Cut off Marks
English Language	02 hours	100	40
General Intelligence	01 hour	100	40

8.1.2 Syllabus :

Name of the Question Paper	Syllabus
English Language	<p>(i) Comprehension : A paragraph consists of more than 200 words is given to test the ability to comprehend and answer</p> <p>(ii) Grammar : To test the basic knowledge in the areas of tenses, nouns, verbs, direct and indirect speech, active and passive voice, gender and prepositions.</p>
General Intelligence	To assess the candidate's capacity for comprehension and intelligence by examining the candidate's inferences and responses to problems presented in verbal, numerical and contexts.

Examination, results including marks obtained for each of the subject and the aggregate of marks will be personally conveyed to all the applicants who appeared for the examination.

8.2 Interview :

Candidates with higher marks (equivalent to the number of vacancies) from the candidates who will obtain more than 40% marks for each paper will be subject to an interview conducted by an interview board appointed by the Public Service Commission to examine the qualifications and physical fitness mentioned in this notification. Marks will not be given to the interview.

9. *Rules of the Examination :*

- (i) Examination will be conducted in Sinhala, Tamil and English Languages. A candidate will not be allowed to change the medium of examination which is mentioned in the application. Each candidate should sit for both papers.
- (ii) The fee for the examination will be Rs. 1,000. This should be paid by cash to any Divisional/District Secretariat Office to be credited to the Revenue Head 2003-02-13 of the Commissioner General of Examination and the receipt obtained in favour of candidate's name should be affixed in the relevant cage of the application form. It would be advisable to keep a photocopy of the receipt with the candidate.
- (iii) The fee is non-refundable under any circumstance.
- (iv) This examination will be held in April 2014. Date of holding the examination will be notified later.
- (v) Incomplete applications will be rejected without any notice.

Note.— The candidates will not be allowed to enter the examination hall without the admission card. A candidate must sit for the examination at the examination hall assigned to him/her. Every candidate must get his/her signature attested in advance and hand over the admission card to the supervisor on the first time he/she presents himself/herself for the examination. The issue of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

- (vi) The application should be prepared in paper of 22-29 cm (A4) size by using both sides. It should be specifically noted that the application should be prepared in such a way that heading 1 to 5 appear on the 1st page and heading 6 to 11 on the second page and filled by applicant's own hand writing. Applications that do not comply with the specimen or that are not properly completed will be rejected without notice. It is advisable to keep a photocopy of the application with the candidate. The candidate shall verify that the perfected application is in conformity with the specimen given in the notification as otherwise the application may be rejected. The application should be in the form of the specimen appended to this notification.
- (vii) Receipt of applications will not be acknowledged. The Commissioner General of Examinations will issue admission cards to the candidates whose applications are complete in every aspect. A notice will be published in the newspapers by the Department of Examinations as soon as the admission cards are issued to applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, steps should have to be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be more effective if you send a certified copies of the application and the cash receipt kept at your possession to the Department and in case if you are outside Colombo your letter of request furnishing a Fax No. to which the admission card should be sent.
- (viii) The Commissioner General of Examinations reserves the right to postpone or cancel this examination subject to the instructions given by the Public Service Commission.
- (ix) Candidates are abided by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and issuing of results. They are liable to subject to a punishment imposed by the Commissioner for breach of these rules.

10. *Identity of Candidate.*— A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the

supervisor. For this purpose, any of the following documents will only be accepted :

- (a) National Identity Card issued by the Department of Registration of Persons,
(b) A valid Passport,
(c) A valid Driving License.

Note :

- (a) Any document or a photocopy of it should not be attached to the application.
(b) Applications of candidates who fail to submit relevant documents when requested will not be considered.

Officers of Government/Provincial Government and Government Corporations should forward their applications through the respective heads of the Departments/Institutions. It is compulsory that every candidate must get his/her signature attested before the examination. The candidates who sit for the examination through their Institutions must get his/her signature attested by the Head of the Department also. In case of other candidates, their signatures should be attested by a Head of a Government School/Retired Head, the Grama Niladari of the Division, a Justice of Peace, a Commissioner of Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of the Armed Forces, an Officer holding a permanent post in Public Service or Provincial Public Service who draw a basic salary of Rs. 240,360 or over per annum or a Chief Incumbent or other chief prelate of a Buddhist temple or a religious dignitary-in-charge of a place of worship of any other religion.

11. *Penalty for furnishing false information.*— If a candidate is found to be ineligible his/her candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by candidate is found incorrect and has been done so knowingly that it is incorrect or if he has concealed a material fact intentionally, he/she will be liable to dismiss from the Public Service.

12. Action for any other factor not considered in these regulations, will be taken in accordance with the decision taken by the Secretary to the Ministry of Industry and Commerce subject to the instructions of the Public Service Commission.

13. Public Service Commission reserves the authority to fill or not fill all the existing vacancies or part of it.

On the order of Public Service Commission,

ANURA SIRIWARDENA,
Secretary,
Ministry of Industry and Commerce.

On 23rd of November, 2013.

For office use only

6.0 Marital status :

Married - 1
Single - 2

OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE POSTS IN CLASS III OF
ASSISTANT DIRECTOR (LEGAL) IN THE NATIONAL
INTELLECTUAL PROPERTY OFFICE OF SRI LANKA - 2013

SPECIMEN FORM OF APPLICATION

Medium : Medium of Examination

Sinhala - 1
Tamil - 2
English - 3

(Indicate the relevant number in the cage)
(It is not allowed to change the "medium of examination"
afterwards as per paragraph 9.1 of this notification)

- 1.0 1.1 Name with initials (initials at the end) : _____.
(e.g.- SILVA A. B.) (in English Block Capitals)
1.2 Name in full : _____.
(in Sinhala/Tamil)
1.3 Name in full : _____.
(in English Block Capitals)
1.4 National Identity Card Number :

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- 2.0 2.1 Permanent Address : _____.
(In English Block Capitals)
2.2 Address to which admission card should be sent : _____.
(In English Block Capitals)

- 3.0 3.1 Date of birth :

Year : Month : Date :

- 3.2 Age as at the closing date of applications :

Years : Months : Days :

- 4.0 Sex :

Male - 0
Female - 1

(Indicate the relevant number in the cage)

- 5.0 Ethnicity :

Sinhala - 1, Tamil - 2, Muslim - 3
Indian Tamil - 4, Other - 5

(Indicate the relevant number in the cage)

7.0 Details of the degree :

7.1 University/Institution : _____.
7.2 Registration Number : _____.
7.3 Name of the Degree : _____.
7.4 Effective date of the Degree : _____.
7.5 General/special : _____.
7.6 Class : _____.
7.7 Major Subjects : _____.

8.0 State if there are any other relevant educational/Professional
Qualifications (Post Graduate Degree/Diploma/Other Language
Proficiencies) : _____.

9.0 Affix the cash receipt here :

Receipt Number : _____.
Date of payment : _____.
Office to which the payment was made : _____.

Affix the cash receipt firmly here

10.0 Affirmation of the Applicant :

I declare that the particulars furnished by me in this application
are true and correct to the best of my knowledge and belief. Further,
I declare that I shall be abided by the rules and regulations with
regard to conducting this examination and the decisions taken with
regard to release of results by the Commissioner General of
Examinations. I agree to be bound by any decision taken to cancel
my candidature before or at the time of or after the examination, if I
am deemed unqualified in terms of the conditions relating to this
examination.

_____,
Signature of the Applicant.

Date : _____.

11.0 Attestation of the signature of the candidate (In accordance
with paragraph 10 of this notification) :

I certify that the applicant (name in full)
is known to me personally and he/she placed his/her signature in my
presence on (date).

_____,
Signature of the Attester.

Date : _____.

Full name of the attester : _____.

Designation : _____.

Address : _____.

Official stamp : _____.

MINISTRY OF HIGHER EDUCATION

Sri Lanka Institute of Advanced Technological Education

**ADMISSION OF STUDENTS TO THE ADVANCED TECHNOLOGICAL INSTITUTES
FOR THE ACADEMIC YEAR - 2014**

APPLICATIONS are called for the Higher National Diplomas conducted by Sri Lanka Institute of Advanced Technological Education (SLIATE) for those who have successfully completed the GCE (A/L) Examination on or before 2012.

How to apply.— All duly filled applications prepared according to the Specimen application form appeared below should be directed to the relevant Advanced Technological Institute/Section mentioned in the Section "B", under a registered cover with a receipt obtained by crediting of Rs.500 (Five hundred rupees) to the SLIATE Account No. 025-100133397613 at People's Bank, Park Street Branch (Colombo) or any other branch of the People's Bank in Sri Lanka. The "course applied" should be clearly stated on the top left hand corner of the envelope.

Candidates wish to apply for more than one institute should submit separate applications for each institute applied, while attaching separate receipt worth Rs. 500 for each of those. Applications of which the money is credited to some other account numbers other than the account number mentioned above will be rejected.

The applications received after the closing date will not be entertained.

Addresses of the Advanced Technological Institutes/ATI Sections as well as the courses conducted of those are available in the section 'B' and the applicants should select their academic programs from the list given in Section 'A' according to their qualifications.

Mode of conduct of programs :

Day/Full Time Courses: During weekdays, day time

Part Time Courses : During Weekends, day time

Medium of Instruction : English

Part time courses are confined for those who are employed in relevant fields.

Course fees.— No course fees are levied for Day/Full Time Courses. Part Time course fee per semester are as follows :

Higher National Diploma in Accountancy - HNDA	Rs. 4,000
Higher National Diploma in English (HND in English)	Rs. 6,000
Higher National Diploma in Information Technology - HNDIT	Rs. 12,000

Interview.— Short listed students will have to either sit for a written test and/or face an interview for the selections. The short listing of students will be based basically on the Z-Score of the Advanced Level Examination. Date, time and venue/or written test will be notified in writing. Necessary original documents are to be submitted in the interview. When the original documents are not available, certified photocopies will be accepted with the agreement of submitting the originals at the time of registration to the academic program.

Hostel Facilities.— Limited number of hostel facilities are available only for girls at ATI Naiwala and Dehiwala. ATI Ampara and Mattakkuliya are provided hostel facilities for both girls and boys. This facility is arranged only for the full time students .

Section "A"

- Higher National Diploma in Engineering - (HNDE) – Civil (Full Time) - 3 ½ years**
Higher National Diploma in Engineering - (HNDE) – Electrical/Electronic (Full Time) 3 ½ years
Higher National Diploma in Engineering - HNDE – Mechanical (Full Time) - 3 ½ years
Higher National Diploma in Building Services Engineering - (HNDSE) - (Full Time) - 3 ½ years
Higher National Diploma in Quantity Surveying – (HNDQS) (Full Time) – 2 ½ years

Applicants should have the followings:-

- G.C.E. (A/L) Examination with three passes in Maths stream (2012/2011/2010), in one sitting.

AND

- Ordinary pass in English Language at the G.C.E. (O/L) Examination.

02. Higher National Diploma in Accountancy - HNDA (Full Time) - 4 years

Applicants should have one of the followings:-

- (i) Passes for three subjects in one sitting at the G.C.E. (A/L) Examination (New syllabus) with Business Statistics, Combined Mathematics or Accountancy as one of the three subjects of which at least, two Credit passes should have been obtained.

A Credit pass in Mathematics at the G.C.E. (O/L) Examination is considered as an alternative for a credit pass in either Business Statistics, Combined Mathematics or Accountancy at the G.C.E. (A/L) Examination ;

OR

- (ii) Holders of National Certificate for Accounting Technicians conducted by the Department of Technical Education & Training ;

AND

Ordinary pass in English at the G.C.E. (O/L) Examination.

2.1 Higher National Diploma in Accountancy – HNDA (Part Time) - 4 years

Applicants should have one of the followings :-

- (i) Passes for all four subjects (Old syllabus) / three subjects (New Syllabus) in one sitting at the G.C.E. (A/L) Examination ;

OR

- (ii) Completion of National Certificate in Accounting Technicians, conducted by the Department of Technical Education & Training ;

OR

- (iii) Successful completion of National Certificate in Business Studies (Accountancy Group) or National Certificate in Accounting conducted by the Department of Technical Education & Training ;

AND

Practical Experience – Applicant should be employed in the relevant field in a Government Institution / Public Enterprises or a recognized firm.

Those who possess the following qualification will be exempted from the 1st year and will be admitted to the 2nd year when satisfying other entry requirements and availability of places :

- (i) Completion of the National Diploma in Business Studies/Business Finance conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) ; or Department of Technical Education and Training,
- (ii) Completion of the Higher National Diploma in Business Administration/Business Finance/Management conduct by the Sri Lanka Institute of Advanced Technological Education (SLIATE),
- (iii) Completion of second year, of the Higher National Diploma in Commerce conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or Department of Technical Education and Training,
- (iv) University Degree in relevant field (Accountancy/Business Administration/B.Com. Marketing Management/ Human Resources Management/Business Finance/Business Economics),
- (v) Completion of CAB I and CAB II or Licentiate I and II at Institute of Chartered Accountants of Sri Lanka (ICASL),
- (vi) Completion of the Chartered Institute of Management Accountants (CIMA) - UK - Part I and Part II,
- (vii) Completion of the Association of Accounting Technicians (AAT-SL),
- (viii) Completion of the Certified Management Accountants (CMA)-SL.

03. Higher National Diploma in Management – HNDM (Full Time) – 3 years and Higher National Diploma in Tourism and Hospitality Management – HNDTHM (Full Time) – 3 years

Applicants should have one of the followings :

- (i) Passes for all subjects in one sitting at the G.C.E. (A/L) Examination in any stream (Mathematics, Bio Science and Commerce are preferable)

OR

- (ii) National Certificate for Accounting Technicians or National Certificate in Business Studies (Public Administration/ Marketing) conducted by the Department of Technical Education and Training,

AND

Ordinary passes in English and Mathematics at the G.C.E. (O/L) Examination.

04. Higher National Diploma in Business Administration – HNDBA - (Full Time) – 2 ½ years

Applicant should have one of the followings :

- (i) Passes for all subjects in one sitting at the G. C. E. (A/L) Examination in Commerce stream ;

OR

- (ii) Successful completion of National Certificate in Accounting Technicians conducted by the Department of Technical Education & Training ;

AND

An ordinary passes in English and Mathematics at G.C.E. (O/L) Examination.

05. Higher National Diploma in Information Technology – HNDIT - (Full time – 2 1/2 years / Part time – 2 ½ years)

Applicants should have one of the followings :

- (i) Passes for all subjects in one sitting at the G. C. E. (A/L) Examination in any stream. (Mathematics, Bio Science and Commerce are preferable) ;

AND

- (ii) Ordinary passes in English and Mathematics at the G.C.E. (O/L) Examination,

AND

Note :- (Only for part time students); should have been employed in IT related field.

06. Higher National Diploma in Technology -HNDT (Agriculture) (Full Time) – 3 years

Applicants should have one of the followings :

- (i) Should have obtained four passes at the G.C.E. (A/L) Examination (Old syllabus) in Bio-Science stream at one sitting, two of which should be out of the following subjects: Chemistry, Agricultural Science, Botany, Zoology and Physics ;

OR

- (ii) Should have obtained 3 passes at the G.C.E. (A/L) Examination (New syllabus) in Bio Science stream at one sitting, two of which should be out of the following subjects: Chemistry, Agricultural Science, Biology and Physics ;

AND

- (iii) Ordinary pass for English and Mathematics at G.C.E. (O/L) Examination.

07. Higher National Diploma in English (HND in English) – (Full time - 2 years course work and 06 months in-plant training, part time - 2 years course work only)

Applicants should have one of the followings: -

- (i) Passes for all subjects in one sitting at the G. C. E. (A/L) Examination in any stream with 'C' pass in English Language at the G. C. E. (O/L) Examination ;

OR

(ii) English specialist Teacher Training Certificate; or the Diploma offered by the College of Education ;

OR

(iii) Passes for all subjects in one sitting at the G. C. E. (A/L) Examination in any stream (new syllabus) and a general pass for General English ;

OR

(iv) G.C.E. (A/L) Examination (New syllabus) in three subjects in any stream and a pass at the National Certificate in English for Commerce, Industry and further Education Conducted by the Department of Technical Education & Training or equivalent Qualifications.

Note.— The Part Time candidates should have a permanent employment in a relevant field with one of the above mentioned qualifications.

08. Higher National Diploma in Business Finance – HNDBF - (Full Time) – 2 ½ years

Applicants should have one the followings:

(i) G.C.E. (A/L) Examination (Old syllabus) with four passes including Economics, Commerce & Finance, Accountancy in one sitting;

OR

(ii) G.C.E. (A/L) Examination (New syllabus) with three passes including Economics, Business Studies and Accounting or any two of the above with one of the following subjects; Geography, Home Economics, Political Science, Logic & Scientific Methods, Agricultural Science or Combined Mathematics in one sitting ;

OR

(iii) Successful completion of National Certificate for Accounting Technicians conducted by the Department of Technical Education & Training ;

AND

(iv) Ordinary passes in English and Mathematics at the G.C.E. (O/L) Examination.

09. Higher National Diploma in Food Technology – HNDFT (Full Time) – 2 ½ years

Applicants should have the followings:

(i) G.C.E. (A/L) Examination with three passes in Biological or Physical Science stream in one sitting ;

AND

(ii) Ordinary pass in mathematics and English Language at G.C.E. (O/L) Examination.

Section "B"

Name of the ATI, Address, Telephone Numbers and the Name of the courses

Serial No.	Name of the ATI/ATI section	Addresses	Telephone Numbers	Name of the courses are conducted
01.	Hardy Advanced Technological Institute, Ampara.	Inginiyagala Rd., Ampara.	063-2222056 063-2223035	HNDA (FT), HNDA (PT), HNDM, HNDIT (FT), HNDDT (Agri), HND in English (FT), HND in English (PT)
02.	Advanced Technological Institute Section, Anuradhapura	No. 388/35, Harishchandra Mawatha, Anuradhapura.	025-2234417	HNDA (FT), HNDA (PT), HND in English (PT)
03.	Advanced Technological Institute, Badulla.	Greenland Drive, Badulla.	055-2230218 055-2223818	HNDA (FT), HNDA (PT), HNDM, HNDBA, HNDIT (FT), HNDIT (PT), HND in English (FT), HND in English (PT), HNDTHM

Serial No.	Name of the ATI/ATI section	Addresses	Telephone Numbers	Name of the courses are conducted
04.	Advanced Technological Institute Section, Batticaloa	Multi Purpose Building, Kovil Kulam East, Arayampathy.	065-2247519	HNDA (FT), HNDA (PT), HND in English (PT)
05.	Advanced Technological Institute, Dehiwala.	Waidya Rd., Dehiwala.	011-2714270 011-2738349	HNDA (FT), HNDA (PT), HNDM, HNDBA, HNDIT (FT), HND in English (FT), HND in English (PT), HNDBF, HNDTHM
06.	Advanced Technological Institute, Jaffna.	No. 665/5, Beach Rd., Guru Nagar, Jaffna.	021-2222595 021-2239803	HNDE, HNDA (FT), HNDA (PT), HNDM, HNDBA, HNDIT (FT), HNDIT (PT), HND in English (FT), HND in English (PT), HNDTHM
07.	Advanced Technological Institute, Kandy.	No. 16, Keppetipola Rd., Kandy.	081-2226644 081-2232097	HNDA (FT), HNDA (PT), HNDM, HNDBA, HNDIT (FT), HND in English (FT), HND in English (PT), HNDTHM
08.	Advanced Technological Institute , Kegalle.	Bandaranayake Mawatha, Kegalle.	035-2221297 035-2221713	HNDA (FT), HNDA (PT), HNDIT (FT), HND in English (FT), HND in English (PT)
09.	Advanced Technological Institute, Kurunegala.	No.22/1, Wilgoda Rd., Kurunegala.	037-2224911 037-2229583	HNDA (FT), HNDA (PT), HNDM, HNDIT (FT), HND in English (FT), HND in English (PT)
10.	Galle Advanced Technological Institute, Labuduwa	Siridamma Mw., Labuduwa, Akmeemana.	091-2227880 091-2246179	HNDE, HNDA (FT), HNDA (PT), HNDM, HNDTHM, HNDBA, HNDIT (FT), HNDIT (PT), HNDT (Agri), HND in English (FT), HND in English (PT), HNDQS, HNDBSE
11.	Advanced Technological Institute, Mattakkuliya	No. 42, Rodrigo Place, Colombo 15	011-2529479 011-2521152	HNDE, HNDQS, HNDBSE
12.	Advanced Technological Institute, Naiwala.	Naiwala, Essalla, Veyangoda.	033-2287519 033-2292544	HNDA (FT), HNDA (PT), HNDIT (FT), HNDT (Agri), HNDFT, HNDIT (PT)
13.	Advanced Technological Institute, Rathnapura.	New Town, Ratnapura.	045-2230780	HNDA (PT), HNDA (FT), HNDIT (FT), HND in English (FT)
14.	Advanced Technological Institute Section, Samanthurai.	Main Street, Samanthurai.	067-2261304	HNDA (FT), HNDA (PT), HND in English (PT)
15.	Advanced Technological Institute Section, Tangalle.	Yaya Watta, Netolpitiya, Tangalle.	091-2246179	HNDA (PT), HNDA (FT), HNDIT (FT), HND in English (FT)
16.	Advanced Technological Institute, Trincomalee.	Kanniya Rd, Varodayanagar, Trincomalee.	026-3262937	HNDA (FT), HNDA (PT), HNDIT (FT), HND in English (FT), HND in English (PT)
17.	Advanced Technological Institute, Vauniya	"Janawathu Piyasa" No. 230, T. B. Jayah Mawatha, Colombo 10.	011-2691307	HNDA (FT), HND in English (FT)

Note:-

1. The selected candidates in Higher National Diploma in Engineering, Higher National Diploma in Building Services Engineering, Higher National Diploma in Quantity Surveying (Full time) should attend classes during weekdays as well as on certain days during weekends, if the necessity arises.

2. Higher National Diploma in Accountancy programme (Day/Full time) for the first and second years is conducted only on weekdays. Third and fourth years of this academic programme are conducted in weekends.
3. The first and second years of the Higher National Diploma in Management (Day/Full time) course will be conducted during daytime of the weekdays and the third year will be conducted during the weekend.
4. A pass in the General Paper is compulsory for the applicants qualified in the GCE (A/L) new Syllabus.
5. It is considered the Z-Score or aggregate marks of the GCE (A/L) Examination as the selection criteria to select for each and every academic programme.
6. Preference will be given for the candidates passed in subjects or in the field relevant to the academic programme.
7. For day courses, it will be given preference for those who are under 23 years.
8. It is required at least 25 applicants to conduct a course in the particular ATI or ATI Section.
9. If the number of applicants exceeds the expected number of students, an aptitude test will be conducted in institutional wise.
10. For whatever the reason no student will be transferred to any other Advanced Technological Institute after their selecting for a full time course in particular ATI or ATI Section.
11. Students who have registered for the courses with three years or above can be allowed to cancel the registration before 60 days starting from the closing date of registration given by the relevant institute.

Please note that the decision of the Director General SLIATE will be the final decision on the admission of students to Advanced Technological Institute/Sections for the academic year 2014.

Closing date of applications 31.12.2013.

Web site : www.sliate.ac.lk

W. HILARY E. SILVA,
Director General,
Sri Lanka Institute of Advanced Technological Education,

No. 320, "Janawathu Piyasa",
T. B. Jayah Mawatha,
Colombo 10.

Office use only – Course Number

SPECIMEN APPLICATION FORM

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION

Application form for admission to Higher National Diploma Courses in 2014

Name of the Course	Order of preference
1
2
3
4
5

1. Name with Initials :
2. Name/Names denoted by Initials :
3. Address :

4. Date of Birth : Year : _____, Month : _____, Date : _____.
Age (as at 31.12.2013) : Years : _____, Months : _____, Days : _____.
5. National Identity Card No. : _____.
6. Sex : _____.
7. Administrative District : _____, Contact Phone Number : _____.

8. (i) Result of GCE (A/L) Examination (on or Before 2012) :

Year: _____, Index No. : _____, Medium : _____.

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

If under new syllabus indicate pass or fail in the Common General Paper : _____.
Aggregate/Z-Score of the above Examination : _____.

- (ii) Result of GCE (O/L) Examination :-

Year: _____, Index No. : _____, Medium : _____.

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

9. Highest Qualification in English as a subject : _____.

10. Only for part time courses :

Details of present employment : _____.

Date of Appointment : _____.

Post : _____.

E.P.F. Number : _____.

Place of work and Address : _____.

I do hereby declare that I am not following any other full time course of study in any other state institution. I am aware that my registration will be cancelled at any time during the period of study if it is found that I concurrently follow a full time course at any other state institution. I hereby certify that the information furnished here is true and accurate to the best of my knowledge.

_____,
Signature of Applicant.

Date : _____.

(The bank receipt for Rs.500 payable to SLIATE should be annexed.)

FIRST EFFICIENCY BAR EXAMINATION AND SECOND LANGUAGE TEST FOR OFFICERS IN SRI LANKA ADMINISTRATIVE SERVICE, SRI LANKA ENGINEERING SERVICE, SRI LANKA SCIENTIFIC SERVICE AND SRI LANKA ARCHITECTS' SERVICE - 2013 (II) SECOND EFFICIENCY BAR EXAMINATION FOR OFFICERS IN SRI LANKA ADMINISTRATIVE SERVICE - 2013 (II)

IT is hereby notified that First Efficiency Bar Examination and Second Language Proficiency Test for the officers in Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service and Second Efficiency Bar Examination for the officers in Sri Lanka Administrative Service will be held in Colombo during weekends from 18th January 2014 to 02nd February 2014, by the Director, Sri Lanka Institute of Development Administration, under the supervision and direction of Ministry of Public Administration and Home Affairs.

02. Efficiency Bar Examinations and Second Language Proficiency Tests which are due to be held in respect of the above services will be as follows:

<i>Serial No.</i>	<i>Name of the Examination</i>	<i>Code</i>
1.	1 st Efficiency Bar Examination and Second Language Proficiency Test for officers in Sri Lanka Administrative Service	SLAS1
2.	1 st Efficiency Bar Examination and Second Language Proficiency Test for officers in Sri Lanka Engineering Service	SLES
3.	1st Efficiency Bar Examination and Second Language Proficiency Test for officers in Sri Lanka Scientific Service	SLSS
4.	1 st Efficiency Bar Examination and Second Language Proficiency Test for officers in Sri Lanka Architects' Service	SLArS
5.	2nd Efficiency Bar Examination for officers in Sri Lanka Administrative Service	SLAS2

03. Officers may appear separately for each subject and at different occasions at their discretion. However, it is compulsory to pass the Efficiency Bar Examinations within the prescribed period.

04. This examination will be conducted by the Director of Sri Lanka Institute of Development Administration and the candidates will be bound by the rules and regulations imposed by him with regard to the same. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules and regulations.

05. Applications for the examination can strictly be made online through www.slida.lk, the official web site of the Sri Lanka Institute of Development Administration. It is possible to commence the filling of applications for examination selecting the relevant examination by way of opening the sub menu "Examinations" from the main menu of www.slida.lk. Filling of applications is strictly allowed during the period from 8.00 a.m. on 13.12.2013 up to 12.00 midnight on 03.01.2014.

06. *Examination Fees* .- The candidates appearing for the examination for the first time need not pay the examination fees. For subsequent sittings, officers should pay the examination fee in the following manner.

Officers in Sri Lanka Administrative Service should pay the examination fee considering that the First Efficiency Bar Examination and Second Language Proficiency Test as one Examination and Second Efficiency Bar Examination as another examination. Accordingly, Rs. 1000/- should be paid if it is applied for more than one subject of the First Efficiency Bar Examination and Second Language Proficiency Test. Rs. 1000/- should be paid if it is applied for more than one subject of the Second Efficiency Bar Examination. Rs. 500 should be paid if it is applied only for one subject of the First Efficiency Bar Examination and Rs. 500/- should be paid if it is applied only for one subject of the Second Efficiency Bar Examination.

The officers in Sri Lanka Engineering Service, Sri Lanka Scientific Service and Architects' Service should pay Rs. 1000/-, if they are applying for more than one subject of the First Efficiency Bar Examination and Rs. 500/- should be paid, if they are sitting for only one subject. Examination fee should be paid by any post office all over the island (except sub post offices) to be credited to the SLIDA account and the number of the receipt issued should be indicated in the relevant cages of the application. When filling the application for inland telegraphic money order for payment of money to SLIDA account, "SUDA" should be mentioned as the recipient. In the meantime, the code name of the relevant examination should be indicated at the place for the recipient's address. (The code names should be as mentioned in section 02).

Further, when crediting money to the account, the application should be filled including the name of the applicant as the remitter and the N.I.C. Number of the applicant at the space for the address of the remitter.

07. When the application filled online is submitted, the candidate will be issued a confirmation number and the candidate should keep it for further inquiries. Candidates will be able to get their admission card of the examination by way of following the instructions indicated in the web page to which the candidate will have the access once the application duly perfected is sent online. The candidate should get a printed copy of the admission card and get his signature certified by the respective Head of the Department or a deputy authorized by the Head for the purpose. The admission card certified in this manner should be submitted to the Supervisor of the examination.

08. Any clarification regarding the process for submitting applications can be obtained through the Telephone Number 011 - 5980236 of Sri Lanka Institute of Development Administration. Communication can be made through this line from 8.30 a.m up to 4.30 p.m during working days of the week from 13.12.2013 up to 03.01.2014.

09. Head of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If the applicants need to get their candidature confirmed, it can be done through the Telephone Number 011-5980236. Candidates will not be paid traveling expenses for appearing for the examination.

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

- (i) The National Identity Card issued by the Department of Registration 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 Director of Sri Lanka Institute of Development Administration.

11. The examination will be held in Sinhala, Tamil and English media. If it is found that a candidate has appeared for the examination in a language medium that he/she is not entitled to, the candidature of such applicant will be cancelled.

12. Scheme of Examination: Subjects and the syllabus of each Efficiency Bar Examination are as follows.

12.1 1st Efficiency Bar Examination and Second Language Proficiency Test for officers in Sri Lanka Administrative Service (Appendix "C" of Sri Lanka Administrative Service Minute published in the *Gazette* No: 1419/03 dated 14-11-2005)

The subjects of the examination are given below :

<i>Serial Number</i>	<i>Subjects</i>	<i>Duration</i>	<i>Subject Number</i>
01	Constitutional Law and Administrative Law	03 hours	01
02	The Legal Systems of Sri Lanka	03 hours	02
03	Criminal Law & Evidence Law	03 hours	03
04	Administration	03 hours	04
05	Economics	03 hours	05
06	Sociology	03 hours	06
07	English	03 hours	07

12.1.1 Constitutional Law and Administrative Law (Subject No. 01) A question paper based on the following:

- (i) The structure of the Constitution of Sri Lanka with historical development and the Second Republic Constitution.
- (ii) The Executive, President of the Republic, Cabinet of Ministers and the Prime Minister, Central Government Departments and the Public Service.
- (iii) Administration of Justice.
- (iv) Judicial control over Administration.
- (v) Directive Principles of the State Policy and Fundamental Duties.
- (vi) Delegated Legislation.
- (vii) Liability of the State and the Public Authorities.
- (viii) Fundamental Rights.

12.1.2. The Legal Systems in Sri Lanka (Subject No. 02) A question paper based on the following:

- (i) The Legal History of Sri Lanka
- (ii) The Organization of the Courts
- (iii) The Courts Ordinance (Chapter 6)
- (iv) The Act of No. 44 of 1971 Administration of Justice

12.1.3. Criminal Law and Evidence Law (Subject No. 03) A question paper based on the following:

- (i) The Penal Code
- (ii) The Evidence Ordinance.

Note: A candidate will be required to obtain 35% of marks for each of the subjects mentioned under 12.1.1., 12.1.2. and 12.1.3. above and an average of 40% of the total marks allocated for the 03 subjects.

12.1.4. Administration (Subject No. 04)

A question paper based on the following:

- (i) Office and Field Organization and Methods;
- (ii) Procedural rules published by the Public Service Commission, in the *Gazette Extra-ordinary* of the Government No. 1589/30 dated 20.02.2009 and following chapters of the Establishment Code (Chapters VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII).

Note.— A candidate will be required to obtain at least 40% of marks for this subject.

12.1.5. Economics (Subject No. 05)/ Sociology (Subject No. 06)

Candidates are required to sit only for one subject out of Economic & Sociology.

12.1.5.1. Economics (Subject No. 05) A paper based on the following:

- (i) Principles of Economics with special reference to the theories of Value, Production and Distribution;
- (ii) Money, Financial Activity and Theory of Money;
- (iii) The Economic Structure of Sri Lanka.

Note.— A candidate will be required to obtain at least 40% of marks for this subject.

12.1.5.2. Sociology (Subject No. 06)

A question paper based on the following (with Special reference to Sri Lanka.)

- (i) Social Structure, Organization and Functions;
- (ii) Human Relationships and Groupings;
- (iii) Kinship, Marriage and the Family;
- (iv) Rural and Urban Society;
- (v) Social Stratification and Differentiations;
- (vi) Social Control;
- (vii) Culture, Religion, Morals and Values.

Note.— A candidate will be required to obtain at least 40% of marks for this subject.

12.1.6. English (Subject No. 07)

The syllabus for this subject will be as follows.

(i) *LISTENING AND SPEAKING SKILLS*

The candidate should possess the ability to function effectively in the following Language functions.

- General Greetings and Introductions
- Giving and Getting information
- Advising, Suggesting and Expressing Opinions
- Describing Events and Situations
- Telephone skills
- Interviewing skills
- Meeting
- Listening and Note Taking skills

(ii) *ENGLISH GRAMMER*

A suitable level of proficiency on the following forms of grammar in the Spoken and the Written language is expected from the candidate.

- Tense and Number
- Sentences (Simple/Compound/Complex/Compound Complex)
- Relative Clauses
- Reported Speech

- Adjectives and Adverbs
- Determiners
- Prepositions

(iii) **WRITING SKILLS**

The knowledge on the modern formats and styles of writing is tested in this area of study

- Internal modes of Communication
- Formal correspondence skills
- Writing Descriptions/Explanations
- Summary writing skills
- Report Writing skills
- Meeting Minutes/ Agendas/Invitations
- Comprehension

(iv) **READING SKILLS**

Candidate's ability to comprehend a printed text, infer meaning and verbs 1/ written interpretation is expected.

- Reading and understanding the specific and general meaning of a printed text;
- Reading and Interpretation (verbal/written).
Understanding the cohesion and coherence a passage.

Note.— A candidate will be required to obtain at least 40% of marks for this subject.

12.1.7 Second Language Test

These examinations consist of two parts as written test and oral test. Only the candidates who pass the written test shall be called for the oral test corresponding to the relevant subject. The subjects of the written test are as follows.

<i>Subject</i>	<i>Duration</i>	<i>Subject Number</i>
Second Language Test - Sinhala	02 hours	13
Second Language Test - Tamil	02 hours	14
Second Language Test - English	02 hours	15

Note.— The second language in respect of an officer who becomes eligible to be appointed in Sinhala medium shall be Tamil Language. The second language in respect of an officer who becomes eligible to be appointed in Tamil Medium shall be Sinhala Language. In the meantime, an officer who becomes eligible to be appointed in English Language is required to pass Sinhala & Tamil Language Tests.

12.2. First Efficiency Bar Examination for officers in Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service.

Subjects of these examinations are as follows :

<i>Subject</i>	<i>Duration</i>	<i>Subject Number</i>
Financial Systems	03 hours	12
Administration	03 hours	04

12.2.1 Financial Systems (Subject No. 12)

A question paper consisting of questions based on following facts.

- (i) Financial Regulations of Government of Sri Lanka - Volume I (Except Chapter X)
- (ii) Estimates of the current year. *Eg.* Preparations of estimates, votes, financial systems and appropriation acts.

Note.— Candidates are required to secure at least 40% of marks for this subject.

12.2.2 Administration (Subject No. 04)

A question paper consisting of questions base on following facts.

- (i) Office and field organization and methods ;
- (ii) Procedural rules published by the Public Service Commission, in the *Gazette Extraordinary* of the Government No. 1589/30 dated 20.02.2009 and following chapters of the Establishment Code (Chapters VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII).

Note.— Candidates are required to secure at least 40% of marks for this subject.

12.2.3 Second Language Test :

This examination consists of two parts as written test and oral test. Only the candidates who pass the written test shall be called for the oral test corresponding to the relevant subject. The subjects of the written test are as follows.

Subject	Duration	Subject Number
Second Language Test - Sinhala	02 hours	13
Second Language Test - Tamil	02 hours	14
Second Language Test - English	02 hours	15

Note:- The second language in respect of an officer who becomes eligible to be appointed in Sinhala medium shall be Tamil Language. The second language in respect of an officer who becomes eligible to be appointed in Tamil Medium shall be Sinhala Language. In the meantime, an officer who becomes eligible to be appointed in English Language is required to pass Sinhala & Tamil Language Tests.

12.3 The Second Efficiency Bar Examination for officers of Sri Lanka Administrative Service (Appendix "D" of Sri Lanka Administrative Service minute published in *Gazette* No: 1419/03 dated 14.11.2005)

Serial No.	Subjects	Duration	Subject No.
01	Economics and Social Policy (with special reference to Sri Lanka)	03 hours	08
02	The Process of Development Administration (with special reference to Sri Lanka);	03 hours	09
03	Management and Organization.	03 hours	10
04	Public Sector Financial Management	03 hours	11

12.3.1 Economics and Social Policy (with special reference to Sri Lanka) : (Subject No. 08)

A paper based on the factors which influence the formulation of economic and social policy in Sri Lanka. The application of the principles of Economics and Sociology in recent economical, social and political history of Sri Lanka.

Note: A Candidate will be required to obtain at least 40% of marks for this subject.

12.3.2 The Process of Development Administration (with special reference to Sri Lanka):- (Subject No. 09)

A paper based on the Institution of Development Administration, their working and their inter-relationships with special reference to:-

- The Machinery of Government in Sri Lanka;
- The constitutional background of the machinery of Government in Sri Lanka;
- Provincial Councils and Local Government;
- People's Organizations;
- Public Corporations.

Note.- A candidate will be required to obtain at least 40% of marks for this subject.

12.3.3 Management and Organization; (Subject No. 10)

A paper based on the following

- The principles of management and organization;
- The application of these principles to problems and issues in the public sector.
- Modern tools and techniques of management.

Note.- A candidate will be required to obtain at least 40% of marks for this subject.

12.3.4 Public Sector Financial Management (Subject No. 11) :

A question paper based on the following :-

- Fiscal Governance in Sri Lanka;
Constitutional Provisions Relating to Public Financial Management
Parliamentary Control over Public Finance
Meaning of Fund
Consolidated Fund and its operation
Meaning and Methods of Appropriation
Contingencies Fund
Other Funds and their Operation
Government Revenue
Powers and Functions of the Minister of Finance
Powers and Functions of the Treasury
Warrants and Imprest Authority
Auditor General, his Powers and Functions
Committee on Public Expenditure
Committee on Public Enterprises

- (ii) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their Powers and Function
- (iii) Internal Audit
- (iv) Public Expenditure Planning and Management; Identification of Organizational Objectives and Functions
Identification of Government Policies, Goals Targets and the Work Development Programmes
Planning and Appraisal of Development Projects and Programmes and Prioritization of them
Formulation and Finalization of Annual Estimates of Revenue and Expenditure
- (v) Variations of Approved Estimates of Expenditure Application of Virement Procedure
Management of Public Sector Cadres and Salaries Total Cost Estimates and Revisions Supplementary Estimates
- (vi) Losses and Waivers of Govt. Properties
- (vii) Miscellaneous Accounting Matters
- (viii) Delegation of Functions for Financial Control
- (ix) Custody of Public Money and Bank Accounts Procedure
- (x) Govt. Procurement Procedure, Procurement of Goods, Services and Works
Composition, Appointment, Power and Functions of Tender Boards and Technical Evaluation Committees
Tender Evaluation Procedure .
Management of Donor Funded Projects.

Note.— A candidate will be required to obtain at least 40% of marks for this subject.

13. The timetable of the examination is as follows :

Serial No	Name of the Examination	Subject	Subject No.	Date	Time
01	1 st Efficiency Bar Examination for Officers in Sri Lanka Administrative Service	Constitutional Law and Administrative Law	01	18.01.2014	9.00 -12.00
		Legal Systems of Sri Lanka	02	18.01.2014	13.00 -16.00
		Criminal Law and Evidence	03	19.01.2014	9.00 -12.00
		Law			
		Administration	04	19.01.2014	13.00- 16.00
		Economics	05	25.01.2014	9.00 -12.00
		Sociology	06	25.01.2014	9.00 -12.00
		English	07	25.01.2014	13.00- 16.00
02	1 st Efficiency Bar Examination for Officers in Sri Lanka Engineering Service	Financial Systems	12	26.01.2014	9.00 -12.00
		Administration	04	19.01.2014	13.00- 16.00
03	1 st Efficiency Bar Examination for Officers in Sri Lanka Scientific Service	Financial Systems	12	26.01.2014	9.00 -12.00
		Administration	04	19.01.2014	13.00- 16.00
04	1 st Efficiency Bar Examination for Officers in Sri Lanka Architects' Service	Financial Systems	12	26.01.2014	9.00 -12.00
		Administration	04	19.01.2014	13.00- 16.00
05	Second Language Test for officers of Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service	Second Language Proficiency Test - Sinhala	13	02.02.2014	14.00- 16.00
		Second Language Proficiency Test - Tamil	14	02.02.2014	9.00 -11.00
		Second Language Proficiency Test - English	15	02.02.2014	11.30 -13.30
06	2 nd Efficiency Bar Examination for Officers in Sri Lanka Administration Service	Economic & Social Policy	08	26.01.2014	9.00 -12.00
		The Process of Development Administration	09	26.01.2014	13.00 - 16.00
		Management and Organization	10	01.02.2014	9.00 -12.00
		Public Sector Financial Management	11	01.02.2014	13.00 - 16.00

14. Exemptions from the requirement of passing the subjects relevant to Efficiency Bar Examinations will be made in the following manner.

<i>Examination</i>	<i>Subject</i>	<i>Qualifications required to be exempted</i>
1 st Efficiency Bar Examination and Second Language Test for Officers in Sri Lanka Administrative Service	Constitutional Law and Administrative Law	Should be an Barister, Advocate in a Supreme Court, Graduate in Law from a university
	Legal Systems of Sri Lanka	
	Criminal Law and evidence Law	
	Economics Sociology	Should be a holder of a special Degree in Economics or Sociology
	Second Language Test - Sinhala Second Language Test - Tamil	(i) Should have passed the first language or second language at G.CE. (OIL). (ii) Should have successfully completed a basic or higher language course of the Department of Official Languages. (iii) Should have successfully completed a language course of Department of Official Languages at preliminary or higher level. (iv) Should have passed the optional Sinhala or Tamil subject at G.CE. (O/L)
	Second Language Test - English	Should have obtained an ordinary pass or above for English language at G. C. E. (O/L)

Note: Officers who have been recruited on or after 02.01.2012 are not required to sit for the Second Language Proficiency Test mentioned in this Examination Notification in order to acquire proficiency in other official language according the provisions of their letters of appointment, but they should acquire the proficiency in other official language as per the provisions of Public Administration Circular No. 07/2007.

15. *Issuance of results:* The results of all the candidates who have applied/ sat for this examination shall be published in the web site of the Ministry of Public Administration and Home Affairs. It is not allowed to apply for re-scrutinizing the results of the examination.

16. Any matter not referred to herein will be decided by Secretary to the Ministry of Public Administration and Home Affairs.

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

Ministry of Public Administration and Home Affairs
Independence Square,
Colombo 07,
28th of November, 2013.