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## The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,808 - 2013 අප්‍රේල් 26 වැනි සිකුරාදා - 2013.04.26  
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(Published by Authority)

### PART I : SECTION (IIA) — ADVERTISING

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

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- Note.* — (i) Customs (Amendment) Bill is published as a Supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 22, 2013.
- (ii) Nation Building Tax (Amendment) Bill is published as a Supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 22, 2013.
- (iii) Muslim Marriage and Divorce (Amendment) Bill is published as a Supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 22, 2013.

#### 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 17th May, 2013 should reach Government Press on or before 12.00 noon on 03rd May, 2013.

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

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

This Gazette can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)

### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

### 5. Serving Officers in the Public Service :

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

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

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

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

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

### 6. Definition of Salary for the purpose of Eligibility

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

### 7. New National Policy on Recruitment and Promotions :

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

**Rules and Instructions for Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department of Examinations,  
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

## Posts – Vacant

### SRI LANKA POLICE DEPARTMENT

#### Post of Sub Inspector (State Intelligence Service)

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Recruit Sub Inspector of Police in the Sri Lanka Police Department, directly to the State Intelligence Service.

2. Application forms duly perfected in accordance with the specimen form given below should be sent to Director/Recruitment, Recruiting Office, No. 375, Sri Sambuddathwa Jayanthi Mawatha, Colombo 06. The application should be sent by Registered Post to the above mentioned address to reach on or before 25.06.2013 and the post applied for should be marked on the top left hand corner of the envelope enclosing the application. Delayed applications will be rejected and no applications will be issued by Sri Lanka Police Department.

3. *Salary scale.* – Rs. 190,200 - 7 x 2,160 - 2 x 2,880 - 8 x 3,840 - 17 x 4,500 - Rs. 318,300.

In addition to the above salary scale, they will be paid following allowances :

	<i>Rs. cts.</i>
(a) <i>Arduous duty allowance</i>	2,000 0
(b) <i>Combined allowance :</i>	
(1) For performance of duties in North and East areas	12,000 0
(2) For performance duties in other areas	9,600 0
(c) <i>Other allowances :</i>	
(1) Uniform cleaning allowance	250 0
(2) Civil cloth allowance	200 0
(3) Incentive allowance	1,500 0
(4) 25% of the basic salary will be paid as special allowance	
(a) Free transport facilities.	
(b) Free Medical facilities to officers (Financial assistance can be obtained for medical treatment even in a foreign country.).	
(c) All uniforms will be provided free of charge.	
(d) Facilities to improve skill and talents in sports.	
(e) Travelling expenses for duty and money will be granted as rewards for outstanding and arduous duties.	

(f) Selected applicants should be willing to perform their duties in civil attires and ready to undergo domestic and foreign trainings.

#### 04. *Basic qualifications :*

(a) *Age limits.* – The age should be between 18 and 28 years as at closing date as per the *Gazette* Notification. However officers in Police Department and Security Assistants Service Personal serving in the Police Department are eligible to apply up to the age of 30 years as at the closing date of applications.

(b) *Educational qualifications :*

\* Passed the G. C. E. (O/L) Examination in 06 subjects at one sitting with credit passes in 04 subjects which 02 should be medium language and Mathematics.

\* Applicants should have passed at least 03 subjects at one sitting at the G. C. E. (A/L) Examination.

*Note.* – 01. According to the classification of subjects of the Department of Examinations, in calculating the Number of subjects passed at G. C. E. (O/L) passes in Science subjects Number 41 , 44 will be treated as one subject and both passes in Mathematics Number 42 and 45 will be treated as one subject.

*Note.* – 02. Failure in the Technical subjects at written test of G. C. E. (O/L) Examination will be considered as failure in the same subject although a pass has been obtained for the same subject in the Practical Test.

*Note.* – 03. Since optional subjects of Tamil, English and Sinhala have not been included in the stream of G. C. E. (O/L) syllabus passes in any of these subjects will not be computed as a pass in the G. C. E. (O/L) Examination.

(c) *Physical requirements :*

\* Height 05 feet 06 inches (minimum).

\* Chest 32 inches Minimum (in exhalation).

*Note.* – Applicants who are slightly short of the physical requirements, but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided that they have skills in sports or have achieved best performance in sports at national level or they have earned reputation for Sri Lanka by participating in an international competition.

(d) *Visual requirement.*— Vision should not be less than 6/12 with each eye, if the vision is of 6/6 with one eye and 6/18 with the other eye it will be accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible.

(e) *Other qualifications :*

Applicants should be unmarried. (Divorcees will be considered as married). Only this condition will not apply for those who have fulfilled the other qualifications and presently serving in the Police Department and for the Security Assistants.

5. *Method of recruitment.*— Selected applicants will have to pass the Basic Qualification Test conducted by the Department of Police. Only those who have passed this test must also get through the physical fitness test or endurance test :

1,000 meters                      3 minutes                      14 seconds

Those who are successful in the Physical test will be summoned for final interview. Those who score 40% or more will be summoned for the final written test.

\* The Written Test consists of two question papers :—

\* An essay paper not less than 500 words within 45 minutes.

\* General Knowledge and Intelligence Paper - 1 Hour.

6. *Medical Examination.*— Applicants selected as per the list of priority and order of merit should pass a Medical Examination prior to the appointment. Unsuccessful candidates will be rejected.

7. *Background Inquiries :*

(a) In view of confirm the conduct of the applicant, inquiries will be made on the conduct of the applicant, close relations and friends. Applicants with bad conduct will not be recruited.

(b) Providing false information will make the applicant ineligible. If the false information is elicited after the appointment, the applicants will be dismissed from the service.

8. *Implementation of Official Language Policy :*

\* As per the Public Administration Circular, No. 07/2007 dated 28.04.2007 issued by the Ministry of Public Administration and Home Affairs, all officers recruited to the Public/Provincial Public Service with effect from 01.07.2007 should acquire proficiency in the other official language within a period of 05 years in addition to the official language through which they enter the service.

\* Officers recruited below the rank of an Assistant Superintendent of Police from 01.07.2007 should pass the Language Test conducted by the Official Language Department.

\* The salary increments of the officers who do not acquire the specific proficiency in the second official language within a period of 05 years from the date of their appointments will be deferred until they obtain qualifications.

9. *Terms of Engagement.*— This post is permanent and pensionable. You are liable to contribute to the Widows'/Widowers' and Orphans' Pension Scheme.

10. *Conditions of Service :*

(a) This appointment is subjected to a three year probation period.

(b) The selected applicants will be required to comply with any rules already made or may hereinafter be made to give effect to the official language policy.

(c) They will be subjected to the relevant provisions of the Establishments Code Volume I and II, Financial Regulations, Departmental Orders and any other orders that may be issued by the Inspector General of Police or by the Government from time to time.

(d) Prior to their confirmation, every officer will be required to pass the prescribed Departmental Examinations. Those who fail to pass the prescribed examinations or found to be unfit for Police duties will be liable for removal from the Police Service.

(e) Permission will not be granted to marry prior to being confirmed in the said rank without the permission of the Inspector General of Police. However, in terms of P. G. II No. 41 dated 28.02.1973 and I. G. P.'s Circular No. 1952/2006 of 19.10.2006 and Circular (Amended) dated 09.08.2007, it is possible to marry showing special reasons and with permission of Inspector General of Police.

(f) Applicants on being appointed and after the training should serve a probationary period of three years in the Police Department and if they wish to resign from service before their probation is over, they should sign an agreement of consent to the effect that they are willing to pay at the time of tendering their resignation, any amount which was incurred on the training and uniforms etc., together with any other prescribed payments. Director of Police Training College will decide it having calculated dues from the applicants. The acceptance of resignation should conform to the Section 4, Chapter V of Volume I of the Establishments Code, 1985.

(g) Immediately after Probationary Sub Inspectors have commenced their training at the Police Training College,

they should take affirmation/oath to the effect that they comply with the Police Code of conduct in terms of the I. G. P.'s Circular No. 1693/2003.

(h) Immediately after Probationary Sub Inspectors have commenced their training at the Police Training College, subscribe the Oath of allegiance to a prestigious Public service, in terms of the I. G. P.'s Circular, No. 1804/2004.

(i) Probationary Sub Inspectors who have been confirmed in the post will have opportunities for promotions in terms of the approved schemes of promotions of the Police Department.

11. (a) Attention is invited to the general conditions applicable to appointments to posts in the Public Service published at the beginning of the Section (IIA) of the Part I of this *Gazette*.

(b) Enlistment will be made in terms of Public Administration Circular, No. 15/90 dated 10.03.1990.

12. Applicants should annex copies of the following documents to their applications (originals must not be forwarded) :

- (i) Birth certificate ;
- (ii) Two recent testimonials of character (obtained from persons who are not related) ;
- (iii) Certificate in support of educational qualifications ;
- (iv) Certificate in support of sports with outstanding records or other extra curricular activities ;
- (v) A photostat copy of the service experience (if available) ;
- (vi) A photostat copy of the Identity Card.

13. (a) Applicants who are already in the Public Service must forward their applications through the Heads of their respective departments and they must be accompanied with a certificate stating that the officer can be released, if selected.

(b) Applicants must fill the required particulars in their own hand writing on paper 11" x 8" in size and post them together with the copies of certificates called for, to the address given in paragraph two and under no circumstances should applications be handed over personally to any officer in the Department.

14. Applications which do not conform to the requirements stipulated in this notification will be rejected and such applicants will not be notified.

**Note.** - No travelling or other expenses will be paid to applicants who are summoned for the test and interview.

Inspector General of Police.

SRI LANKA POLICE DEPARTMENT

POST OF PROBATIONARY SUB INSPECTOR (SPECIAL TASK FORCE)

SPECIMEN APPLICATION FORM

01. (a) Name in full (in block letters) : \_\_\_\_\_.  
(As stated in the applicant's Birth Certificate)
- (b) Name with initials : \_\_\_\_\_.
- (c) Post applied for : \_\_\_\_\_.
02. National Identity Card No. : \_\_\_\_\_.  
(Copy of the NIC should be attached)
03. Father's name in full : \_\_\_\_\_.
04. Place of birth of the applicant : \_\_\_\_\_.  
Police station to which the place of birth belongs : \_\_\_\_\_.  
Province : \_\_\_\_\_.
05. (a) Present address : \_\_\_\_\_.
- (b) Police Station to which the present address belongs : \_\_\_\_\_.
- (c) Permanent Address : \_\_\_\_\_.
- (d) Police station to which the permanent address belongs : \_\_\_\_\_.
- (e) The electorate to which the permanent address belongs : \_\_\_\_\_.
- (f) Grama Niladari's Division to which permanent address belongs : \_\_\_\_\_.  
Divisional Secretariat : \_\_\_\_\_.
- (g) Telephone Number (Residence) : \_\_\_\_\_.  
Mobile No. : \_\_\_\_\_.
06. (a) Nationality : \_\_\_\_\_.
- (b) Whether you are a citizen by birth or registration : \_\_\_\_\_.  
(If by registration, attach copies of certificate)
- (c) If you are citizen by birth, state the place of birth : \_\_\_\_\_.  
(i) Applicant : \_\_\_\_\_.
- (ii) Applicant's father : \_\_\_\_\_.
- (iii) Applicant's paternal grandfather : \_\_\_\_\_.
- (iv) Applicant's paternal great grandfather : \_\_\_\_\_.
07. Date of birth : \_\_\_\_\_ . (Copy of the birth certificate should be attached)
- Age : (as at the closing date of application as stated in the *Gazette*) : \_\_\_\_\_
- Years : \_\_\_\_\_ Months : \_\_\_\_\_ Days : \_\_\_\_\_.
08. Height : Feet : \_\_\_\_\_ . Inches : \_\_\_\_\_ .  
Chest (inches) : \_\_\_\_\_.
09. Educational qualifications (Copies of the certificates should be attached) : \_\_\_\_\_.
10. Additional qualifications (Copies of the certificates should be attached) : \_\_\_\_\_.

11. Whether married or unmarried :\_\_\_\_\_.
12. (i) Present employment :\_\_\_\_\_.  
(ii) Are you a member of any armed forces ? :\_\_\_\_\_.
13. Do you have any special skills and/or qualifications :\_\_\_\_\_.
14. Give names and addresses of two referees to inquire the applicant :  
(i) \_\_\_\_\_.  
(ii) \_\_\_\_\_.
15. (a) Have you ever applied for a post in the Reserve Police Service or Regular Police Service ? (If so give reference) :  
\_\_\_\_\_.
- (b) Have you served in the Regular Police Service or in the Sri Lanka Reserve Police before ? (If so under what circumstances did you leave the service ? Give details) :  
\_\_\_\_\_.
16. Are you a member of the Sri Lanka Police Reserve ? If so give date of appointment, Rank and number. Attach a copy of the appointment letter :\_\_\_\_\_.
17. (a) Are you serving in any armed service ? (If so your application must be submitted through the respective service Commander) :\_\_\_\_\_.
- (b) Have you served in any of the Armed service ? (If so attach copy of your discharge certificate) :\_\_\_\_\_.
18. (a) Are you serving as a Volunteer in any of the Armed Service ?  
  
(If so, your application must be submitted through the respective Service Commander) :\_\_\_\_\_.
- (b) Have you served in any of the Volunteer Armed service ? :\_\_\_\_\_.  
(If so attach copy of your discharge certificate)
19. Have you been involved in or concerned in or charged or arrested even on suspicion and or convicted of any offence ? (If so give details) :\_\_\_\_\_.
20. Have any of your relatives been involved or concerned in or charged or arrested even on suspicion and or convicted of any offence ? (If so give details) :\_\_\_\_\_.

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief. If the particulars furnished are found to be incorrect or fake, I am aware that I am liable for immediate termination of my service in the Police Department at any time even though I have been appointed to the post.

\_\_\_\_\_  
Signature of the applicant.

Date :\_\_\_\_\_.

21. Certification of the Head of Department (if applicable) :

This is to certify that the applicant Mr./Miss ..... is serving in ..... the Department/Corporation/Board and if he is selected for the above post, he could be released from service.

\_\_\_\_\_  
Signature of the Head of the Department.

Designation :\_\_\_\_\_.

Date :\_\_\_\_\_.

04-672/1

### SRI LANKA POLICE DEPARTMENT

#### Post of Police Constable (State Intelligence Service)

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Police Constable in the Sri Lanka Police Department, for the recruitment to the State Intelligence Service directly.

2. Application forms duly perfected in accordance with the specimen form given below should be sent to Director/Recruitment, Recruiting Office, No. 375, Sri Sambuddathwa Jayanthi Mawatha, Colombo 06. The application should be sent by Registered Post to the abovementioned address to reach on or before 25.06.2013 and the post applied for should be marked on the top left hand corner of the envelope enclosing the application. Delayed applications will be rejected and no application will be issued by Sri Lanka Police Department.

3. *Salary scale.* - Rs. 171,360 - 7 x 1,740 - 10x2,160 - 17 x 2,880 - Rs. 254,100.

In addition to the above salary scale, they will be paid following monthly allowances :

	<i>Rs. cts.</i>
(a) <i>Arduous duty allowances</i>	2,000 0
(b) <i>Combined allowances :</i>	
(1) For performing duties in North and East areas	10,500 0
(2) For performance of duties in other areas	8,400 0
(c) <i>Other allowances :</i>	
(1) Uniform cleaning allowance	250 0
(2) Civil cloth allowance	200 0
(3) Incentive allowance	1,500 0
(4) 25% of the basic salary will be paid as special allowance	

- (a) Free transport facilities.
- (b) Free Medical facilities to officers (Financial assistance can be obtained for medical treatment even in a foreign country.).
- (c) All uniforms will be provided free of charge.
- (d) Facilities to improve their skills and talents in sports.
- (e) Travelling expenses for duty and money will be granted as rewards for outstanding and arduous duties.
- (f) Selected applicants should be willing to perform their duties in civil attires and they should ready to undergo domestic and foreign trainings.

04. *Basic qualifications :*

- (a) *Age limits.*—According to the Gazette Notification The age should be in between 18 and 28 years as at the closing date of applications. However Security Assistants who are serving in the Police Department are eligible to apply up to 30 years as at the closing date of applications.

(b) *Educational qualifications :*

Should have passed 06 subjects including Mathematics and Medium Language in not more than two attempts at the G. C. E. (O/L) Examination. Applicants who are qualified within two attempts should have passed at least 05 subjects at the first attempt.

*Note.*— 01. According to the classification of subjects of the Department of Examinations, Sri Lanka, number of subjects passed at the examination will be decided by considering the two science subjects bearing numbers 41, 44 as one subject and the two Mathematics subjects bearing numbers 42 and 45 as one subject.

*Note.*— 02. Failure in the Technical subjects at written test of G. C. E. (O/L) Examination will be considered as failure in the same subject although a pass has been obtained for the same subject in the Practical Test.

*Note.*— 03. Since optional subjects of Tamil, English and Sinhala have not been included in the stream of G. C. E. (O/L) passes in any of these subjects will not be computed as a pass in the G. C. E. (O/L) Examination.

(c) *Physical requirements :*

- \* Height 05 feet 04 inches (minimum).
- \* Chest 30 inches (Minimum /in exhalation).

*Note.*— Applicants who are slightly short of the physical requirements, but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided they have skills in sports or have achieved best performance in sports at national level or they have earned reputation for Sri Lanka by participating in an international competition.

- (d) *Visual requirement.*— Vision should not be less than 6/12 with each eye, if the vision is of 6/6 with one eye and 6/18 with the other eye it will be accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible.

(e) *Other qualifications :*

Applicants should be unmarried. (Divorcees will be considered as married). Only this condition will not apply for those who have fulfilled the other qualifications and presently serving in the Police Department and for the Security Assistants.

5. *Method of recruitment.*— Selected applicants will have to pass the Basic Qualification Test conducted by the Department of Police. Only those who have passed this test must also get through the physical fitness test or endurance test.

1,000 meters	03 minutes	44 seconds
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Only those who are successful in the physical fitness or endurance test will be called for final interview. Only those who score 40% or more will be called for the written test.

\* The written test consists of two question papers :-

- \* An essay paper not less than 500 words within 45 minutes.
- \* General Knowledge and Intelligence Test Paper - 1 hour.

6. *Medical Test.*— Candidates who are selected according to the priority and merit test will have to get through medical test prior to their appointment. Unsuccessful candidate will be rejected.

7. *Background Inquiries :*

- (a) In view of confirm the conduct of the applicant, inquiries will be made on the conduct of the applicant, close relations and friends. If the applicants with the adverse reports he will be rejected for recruitment.
- (b) Providing false information will make the applicant ineligible. If the false information is elicited after the appointment, the applicants will be dismissed from the service.



8. *Implementation of Official Language Policy :*

- \* As per the Public Administration Circular, No. 07/2007 dated 28.04.2007 issued by the Ministry of Public Administration and Home Affairs, all officers recruited to the Public/Provincial Service with effect from 01.07.2007 should acquire proficiency in the other official language within a period of 05 years in addition to the official language through which they entered to the service.
- \* Officers recruited below the rank of an Assistant Superintendent of Police from 01.07.2007 should pass the language test of secondary level conducted by the Department of Official Language.
- \* The salary increments of those who fail to pass the second official language within 5 years from the date of appointment will be deferred until a pass is obtained.

9. *Terms of Engagement.* - This post is permanent and pensionable. You are liable to contribute to the Widows'/Widowers' and Orphans' Pension Scheme.

10. *Conditions of Service :*

- (a) This appointment is subjected to a recruit period of three years.
- (b) The selected applicants will be required to comply with any rules already made or may hereinafter be made to give effect to the language policy of the Government.
- (c) They will be subjected to the relevant provisions of the Establishments Code Volume I and II, Financial Regulations, Departmental Orders and any other orders that may be issued by the Inspector General of Police or by the Government from time to time.
- (d) Prior to their confirmation of post every officer should pass the prescribed Departmental Examinations. Those who fail to pass the prescribed examinations or found to be unfit for Police duties are liable to dismiss from the service.
- (e) Permission will not be granted to the selected officers to marry prior to being confirmed in the said rank without the permission of the Inspector General of Police. However, in terms of P. G. II No. 41 dated 28.02.1973 and I. G. P.'s Circular No. 1952/2006 of 19.10.2006 and Circular (Amended) dated 09.08.2007, it is possible to marry showing special reasons and with permission of Inspector General of Police.
- (f) Applicants on being appointed and after the training should serve a probationary period of 03 years in the

Police Department and if they wish to resign from service before their probation is over, they should sign an agreement of consent to the effect that they are willing to pay at the time of tendering their resignation, any amount which was incurred on the training and uniforms etc., together with any other prescribed payments. Director of Police Training College will decide it having calculated due from the applicants. The acceptance of resignation should conform to the Section 4, Chapter V of Volume I of the Establishments Code, 1985.

- (g) Immediately after Recruit Police Constables have commenced their training at the Police Training College, they should take affirmation/oath to the effect that they comply with the Police Code of conduct in terms of the I. G. P.'s Circular No. 1693/2003.
- (h) Immediately after Recruit Police Constables have commenced their training at the Police Training College, they should take the Oath of allegiance to the Public Service, in terms of the I. G. P.'s Circular, No. 1804/2004.
- (i) Recruit Police Constables who have been confirmed in the post will have opportunities for promotions in terms of the approved scheme of promotions of the Police Department.

11.(a) Attention should be paid to the general conditions applicable to appointments to the posts in the Public Service published in the Section (IIA) of the Part I of this *Gazette*.

(b) Enlistment will be made in terms of Public Administration Circular, No. 15/90 dated 10.03.1990.

12. Applicants should annex copies of the following documents to their applications (originals must not be forwarded) :

- (i) Birth certificate ;
- (ii) Two recent testimonials of character (obtained from persons who are not related) ;
- (iii) Certificates substantiating educational qualifications ;
- (iv) Certificates substantiating any outstanding sports or other extra curricular activities ;
- (v) A photo copy of certificates of services (if available) ;
- (vi) A photo copy of the Identity Card.

13.(a) Applicants who are already in the Public Service must forward their applications through the Heads of their respective departments and they must be accompanied with a certificate stating that the officer can be released if selected.

(b) Applicants must fill the required particulars in their own hand writing on paper 11" x 8" in size and post them together with the copies of certificates called for, to the address given in paragraph two and under no circumstances should applications be handed over personally to any officer in the Department.

14. Applications which do not conform to the requirements stipulated in this notification will be rejected and such applicants will not be notified.

**Note.**— No travelling or other expenses will be paid to applicants who are summoned for the test and interview.

Inspector General of Police.

SRI LANKA POLICE DEPARTMENT

POST OF RECRUIT POLICE CONSTABLE (STATE INTELLIGENCE SERVICE)

SPECIMEN APPLICATION FORM

01. (a) Name in full (in block letters) :———. (As stated in the applicant's birth certificate)  
(b) Name with initials :———. (c) Post applied for :———.
02. National Identity Card No. :———. (Photo copy of the NIC should be attached)
03. Father's name in full :———.
04. Place of birth of the applicant :———. Police station to which the place of birth belongs :———. Province :———.
05. (a) Present address :———. (b) Police Station to which the present address belongs :———. (c) Permanent Address :———. (d) Police station to which the permanent address belongs :———. (e) The electorate to which the permanent address belongs :———. (f) Grama Niladari's Division to which permanent address belongs :———. Divisional Secretariat :———. (g) Telephone Number (Residence) :———. Mobile No. :———.
06. (a) Nationality :———. (b) Whether you are a citizen by birth or registration :———. (If by registration, attach copies of certificate)  
(c) If you are citizen by birth, state the place of birth :
- (i) Applicant :———. (ii) Applicant's father :———. (iii) Applicant's paternal grandfather :———. (iv) Applicant's paternal great grandfather :———.
07. Date of birth :———. (Copy of the birth certificate should be attached)  
Age (as at the closing date of application as stated in the *Gazette*) :  
Years :———, Months :———, Days :———.
08. Height : Feet :———. Inches :———. Chest (inches) :———.
09. Educational qualifications (Copies of the certificates should be attached) :———.
10. Additional qualifications (Copies of the certificates should be attached) :———.
11. Whether married or Single :———.
12. (i) Present employment :———. (ii) Are you a member of the armed forces ? :———.
13. Do you have any special skills and/or qualifications :———.
14. Give names and addresses of two referees to inquire the applicant :  
(a) ———. (b) ———.
15. (a) Have you ever applied for a post in the Reserve Police Service or Regular Police Service (If so give reference) :———. (b) Have you served in the Regular Police Service or in the Sri Lanka Reserve Police service before ? (If so, under what circumstances did you leave the service ? Give details) :———.
16. Are you a member of the Sri Lanka Police Reserve ? If so give date of appointment, Rank and number. Attach a copy of the appointment letter :———.
17. (a) Are you serving in any armed service ? (If so your application must be submitted through the respective Commander of the respective service) :———. (b) Have you served in any of the Armed service ? (If so attach copy of your discharge certificate) :———.
18. (a) Are you serving as a Volunteer in any of the Armed Service ? (If so, your application must be submitted through the respective service Commander) :———.



(b) I am aware that I am disqualified for recruitment if this declaration made by myself is proven to be inaccurate and that I will be subject to dismissal if so proven after recruitment.

Date : \_\_\_\_\_.

\_\_\_\_\_,  
Applicant's Signature.

12. (i) Attestation of the Applicant's Signature :

I do hereby certify that Mr./Mrs./Miss ..... who submit this application, is personally known to me and the above signature was placed in my presence on .....May, 2013.

\_\_\_\_\_,  
Signature of the Attester.

Full name of the attester : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

Date : \_\_\_\_\_.

12. (ii) Attestation of the Head of the Department :

I certify that, I examined all the particulars furnished, that they are accurate and that his/her performance, attendance and conduct are satisfactory. He/She can/cannot be released from service if selected for this post by the structured interview.

\_\_\_\_\_,  
Signature of the Head of the Department.

Designation : \_\_\_\_\_.

Date : \_\_\_\_\_.

04-856

## Examinations, Results of Examinations &c.

### COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF THE SRI LANKA EDUCATION ADMINISTRATIVE SERVICE ON THE BASIS OF MERIT AND SENIORITY

By order of the Public Service Commission- 2012 (2013)

APPLICATIONS are called on the direction of the Public Service Commission for the competitive examination for recruitment of officers in Grade I of the Sri Lanka Principals' Service to Class III of the Sri Lanka Education Administrative Service on the basis of merit and seniority in order to fill existing vacancies in the Class III of the Sri Lanka Education Administrative Service. The applications prepared in accordance with the model form attached at the end of this notice, should be sent under registered cover to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, Pelawatte, Battaramulla. The top left hand corner of the envelope should clearly carry the words "The Competitive Examination for Recruitment to Class III of the Sri Lanka Education Administrative Service on the Basis of Merit and Seniority". Further, the name of the examination should be written in Sinhala applications in addition to Sinhala in English and in Tamil applications in addition to Tamil in English.

*Closing date for applications.* - 27.05.2013.

*Note.* - It will not be possible to consider complaints to the effect that an application or documents connected therewith were lost or delayed in the post. Any loss that may result by delaying application to the last date will have to be borne by the applicant.

01. *The Method of Recruitment to the Service :*

(a) Recruitment will be made by considering the order of total marks obtained for seniority and aptitude test. The carder and the date of appointment will take effect shall be decided by the Public Service Commission. The Public Service

Commission has the rights to fill all or certain number of vacancies.

(b) In case any candidate called for the interview has not fulfilled required qualifications, the next candidate in the merit list will be called for the interview.

02. *Conditions of Employment in the Service :*

(i) Subject to the conditions set out in the minutes of the Sri Lanka Education Administrative Service published in the *Gazette Extra-ordinary* of the Democratic Socialist Republic of Sri Lanka No. 1225/32 dated 01.03.2002 and the amendments made thereafter, and subject to the general conditions governing appointments to the public service, the selected candidates will be appointed to Class III of the service.

(ii) This post is permanent and pensionable. Those who selected should contribute to Widows'/Widowers' and Orphans' Pension (W&OP).

(iii) The appointment is subject to a probationary period of one year.

(iv) In terms of directions of the Public Administrative Circular 7/2007 and the circulars thereof, the level of proficiency in respect of the other languages should be obtained within 05 years. The officers who joined the service in a language other than an official language should obtain proficiency in one official language within 03 years; proficiency in the other official language should be obtained within six (06) years.

(v) This appointment is subject to the procedural rules of the Public Service Commission, the service minutes of the Sri Lanka Education Administration Service and the conditions in the amendments therein and the circulars already issued with regard to the government service.

03. *Salary Scale.*— This post is entitled to the monthly consolidated salary scale SL-1-2006 Rs. 22,935 – 10 x 645 - 8 x 790 -17 x 1050-Rs.53,555. Salaries will be paid in terms of the Public Administrative Circular No. 06/2006.

04. *Qualifications.*— Subject to the provisions of the notes given at the end of this section, an officer who is currently in the service and who has fulfilled the following requirements is qualified to sit for the examination (Aptitude Test) for appointment on the basis of Merit and Seniority :—

- (i) A permanent officer in the Sri Lanka Principals' Service having a service period of minimum 3 years in Grade I.
- (ii) 3 year service period is considered as at the closing date of applications.
- (iii) All applicants should have accomplished a satisfactory service period.

*Note.* - Only an officer who has duly obtained all the salary increments within the period of five (5) years immediately preceding the closing date for applications and who has not been subject to any punishment on disciplinary grounds (except warnings) during that period, is considered to be having satisfactory service period. Any officer who has been interdicted from service as at the closing date for applications is not qualified for applying for this examination. The candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations in respect of the conduct of the examination. In the event of violation of those rules, the candidates will be subject to any punishment determined by the Commissioner General of Examinations.

05. *Age Limit.* - Age limit will not be taken into consideration for the recruitment of officers in Grade 1 of the Sri Lanka Principals' Service to Class III of the Sri Lanka Education Administrative Service on the basis of merit and seniority.

06. *Physical Suitability :*

- (a) All candidates should possess a moral character and be in sound health.
- (b) The appointees are bound to serve in any part of Sri Lanka.

07. *Other Qualifications :*

- (i) The candidates should be Sri Lankan citizens ;
- (ii) The candidates should possess an excellent character ;
- (iii) All the requirements for the recruitment to the post should have been satisfied as at the closing date for application.

08. 1 *Written Examination :*

8.1.1 *Aptitude Test.* - This is one hour paper held by the Commissioner General of Examinations. (50 Marks)

8.1.2 *Syllabus.*— The examination includes questions on Fundamentals of Education and related activities on productivity expected from education and questions of having and employing servants in order to obtain the maximum advantage on behalf of organizations including schools and education institutions. (All the questions should be answered)

8.2 *Method of giving marks for seniority and experience :*

- (i) *Seniority.*— Apart from the 3 year minimum service period, rest of the years of satisfactory service period will be taken into consideration when giving marks. 8 marks will be given for each year and 2 marks for 3 months for a service period less than one year. (100 Marks Maximum)

8.3 *Interview :*

- (i) In accordance with the ranking of total marks obtained for Seniority and Aptitude Test, the required number of candidates will be called for the interview for examining qualifications to fill the vacancies.
- (ii) In the event of any vacancies were to occur for the reason a candidate or a number of candidates not fulfilling stipulated requirements, such vacancies shall be filled from the candidates next in the schedule according to the ranking of marks in the merit list.
- (iii) If more than one candidate has scored identical marks, the Public Service Commission will make a decision in this regard.
- (iv) This interview is held to examine appropriateness of applicants by an Interview Board appointed by the Public Service Commission and no marks will be given.

09. *Examination Conditions :*

- (i) The examination will be conducted in Sinhala, Tamil and English languages. Any candidate can face the examination in one language medium according to his/her preference. No candidate will be permitted to change the medium of language mentioned in the application form.
- (ii) The examination fee is Rs. 1,000. A margin of the receipt obtained in applicant's name having paid the examination fee at any post office in the island to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations, should be firmly pasted to the place specified in the application form. It is useful to retain a copy of the receipt with you.
- (iii) For no reason will these examination fees be refunded.
- (iv) This examination is held in Colombo and the date of the examination will be notified later.
- (v) Incomplete applications will be rejected without any notice.

*Note:* Admission to the examination hall will not be permitted without the admission card. Only the admission card with the signature of the candidate certified has to be presented to the officer in charge of the examination hall on the day the examination commences. The issue of an Admission Card to a candidate should not be regarded as an acceptance of the candidate's suitability to appear for the Examination.

- (vi) The application form should be prepared on A4 paper of the size 22-29 cm. Headings 01 to 02 should be on the first page, headings 03 to 09 on the second page and the balance on the third page. The relevant particulars should be entered clearly in the candidate's own handwriting. Applications which do not conform to the model application form and incomplete applications will be rejected without notice. It would be advisable to retain a copy of the application. The candidate has to ascertain whether the application completed is in conformity with the model application form. It is repeated that if there is no conformity, the application will be rejected.
- (vii) The receipt of applications will not be acknowledged. Immediately after the issuance of admissions to the applicants, a newspaper notice will be published. Any applicant who does not receive the admission card even after two or three days after the publication of the notice should intimate it to the Department of Examinations in the manner set out in the notice. It is advisable to send your request to the Department of Examinations, Sri Lanka while retaining a copy of the same with you, enclosing a copy of the application form and the receipt of the payment made, the receipt of registration of the letter and a fax number to send the admission, if you reside outside Colombo.
- (viii) The Commissioner General of Examinations has the power, with the approval of the Public Service Commission, to either postpone or cancel the examination.
- (ix) Candidates would be subject to the rules and regulations enacted by the Commissioner General of Examinations in respect of the conduct of the examinations. If these rules are violated, candidates are bound to undergo any punishment imposed by the Commissioner General of Examinations.
- (x) *The Identity of the Candidate.*— All candidates should establish their identity to the satisfaction of the head of the examination hall. Only one of the following documents will be accepted for this purpose :—
- (i) The National Identity Card issued by the Department for the Registration of Persons,
  - (ii) A valid Passport,
  - (iii) A valid Driving License.

*N.B:-* (a) No document or copy thereof should be annexed to the application ;

(b) The applications of candidates who fail to produce documents when requested to do so, will not be considered.

Officers in the Public Service/ Provincial Public Service/ Public Corporations should forward their applications through the heads of their institutions. It is essential that each candidate should get his/her signature certified before appearing for the examination. A candidate appearing for the examination through an institution should get the signature certified by the head of that institution as well. Candidates who do not fall in to this category should get the signature certified by one of the following: A Head/ retired Head of a government school; the GramaNiladhari of the Division; a Justice of the Peace; a Commissioner of Oaths; an Attorney-at-Law; a Notary Public; a Commissioned Officer of the forces; a staff officer in a permanent post in the public or local government service who earns an annual consolidated salary of Rs. 240,360 or more; the Viharadhipathi of a Buddhist temple; a Nayaka Priest; a member of the clergy of high standard in charge of a place of worship of another faith.

10. The procedural rules of the Public Service Commission, Circulars issued from time to time governing the Public Service and the conditions of the Service Minute of the Sri Lanka Education Administrative Service with its amendments are applicable to this post.

11. The final decision on any matter not covered in this notice rests with the Public Service Commission.

S. M. GOTABHAYA JAYARATNE,  
Secretary,  
Ministry of Education.

#### MODEL APPLICATION

(Office use only)

COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF THE  
SRI LANKA EDUCATION ADMINISTRATIVE SERVICE ON THE BASIS OF  
SENIORITY AND MERIT -2012(2013)

Medium of language for the examination :

Sinhala	-	2	
Tamil	-	3	
English	-	4	(write the relevant number in the cage)

01. (i) Name with Initials, with initials at the end (in English Block Capital) : \_\_\_\_\_  
E.g. SILVA, GA

- (ii) Names denoted by Initials : \_\_\_\_\_.  
(iii) Name in Full (In English Block Letters) : \_\_\_\_\_.
02. (i) Current Service Station and Official Address (In English Block Letters) : \_\_\_\_\_.  
(ii) Private Address (In English Block Letters) : \_\_\_\_\_.  
(iii) Address to which Admission Card should be sent (In English Block Letters) : \_\_\_\_\_.
03. (i) Gender -  Male - 0   
Female - 1 (write the relevant number in the cage)
- (ii) Ethnic Group -   
Sinhala - 1 (write the relevant number in the cage)  
Tamil - 2  
Indian Tamil - 3  
Muslim - 4  
Other - 5
- (iii) National Identity Card No. :
04. (i) Date of Birth :  
Year :     Month :   Date :
- (ii) Age as at 27.05.2013 :  
Years :   Months :   Days :
- (iii) Civil Status :   
Single - 1  
Married - 2 (write the relevant number in the cage)
05. Service Particulars -
- (i) Date of first appointment and designation : \_\_\_\_\_.  
(ii) Provincial / Zonal Education Office to which you belong at present : \_\_\_\_\_.  
(iii) Date of appointment to Grade 1 of the Principals' Service : \_\_\_\_\_.
06. Educational Qualifications : \_\_\_\_\_.
07. Professional Qualifications : \_\_\_\_\_.
08. Details of training courses attended : \_\_\_\_\_.
09. Details of any punishment (except warnings) received within immediate five years before the closing date of applications : \_\_\_\_\_.
10. (i) Have you obtained all the salary increments within the immediate five years before the closing date of applications? : \_\_\_\_\_.  
(ii) If not why : \_\_\_\_\_.

11. If any disciplinary inquiry is being conducted against you, its present situation : \_\_\_\_\_.

12. Details of no-pay leave and half pay leave taken during the last five years : \_\_\_\_\_.

I hereby declare that the details provided in this application are true and that I am qualified for consideration for the promotion to the Sri Lanka Education Administrative Service on the basis of merit and seniority as per the details given above. Further, I do hereby declare that I am abided by the rules and regulations imposed by the Commissioner General of Examinations on the conduct of the examination.

\_\_\_\_\_  
Signature of Applicant.

Date : \_\_\_\_\_.

Secretary,

Ministry of Education

Having referred the personal file, I certify that the service particulars from No. 05 to 12 are accurate. Further, I do hereby certify that the receipt obtained by making a payment of Rs. 1,000 is affixed hereto.

\_\_\_\_\_  
Zonal/Provincial Director of Education/  
Provincial Education Secretary.

Date : \_\_\_\_\_.

Paste the receipt obtained by making a payment of Rs. 1,000  
(Keep a photocopy of the receipt with you)

04-715/1

**OPEN COMPETITIVE EXAMINATION FOR  
RECRUITMENT TO CLASS III OF THE SRI LANKA  
EDUCATION ADMINISTRATIVE SERVICE**

**By Order of the Public Service Commission - 2012(2013)**

APPLICATIONS are called, on the direction of the Public Service Commission, from the following suitable officers for the competitive examination to fill existing vacancies in Class III of the Education Administrative Service. Applications prepared according to the model format given at the end of this notification should be forwarded on or before the date given below to the Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Sri Lanka, Pellawatte, Battaramulla under registered cover. The top left hand corner of the envelope should clearly carry the words "Open Competitive Examination

for Recruitment to Class III of the Sri Lanka Education Administrative Service". Further, the name of the Examination should be given in applications in Sinhala in English in addition, and in applications in Tamil in English in addition.

*The closing date for applications.* - 27.05.2013.

*Note.* - It will not be possible to consider complaints to the effect that an application or documents connected therewith were lost or delayed in the post. Any loss that may result by delaying application to the last date will have to be borne by the applicant.

**01. The Methodology of Recruitment to the Service :**

(a) Selection for appointment will be made on the basis of sequence of higher total marks having not less than 40% for each subject at the written examination and after an interview conducted by an Interview Board appointed by the Public Service Commission to examine whether the required qualifications are satisfied. The effective date of the appointment and the number of officers appointed will be decided by the Public Service Commission. The Public Service Commission has the power to fill a certain number of vacancies or all the vacancies.

(b) In the event that a candidate summoned for the interview to verify qualifications, not satisfying the necessary qualifications, the candidate next in sequence of marks scored will be summoned for the interview to verify qualifications.

(c) Selections for appointment will be made from those who have appeared for Part I and II of the Examination, according to the highest marks scored when Part I and Part II of the Examination are taken together. If more than one candidate has scored equal marks, the Public Service Commission will take a decision on it.

**02. Conditions of employment in the service :**

- (i) Subject to the conditions set out in the Minute of the Sri Lanka Education Administrative Service published in the *Gazette Extra-ordinary* of the Democratic Socialist Republic of Sri Lanka No. 1225/32 dated 01.03.2002 and the amendments made thereafter, and subject to the general condition governing appointments to the government service, the selected candidates will be appointed to Class III of the service.
- (ii) This post is permanent and pensionable. Contributions have to be paid for the Widows' /Widowers' and Orphans' Pension (W&OP).
- (iii) Officers appointed to this post are subject to a probation period of three (03) years. During this three year period the First Efficiency Bar Examination should be passed.

(iv) In accordance with the provisions of Public Administrative Circular 7/2007(II) and the Circulars thereof, the level of proficiency in respect of the other language should be obtained within 05 years. Officers who joined the service in a language other than an official language should obtain proficiency in one official language within 03 years; proficiency in the other official language should be obtained within six (06) years. The proficiency in the second official language belonging to Part 1 should be obtained.

(v) The procedural rules of the Public Service Commission, Circulars issued from time to time governing the Public Service and the conditions of the Service Minute of the Sri Lanka Education Administrative Service with its amendments are applicable to this post.

**03. Salary Scale.** - This post is entitled to the salary scale SL-1-2006 Rs. 22,935 - 10 x 645 - 8 x 790 - 17 x 1,050-53,555 (monthly) in terms of the Public Administrative Salary Circular No. 6/2006.

**04. Educational Qualifications.** - Should have a degree from a recognized university. In the alternative, should have been successful in a professional or other examination which the Public Service Commission considers to be at least equivalent thereto.

**05. Age Limit.** - Should be not less than 22 years of age or more than 30 years on the last day for the receipt of applications.

**06. Physical Suitability.** - All candidates should be physically and mentally fit :

- (i) to serve in any part of Sri Lanka ;
- (ii) to perform the duties attached to the post.

**07. Other Qualifications :**

- (i) Candidates should be Citizens of Sri Lanka.
- (ii) Candidates should possess an excellent character.
- (iii) By the last date for the calling of applications, all qualifications required for recruitment to the post should have been satisfied in every respect by the date given in the *Gazette* for the satisfaction of such qualifications.
- (iv) No one is permitted to appear for this examination more than three times.

**08 08.1 Written Examination :**

8.1.1 This examination will be conducted by the Commissioner General of Examinations.

8.1.2 *Syllabus:* This examination will be conducted in two parts, Part I and Part II. Only those who score a minimum of 40% of the marks in each of the papers in Part I will qualify to appear for Part II of the examination. Candidates who qualify in Part I will be informed by the Commissioner General of Examinations the date on which Part II of the examination will be held. To succeed in Part II of the examination a



minimum of 40% of the marks should be scored in each of the papers.

*Part I.* - will consist of two question papers as follows :

- (i) Comprehension -100 marks- Time 1 ½ hours (Subject No: 01)

The candidate will be offered several short sentences. In respect of some of these the candidate will be presented with several alternative statements. One of these will fit well with the matter in the sentence. The candidate will be instructed to select the most appropriate statement. The question will be presented with a view to ascertain the way the candidate understands the meaning of these short sentences. This is a question paper consisting of compulsory questions (all the questions have to be answered)

- (ii) Intelligence Test – 100 marks - 1 hour paper (Subject No: 02)

A question paper prepared to ascertain the candidate's logical strength. This will consist of 50 multiple choice questions and questions calling for short answers. (All the questions should be answered) Pass mark is 50 for each subject.

*Part II.* - will consist of two question papers as follows:

- (i) General Knowledge -150 marks - 03 hour question paper (Subject No. 03)

A question paper prepared to ascertain the knowledge of the candidate on his living and working environment including Sri Lanka's political, social, cultural and economic environment. The candidate should also have an awareness of national and international matters of contemporary importance and also about scientific and technological developments. This is a paper with structured essay type questions. It is compulsory to answer all the questions.

- (ii) Essay- 100 marks – 3 hour question paper (Subject No: 04)

The candidate is expected to write 03 essays on 03 topics selected from various subjects. These are not related to a specific field of study. They have been designed to ascertain the candidate's general knowledge and intelligence, general thinking and the ability to express ideas. The quality of the essays will be judged in terms of the creativity and imaginative ability in respect of the subject as well as the manner of presentation.

In Part II the pass mark for each subject is 40

8.2 *Interview :*

- (i) Those who have scored the most marks in written examinations will be summoned, in sequence according to the marks scored in a number sufficient to fill the number of vacancies, to an interview for a verification of qualifications.
- (ii) The interview will be held to examine whether the qualifications in the notification published in relation to the process of recruitment have been satisfied and to check physical suitability. An interview board appointed by the Public Service Commission will examine the qualifications.

9. *Examination Conditions :*

- (i) The examination will be conducted in the Sinhala, Tamil and English media .A candidate can appear for the examination in one language of his/her choice. All question papers have to be answered in the same medium. A candidate will not be permitted to change the medium for the examination given in his/her application.
- (ii) The examination fee for Part I is Rs.600. The examination fee can be paid at any post office in the island to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations. A margin of the receipt obtained in the candidate's own name should be firmly pasted to the place specified in the application form. It would be advisable to retain a photocopy of this receipt. The examination fee for Part II is Rs.400/-. The manner of making payment for Part II will be notified by the Commissioner General of Examinations to the candidates who qualify to sit for that part.
- (iii) For no reason will the payment made for the examination be refunded.
- (iv) This examination will be held in Colombo. The date of the examination will be notified later.
- (v) Incomplete applications will be rejected without notice.

*Note.* - Entry into the examination hall will not be permitted without an admission card. Only the admission card with the signature of the candidate certified has to be presented to the officer in charge of the examination hall on the day the examination commences. The issue of an admission card for the examination to a candidate should not be taken as an acknowledgement that the candidate has satisfied the qualifications to appear for the examination.

- (vi) The application should be prepared on A4 paper of size 22-29 cm. Headings 01 to 02 should be entered on the first page, 03 to 04 on the second page and the rest

on page three and four. The relevant particulars should be entered in the candidate's own handwriting very clearly. Applications which do not conform to the model application form and incomplete applications will be rejected without notice. It would be advisable to retain a copy of the application. Further, the candidate should satisfy himself/herself that the completed application conforms to the model application. It is again stressed that the application will be rejected if there is no such conformity. The model application form which accompanies this notice should be adhered to.

- (vii) While applications will not be acknowledged, as soon as admission cards are issued to candidates, a notice will be published in the newspapers. If the admission card is not received even after 2 to 3 days from the publication of the notice, this should be brought to the notice of the Commissioner General of Examinations in the manner stated in the notice. It is advisable to send your request to the Department of Examinations, Sri Lanka while retaining a copy of the same with you, enclosing a certified copy of the application form and the receipt of registration and a fax number to send the admission, if you reside out of Colombo.
- (viii) The Commissioner General of Examinations has the power, with the approval of the Public Service Commission, to either postpone or cancel the examination.
- (ix) Candidates would be subject to the rules and regulations enacted by the Commissioner General of Examinations in respect of the conduct of the examinations. If these rules are violated, candidates are bound to undergo any punishment imposed by the Commissioner General of Examinations.
- (x) *The identity of the candidate:* All candidates should establish their identity to the satisfaction of the head of the examination hall. Only one of the following documents will be accepted for this purpose.
- (i) The National Identity Card issued by the Department for the Registration of Persons.
- (ii) A valid Passport
- (iii) A valid Driving License
- N.B.-(a)* No document or copy thereof should be annexed to the application.
- (b) The applications of candidates who fail to produce documents when requested to do so will not be considered.
- (xi) If it is revealed that a candidate does not possess the required qualifications, the candidature can be annulled at any stage before, during or after the examination. If

it comes to light that some fact presented is incorrect after selection for the post or if some material fact has been willfully suppressed, the person in question may be dismissed from the service.

Officers in the Public Service/ Provincial Public Service/ Public Corporations should forward their applications through the heads of their institutions. It is essential that each candidate should get his/her signature certified before appearing for the examination. A candidate appearing for the examination through an institution should get the signature certified by the head of that institution as well. Candidates who do not fall in to this category should get the signature certified by one of the following: A head/ retired head of a government school; the Grama Niladhari of the Division; a Justice of the Peace; a Commissioner of Oaths; an Attorney-at-Law; a Notary Public; a Commissioned Officer of the forces; a staff officer in a permanent post in the public or local government service who earns an annual consolidated salary of Rs. 240,360/- or more; the Viharadhipathi of a Buddhist temple; a Nayaka Priest; a member of the clergy of high standard in charge of a place of worship of another faith.

10. The final decision on any matter not covered in this notice rests with the Public Service Commission.

S. M. GOTABHAYA JAYARATNE,  
Secretary,  
Ministry of Education.

#### MODEL APPLICATION

(Only for office use)

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III  
(GENERAL CADRE) OF THE SRI LANKA EDUCATION ADMINISTRATIVE  
SERVICE -2012(2013)

Medium of language for the examination :

Sinhala	-	2	<input type="text"/>
Tamil	-	3	
English	-	4	(write the relevant number in the cage)

1.0 Name :

1.1 Name with Initials, with initials at the end (in English Block Letters) : \_\_\_\_\_.  
E.g. SILVA, G.A

1.2 Gender -

Male	-	0	<input type="text"/>
Female	-	1	

(write the relevant number in the cage)

1.3 Name in full (in ENGLISH block letters) : \_\_\_\_\_.

1.4 Name in full (in Sinhala/Tamil) : \_\_\_\_\_.

1.5 National Identity Card No. :

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

2.0 Permanent address (in English block letters) :

2.1 Permanent address (in Sinhala/Tamil) : \_\_\_\_\_.

2.2 Address to which the Admission Card should be posted (in English block letters) : \_\_\_\_\_.

3.0 3.1 Ethnic Group

- Sinhala - 1  
Tamil - 2  
Indian Tamil - 3   
Muslim - 4 (write the relevant number in the cage)  
Other - 5

3.2 Civil Status

- Unmarried - 1   
Married - 2   
(write the relevant number in the cage)

3.3 Date of Birth :

Year:  Month:  Date:

3.4 Age as at 27.05.2013 :

Years:  Months:  Days:

4.0 The medium of language in which the qualifying examination for this post was passed : \_\_\_\_\_.

5.0 Educational Qualification :

- 5.1 The date on which the degree or other qualifications were obtained : \_\_\_\_\_.  
(Read carefully 8 (b) of the *Gazette Notification*)  
5.2 University/Institution : \_\_\_\_\_.  
5.3 Registration number of the university : \_\_\_\_\_.  
5.4 External/Internal : \_\_\_\_\_.  
5.5 Degree: \_\_\_\_\_.  
5.6 Subjects : \_\_\_\_\_.  
5.7 Class : \_\_\_\_\_.  
5.8 Upper/Lower : \_\_\_\_\_.  
5.9 Index No : \_\_\_\_\_.  
5.10 Medium of language in which you faced the examination : \_\_\_\_\_.

6.0 Mention whether you sat for the examination for recruitment to Class III of the Sri Lanka Education Administrative Service held in 2002, 2005, 2010 : \_\_\_\_\_.

7.0 Examination Fees :

Paste here properly the receipt for examination fees  
(Keep a photocopy of the receipt with you)

8.0 I hereby declare that the particulars given in this application are, to my knowledge and belief true and that receipt bearing no: ..... and dated ..... for the payment of examination fees is affixed hereto. Further, I agree to act in accordance with the examination rules and regulations and to abide by any decision to annul my candidature either before or during the examination. I also state that I shall be subject to the rules and regulations that the Commissioner General of Examinations enacts in relation to the conduct of the examination. I am also aware that, if it appears even after I am selected for this post that I am unsuitable for it, I am liable to be dismissed from service.

\_\_\_\_\_  
Signature of Applicant.

Date : \_\_\_\_\_.

*Attestation of Signature*

I certify that Mr./Mrs./Miss ..... residing at.....who has signed above is known to me personally and that he/she placed the signature in my presence.

\_\_\_\_\_  
(Signature of the Attestor).

Date : \_\_\_\_\_.

Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

04-715/2

**LIMITED COMPETITIVE EXAMINATION FOR  
RECRUITMENT TO CLASS III OF THE SRI LANKA  
EDUCATION ADMINISTRATIVE SERVICE BY ORDER  
OF THE PUBLIC SERVICE COMMISSION -  
2012(2013)**

APPLICATIONS are called, on a direction of the Public Service Commission, from the following suitable officers for the limited competitive examination to fill Existing vacancies in Class III of the Sri Lanka Education Administrative Service. Applications prepared according to the model format given at the end of this notification should be forwarded on or before the date given below to the Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Sri Lanka, Pellawatte, Battaramulla under registered cover. The top left hand corner of the envelope should clearly carry the words "Limited Competitive Examination for Recruitment to Class III of the Sri Lanka Education Administrative Service". Further, the name of the Examination should be given in applications in Sinhala in English in addition, and in applications in Tamil in English in addition.

The closing date for applications.- 27.05.2013

*Note*-It will not be possible to consider complaints to the effect that an application or documents connected therewith were lost or delayed in the post. Any loss that may result by delaying application to the last date will have to be borne by the applicant.

01. *Method of Recruitment to the Service :*

- (a) Selection for appointment will be made on the basis of the sequence of higher total marks having not less than 40% for each subject at the written examination and after an interview conducted by an Interview Board appointed by the Public Service Commission to examine whether the required qualifications are satisfied. The effective date of the appointment and the number of officers appointed will be decided by the Public Service Commission. The Public Service Commission has the power to fill a certain number of vacancies or all the vacancies.
- (b) In the event that a candidate summoned for the interview to verify qualifications, not satisfying the necessary qualifications, the candidate next in sequence of marks scored will be summoned for the interview to verify qualifications.

02. *Salary Scale*.- This post is entitled to the salary scale SL-1-2006 Rs. 22,935 - 10 x 645 - 8 x 790 - 17 x 1050-53,555/- (monthly) in terms of the Public Administrative Salary Circular No 6/2006

03. *Conditions of employment in the service :*

- (i) Subject to the conditions set out in the Minute of the Sri Lanka Education Administrative Service published in the *Gazette Extra-ordinary* of the Democratic Socialist Republic of Sri Lanka No. 1225/32 dated 01.03.2002 and the amendments made thereafter, and subject to the general conditions governing appointments to the government service, the selected candidates will be appointed to Class III of the service.
- (ii) The officers appointed to the post should serve according to the need of the service in the posts of the central government or provincial public service.
- (iii) If a person who is appointed to the General Cadre has not served as a principal of a government school for a minimum period of 3 years prior to his appointment, he should upon his appointment, serve a minimum period of 3 years as a principal of a government school. Where the period served by a person is less than 3 years, the period that he has to serve as a principal shall be equal to the difference between that period of service and 3 years.
- (iv) This post is permanent and pensionable. Contributions have to be paid for the Widows'/Widowers' and Orphans' Pension (W&OP).
- (v) Officers appointed to this post are subject to a probation period of one year.

In accordance with the provisions of Public Administrative Circular 7/2007 and the Circulars thereof, the level of proficiency in respect of the other language should be obtained within 05 years. Officers who joined the service in a language other than an official language should obtain proficiency in one official language within 03 years; proficiency in the other official language should be obtained within six (06) years.

- (vi) The procedural rules of the Public Service Commission, Circulars issued from time to time governing the Public Service and the conditions of the Service Minute of the Sri Lanka Education Administrative Service with its amendments are applicable to this post.

04. *Professional Qualifications :*

- (a) Subject to the provisions given at the end of this section, a teacher who serves in a government school, assisted school or a pirivena and who has satisfied the following qualifications is qualified to appear for this examination.

- (b) (i) For posts in the General Cadre :

Should be a graduate teacher with at least 5 years of teaching experience after graduation (or should have passed in a professional or any other examination considered as equivalent to a degree by the Public Service Commission) or a graduate with a teacher training certificate (or should have passed in a professional or any other examination considered as equivalent to a degree by the Public Service Commission) or a trained teacher with at least 05 years of experience in teaching after the training or a trained teacher who has completed 10 years of service as a teacher.

*Note*:- (The service period from the date of appointment in respect of graduate teachers appointed to the teachers' service on the apprenticeship basis and the service period from the date of passing the degree in respect of the teachers who passed the degree while being in the service, will be taken into account for the five year service period.)

- (ii) *For the posts in Special Cadre :*

Should be a teacher who has at least 03 years of experience in teaching the subject applied for and who has obtained a degree from a recognized university in the subject applied for or a teacher training certificate in respect of the subject applied for (or should have passed in a professional or any other examination considered as equivalent to the degree by the Public Service Commission).

*Note*.- Also a candidate who has a teaching appointment in any of the fields such as Dancing, Oriental Music, Western Music, Handicraft, Physical Education, Arts, Home Science, Special Education and Pirivena and

who has a teaching experience of not less than 05 years in the relevant subject or field and who has passed the Senior School Certificate Examination or the G.C.E. (O/L) Examination in 6 subjects including Mathematics or Arithmetic and Sinhala/Tamil language in not more than two sittings, is considered to be qualified to appear for the examination.

another two fields under the Special Cadre. If applying under the Special Cadre, it is compulsory that the subject applied for has been taken as one of the main subjects for the degree and at least 1/3 of the total course units (collection) taken for the degree should be relevant to the subject applied. The qualifications required for planning and special education subjects are given separately.

05. *Physical Suitability*.— All candidates should be physically and mentally fit :

- (i) to serve in any part of Sri Lanka
- (ii) to perform the duties attached to the post.

06. *Age Limit*.— As at the last date of the month preceding the month in which the closing date of receiving applications falls, the age of the applicant should not be less than 25 years and not more than 50 years.

- (ii) In the event that an applicant is selected for the General Cadre and several subjects in the Special Cadre, the decision on the subject for which the recruitment is made rests with the Public Service Commission.
- (iii) The subjects and the codes assigned to the Special Cadre are given below. The subjects applied for and the relevant codes shall be mentioned in the proper place in the application form.

07. *Other Qualifications* :

- (i) Candidates should be Citizens of Sri Lanka.
- (ii) Candidates should possess an excellent character .
- (iii) By the last date for the calling of applications, all qualifications required for recruitment to the post should have been satisfied in every respect by the date given in the *Gazette* for the satisfaction of such qualifications.
- (iv) No one is permitted to appear for the limited examination more than seven (07) times. Further, no one is permitted to appear for both Limited Examination and Open Examination more than seven (07) times.
- (v) No officer is qualified to appear for this examination unless he/she possesses a satisfactory service period of five years immediately preceding the last date for calling applications.
- (vi) The applicant is considered to be having a satisfactory service period if he/she has not undergone any punishment for an offence "except warnings" during this period. (no officer is deemed to be disqualified as a result of not obtaining salary increments only due to the failure of passing an examination in the service or a departmental examination.)
- (vii) Any officer who has been interdicted by the last date of calling applications is not qualified to apply for this examination.

Code Number

(a) General Cadre	11
(b) Special Cadre	
<b><u>Subject Area</u></b>	
English	21
Mathematics	22
Science	23
Art	24
Music (Eastern)	25
Music (Western)	26
Dancing	27
Physical Education	28
Agriculture	29
Commerce	30
Handicraft	31
Home Science	32
Special Education	33
Planning	34
Arabic	35
Information Technology	36
Piriven	37

*N.B.*—If applied for the subject of **Special Education** in the Special Cadre of the Limited Examination, the candidate should have been successful in one of the following Degrees or Post Graduate Diplomas.

- The Degree in Bachelor of Education offered for the education of children with deficiencies (Special Education).
- Post Graduate Diploma in Special Education
- Master of Education or Master of Arts Degree in Special Education

If applied for the subject **planning** in the Special Cadre, the candidate should have obtained one of the following Degrees and Post-Graduate Diplomas:

Should have studied Statistics as a subject for the Degree or as an auxiliary subject area of another subject

08. *Method of Application* :

- (i) The Class III of the service consists of 'General' and 'Special' Cadres. In addition to the General Cadre, the candidates can also apply for the vacancies in the fields of the Special Cadre referred to in Paragraph iii (b) below. A candidate can apply for the General Cadre and for

Should have studied Mathematics as a subject for the Degree or as an auxiliary subject area of the Degree

Should have studied Management and Planning Techniques as a subject of the Degree or as an auxiliary subject area of the Degree.

Should have studied the subject areas of Education Principals and Comparative Education as a subject of the Degree or as an auxiliary subject areas of the Degree.

Should have studied Sociology as a subject of the Degree or as an auxiliary subject area of the Degree.

Should have studied Statistics or Research Work as a part of an auxiliary subject of the Degree along with subjects of Biology and Physics.

09.

09.1 *Written Examination :*

9.1.1 This examination will be conducted by the Commissioner General of Examinations.

9.1.2 *Syllabus:*

(i) Comprehension – Duration 1 ½ hours (100 Marks)

The candidate will be offered several short sentences. In respect of some of these the candidate will be presented with several alternative statements. One of these will fit well with the matter in the sentence. The candidate will be instructed to select the most appropriate statement. The questions will be presented with a view to ascertain the way the candidate understands the meaning of these short sentences. This is a question paper consisting of compulsory questions.

(ii) Intelligence Test – 1 hour paper (100 Marks).

A question paper prepared to ascertain the candidate's logical strength. This will consist of 50 multiple choice questions and questions calling for short answers. (All the questions should be answered).

(iii) Case Study on Education Administration – Duration 2 hours (All the questions should be answered) (100 Marks)

Pass mark is 40 for each subject.

10. *Interview.*– The interview will be held to examine whether the qualifications in the notification published in relation to the process of recruitment have been satisfied and to check physical suitability. An interview board appointed by the Public Service Commission will examine the qualifications.

11. *Examination Conditions :*

(i) The examination will be conducted in the Sinhala, Tamil and English media. A candidate can appear for the

examination in one language of his/her choice. All question papers have to be answered in the same medium. A candidate will not be permitted to change the medium for the examination given in his/her application.

(ii) The examination fee is Rs.1000/- .The examination fee can be paid at any post office in the island to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations. A margin of the receipt obtained in the candidate's own name should be firmly pasted to the place specified in the application form. It would be advisable to retain a photocopy of this receipt.

(iii) For no reason will the payment made for the examination be refunded.

(iv) This examination will be held in Colombo. The date of the examination will be notified later.

(v) Incomplete applications will be rejected without notice.

*Note.*– Entry into the examination hall will not be permitted without an admission card. Only the admission card with the signature of the candidate certified has to be presented to the officer in charge of the examination hall on the day the examination commences.

The issue of an admission card for the examination to a candidate should not be taken as an acknowledgement that the candidate has satisfied the qualifications to appear for the examination.

(vi) The application should be prepared on A4 paper of size 22-29 cm. Headings 01 to 02 should be entered on the first page, 03 to 04 on the second page and the rest on page three and four. The relevant particulars should be entered in the candidate's own handwriting very clearly. Applications which do not conform to the model application form and incomplete applications will be rejected without notice. It would be advisable to retain a copy of the application. Further, the candidate should satisfy himself/herself that the completed application conforms to the model application. It is again stressed that the application will be rejected if there is no such conformity.

(vii) While the receipt of applications will not be acknowledged, as soon as admission cards are issued to candidates, a notice will be published in the newspapers. If the admission card is not received even after 2 to 3 days from the publication of the notice, this should be brought to the notice of the Commissioner General of Examinations in the manner stated in the notice. It is advisable to send your request to the Department of Examinations, Sri Lanka while retaining a copy of the

same with you, enclosing a certified copy of the application form and the receipt of registration and a fax number to send the admission, if you reside out of Colombo.

(viii) The Commissioner General of Examinations has the power, with the approval of the Public Service Commission, to either postpone or cancel the examination.

(ix) Candidates would be subject to the rules and regulations enacted by the Commissioner General of Examinations in respect of the conduct of the examinations. If these rules are violated, candidates are bound to undergo any punishment imposed by the Commissioner General of Examinations.

(x) *The identity of the candidate.* - All candidates should establish their identity to the satisfaction of the head of the examination hall. Only one of the following documents will be accepted for this purpose :-

- (i) The National Identity Card issued by the Department for the Registration of Persons ;
- (ii) A valid Passport ;
- (iii) A valid Driving License.

*N.B.* - (a) No document or copy thereof should be annexed to the application.

(b) The applications of candidates who fail to produce documents when requested to do so will not be considered.

(xi) If it is revealed that a candidate does not possess the required qualifications, the candidature can be annulled at any stage before, during or after the examination. If it comes to light that some fact presented is incorrect after selection for the post or if some material fact has been willfully suppressed, the person in question may be dismissed from the service.

Officers in the Public Service/ Provincial Public Service / Public Corporations should forward their applications through the heads of their institutions. It is essential that each candidate should get his/her signature certified before appearing for the examination. A candidate appearing for the examination through an institution should get the signature certified by the head of that institution as well. Candidates who do not fall in to this category should get the signature certified by one of the following:

A head/ retired head of a government school; The GramaNiladhari of the Division; a Justice of the Peace; a Commissioner of Oaths; an Attorney-at-Law; a Notary Public; a Commissioned Officer of the forces; a staff officer in a permanent post in the public or Local Government Service who earns an annual consolidated salary of Rs. 240,360 or more; the Viharadhipathi of a Buddhist temple; a Nayaka Priest; a member of the clergy of high standard in-charge of a place of worship of another faith.

10. The final decision on any matter not covered in this notice rests with the Public Service Commission.

S. M. GOTABHAYA JAYARATNE,  
Secretary,  
Ministry of Education.

**Model Application**

(only for office use)

LIMITED COMPETITIVE EXAMINATION FOR  
RECRUITMENT TO CLASS III (GENERAL/SPECIAL) OF  
THE SRI LANKA EDUCATION ADMINISTRATIVE  
SERVICE - 2012(2013)

(Should be produced to the Zonal Director of Education in three copies)

Medium of language for the examination :

- Sinhala - 2
- Tamil - 3
- English - 4 (write the relevant number in the cage.)

'Cadre' for the examination :

- General Cadre - 1
- Special Cadre - 2
- Both - 3 (write the relevant number in the cage.)

If Cadre applied for is Special Cadre, indicate the code of the subject area in the table given below (According to the *Gazette* Notification) :-

Cadre	Subject area	Code No.
General		
Special		
Special		

1.0 Name:

1.1 Name with initials, with initials at the end (in English Block Letters) :-----.  
E.g.- SILVA, G.A

1.2 Gender :  
Male - 0  
Female - 1 (write the relevant number in the cage.)

1.3 Name in Full (in English Block Letters) :-----.

1.4 Name in Full (in Sinhala/Tamil) :-----.





**INSTITUTE OF TECHNOLOGY –UNIVERSITY OF MORATUWA**

**Admission to the National Diploma in Technology Course, 2013/2014**

APPLICATIONS are invited from eligible candidates for admission to the National Diploma in Technology, 3-year full time Course conducted by the Institute of Technology, University of Moratuwa. The Course will be conducted within the University premises at Moratuwa until it is moved to new premises of the Institute of Technology, University of Moratuwa at Diyagama, Homagama.

*General.*– The National Diploma in Technology Course consists of two years of academic study and one year of Industrial Training and is conducted in English medium. The course is offered in the following fields of study :

(a) *Maritime Studies Courses (Set I) :*

- (i) Marine Engineering Technology.
- (ii) Nautical Studies and Technology.

(b) *Other Fields of Courses (Set II) :*

- (i) Chemical Engineering Technology.
- (ii) Civil Engineering Technology.
- (iii) Electrical Engineering Technology.
- (iv) Electronics and Telecommunication Engineering Technology.
- (v) Mechanical Engineering Technology.
- (vi) Polymer Technology.
- (vii) Textile and Clothing Technology.

*Eligibility :*

2.1 *Age :*

- (a) Applicants should be below 24 years of age on 31.12.2012.
- (b) Applicants below 20 years of age on 31.12.2012 will be given preference for admission to the Marine Engineering Technology and Nautical Studies and Technology Courses. A special medical test and interview would also be conducted for selection of students to Marine Engineering and Nautical Studies Courses.
- (c) Those who are fulltime registered students of any University under the UGC (except the Open University of Sri Lanka) or Higher Educational Institute under the Ministry of Higher Education are not eligible to apply.

2.2 *Educational Qualifications :*

Applicants should have obtained passes in any three (03) of the following subjects :–

- (i) Physics,
- (ii) Chemistry,
- (iii) Combined Mathematics,
- (iv) Advanced Mathematics.

at one and the same sitting of a G. C. E. (A/L) Examination conducted by the Commissioner General of Examinations, Sri Lanka in 2010 or 2011 or 2012.

3. *Selection Criteria :*

3.1 *Admission to the Course :*

The selection of students for admission will be based on the performance at G. C. E. (A/L) Examination and the aptitude test to be conducted by the Institute of Technology, University of Moratuwa.

From those who pass the aptitude test, selections will be done in the merit order of G.C.E. (A/L) results, *i.e.*, in the order of z-scores. In the selection, 40% merit and 60% district quota will be applied.

3.2 *Field of Study :*

Aptitude test marks together with the applicant's order of preference for the field of study as indicated in the field preference will be considered in the allocation of the field of study.

*Application Procedure :*

4.1 *Application Form :*

- (i) Application should be made according to the Specimen Form given in this *Gazette* Notification. Specimen application will also be available in the following Web address :

<http://www.mrt.ac.lk/itum>

- (ii) Applications should be forwarded under **Registered Post** marked "**NDT Admission 2013/2014**" on the top left hand corner of the envelope and addressed to the "Deputy Registrar, Institute of Technology, University of Moratuwa, Katubedda, Moratuwa.
- (iii) Application should reach the Deputy Registrar, Institute of Technology, University of Moratuwa on or before the closing date for applications.
- (iv) A self-addressed 9" x 4" stamped envelope (Rs. 40 worth), should be enclosed along with the application form.
- (v) No copies or originals of the certificates should be sent along with the application form. However, the content of the application has to be certified as indicated. (See pages 3, 4 and 5 in the form of application.)

4.2 *Field Preference :*

- (i) There are **two SETS** of fields.
- (ii) Applicants may apply to either **Maritime Studies** (SET 1) or **Other Fields** (SET 2) or **Both** sets of fields. The preference must be indicated if candidate applies to both sets of fields.
- (iii) SET 1 - Insert order of preference as 1 for First preference and 2 for Second preference. This should be completed only by the candidates who are applying for **Maritime Studies**.
- (iv) SET 2 - Insert order of preference as 1,2,3,4,5,6,7. "1" for the "most preferred", "2" for the next, and so on "7" for the least preferred.

5. (i) **Application Fee.**— Application fee for SET 1 or SET 2 is Rs. 300 and SET 1 and SET 2 is Rs. 500. A receipt of payment in favour of “**Institute of Technology, University of Moratuwa, A/C No. 0000308280 of Bank of Ceylon, Katubedda Branch**” to the value of Rs. 300 (Rupees Three Hundred) for one set of fields of study (Rs. 500 if applying for both sets of fields), obtained only from any branch of the **Bank of Ceylon** should accompany each application. This application fee is non-refundable.

(ii) **Closing Date.**— The closing date of applications is 31.05.2013.

6. **Aptitude Test.**— Applicants, short-listed according to the G. C. E. (A./L.) performance in Merit and District Quota will be called for an aptitude test that will be conducted at the Institute of Technology, University of Moratuwa.

7. **Registration :**

- (i) Candidates selected for admission will be required to produce the **originals** of the following certificates on the date of registration :-
  - \* G.C.E. (A/L) Certificate,
  - \* Certificate indicating G. C. E. (A./L.) Z-Score,
  - \* School Leaving Certificate,
  - \* Birth Certificate,
  - \* Affidavit in support of any changes in name appearing in different documents/certificates.

8. **Very Important :**

- (i) A candidate once registered for the National Diploma in Technology Course will not be eligible for admission to any other course in this University or in any other University in Sri Lanka (except Open University of Sri

Lanka) or in any other Higher Educational Institute under the Ministry of Higher Education during the tenure of the course.

- (ii) A student who has already registered in this university or any other university in Sri Lanka (except Open University of Sri Lanka) or in any other Higher Educational Institute is not be eligible for applying.

Director.  
Institute of Technology,  
University of Moratuwa.

26th April, 2013.

<p><b>APPLICATION FOR ADMISSION TO THE NATIONAL DIPLOMA IN TECHNOLOGY COURSE</b></p> <p>INSTITUTE OF TECHNOLOGY UNIVERSITY OF MORATUWA</p> <p>ACADEMIC YEAR 2013/2014</p>	<p><i>For office use only</i></p>						
<p>Application No.</p>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>						
<p>District</p>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> </table>						
<p>Application for (Please <input checked="" type="checkbox"/> )</p> <p style="text-align: right;">1. Maritime Fields - SET 1 <input type="checkbox"/></p> <p style="text-align: right;">2. Other Fields - SET 2 <input type="checkbox"/></p> <p style="text-align: center; font-size: small;">[Applicants may apply for single set (Set 1 or Set 2) or both sets (Set 01 and Set 02)]</p>							

01. Personal Details : (Please use **BLOCK CAPITALS**)

Name in Full :									
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(Leave one blank cage between names)									
Name with Initials :									
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(Leave one blank cage between names)									
<b>Title</b> ▶	Mr./Ms.	Sex ▶	Male/Female						
Age	(Years)	(Months)	Date of Birth						
As at 31st Dec. 2012			Date	Month Year					
National ID Number									



- (2) I certify that all the particulars given by me in this Application are true and accurate. I am aware that if the particulars given by me in this Application are found to be false or inaccurate prior to my admission, I will be discontinued from the course.
- (3) In the event of my being selected for admission after the Test, I shall abide by Statutes, By-Laws, Regulations and the Rules of the Institute of Technology, University of Moratuwa, in so far as they are applicable to me.
- (4) I have pasted the cash deposit/ cash transfer receipt obtained from Bank of Ceylon, drawn in favour of "Institute of Technology, University of Moratuwa - Account No. 0000308280 of Bank of Ceylon, Katubedda, Branch".
- (5) I also enclose a self addressed stamped envelope (Rs. 40 worth) in size 9" x 4".
- (6) I am aware that if I am found to be registered in another University or any other Higher Educational Institution under the Ministry of Education at the time of sitting for the Aptitude Test for the National Diploma in Technology Course, I will not be selected for the Course.

\_\_\_\_\_  
Signature of Applicant.

Date : \_\_\_\_\_.

Paste your Cash Deposit/Cash Transfer Original Slip here.

04-731

\_\_\_\_\_  
**FIRST EFFICIENCY BAR EXAMINATION FOR  
OFFICERS IN GRADE III OF THE SRI LANKA  
PLANNING SERVICE - 2013**

FIRST Efficiency Bar Examinations for officers in Grade III of the Sri Lanka Planning Service will be held in July 2013 in Colombo by the Commissioner General of Examinations. The closing date of application for the Examination will be 31.05.2013. The Examination will be conducted in Sinhala, Tamil and English media and no candidate will be permitted to change the medium later.

02. A specimen application form to be used in applying for the First Efficiency Bar Examination is appended at the end of this

notification. All applicants are advised to prepare their applications as per specimen given. Application should be prepared only in A4 size paper and item 01 to 04 should be on page 1 and the rest on page 2. The form should be completed by the applicant in his / her own hand writing. Further, Name of the Examination given at the top should be written in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications. Applications which do not conform with the specimen application form and those received after the closing date of applications and incomplete applications will be rejected without prior notice. All particulars given in the top of the specimen application should be mentioned accurately.

03. The applications should be sent through the Head of the Respective Department (Ex. : Through Divisional Secretary in the case of a Divisional Secretary) by registered post to reach the Commissioner General of Examinations, Organization and Foreign Examination Branch, Department of Examinations, Pelawatta, Battaramulla, to reach him on or before 31.05.2013. The name of the examination should be written on the top left corner of the envelop containing the application. It is advisable to keep a photocopy of the receipt with the applicant. Examination will be conducted in Sinhala, Tamil and English media and no candidate will be permitted to change the language medium applied for. newly recruited officers for the purpose of Official Language policy may prepare their applications in the Official Language or in Tamil or English in accordance with the language medium they were recruited.

04. An Admission Card together with a copy of the time table of the examination will be issued by the Commissioner General of Examination to all applicants whose applications have been accepted. Immediately after Admission Cards are dispatched to the respective candidates, a press notice to that effect will be published by the Department of Examinations, Sri Lanka. If any candidate does not receive his / her Admission Card and Time Table 02 or 03 days before the examination, he/ she should notify this fact in writing immediately to the Department of Examinations. It would be useful if you could send a certified photo copy of the application retained by you together with the receipt for the payment of cash, registration receipt and your letter of request with the Fax number, if outside Colombo, in order to send your Admission Card

- (i) Name of Examination : \_\_\_\_\_.
- (ii) Full Name of the Applicant : \_\_\_\_\_.
- (iii) Complete Address : \_\_\_\_\_.
- (iv) Post Office at which the application was posted : \_\_\_\_\_.  
Registered No. and Date : \_\_\_\_\_.

05. *Identify*.- Candidates should prove their identity to the supervisor of the examination every time they appear for a subject in the Examination Hall. For this purpose one of the following document only will be accepted.

- (i) National Identity Card issued by the Commissioner for Registration of Persons ;
- (ii) A Valid Passport.

The Commissioner General of Examinations reserves the right to cancel or reject the candidature of the candidate who fails to produce any of the documents mentioned above.

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

*Examination Fees :*

- |   |              |
|---|--------------|
| (a) First sitting- No fee will be charged                 |              |
| (b) For the whole examination for each subsequent sitting | Rs. 1,000.00 |
| (c) Per subject   | Rs. 500.00   |

The relevant examination fee could be paid to the credit of Revenue Head of the Commissioner General of Examination No. 2003-02-13 at any Divisional Secretariat and the receipt obtained should be securely affixed to the application form at the allotted place so that it may not get detached. Retaining a copy of the receipt would be useful.

07. This examinations is conducted by the Commissioner General of Examinations and all candidates will be required to abide by the rules and regulations laid down by him in connection with this examination. Rules and regulations published in Part I (IIA) of this *Gazette* for applicants for examinations are applicable to this examination. On the first day of the examination, admission card with the applicants authenticated signature should be handed over to the supervisor of the examination.

08. Duty leave should be granted by the Head of Departments to applicants who are eligible to sit for the Examination and to whom Admission Cards have been issued by the Commissioner General of examinations to enable them to sit for the examination. Admission Cards will be issued to all the applicants who have submitted applications and issuing an Admission card to an applicant should not be considered by him / her as a qualification to sit for examination.

09. Any matters not covered by these regulations will be dealt write the discretion of the Secretary to Ministry of Finance and Planning.

10. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

10. Syllabus related to the First Efficiency Bar Examinations given below.

*Syllabus of the First Efficiency Bar Examination for officers in class III of the Sri Lanka Planning Service :*

1. The First Efficiency Bar Examination will consist of the following subjects :-
  - (a) Planning concepts and Methodology, Planning Institutions - 100 marks (Sub No. 01).
  - (b) Economics Analysis and statistics - 100 marks (Sub No. 02).

- (c) Project Planning, Implementation, Review and Evaluation - 100 marks (Sub No. 03).
- (d) Establishment and Government Financial Regulation - 100 marks (Sub No. 04).
- (e) English Language - 100 marks (Sub No. 05).

2. An officer can sit all papers in one attempt or separately in several attempts and should pass examination on or before relevant period as per the provisions of the service minute and appointment letter.
3. Each paper will be of 03 hours duration.
4. All the Questions of a paper should be answered.
5. An applicant should obtain 40% or more marks for a pass in each paper.

**Scheme of Examination**

***Question Paper 01.- Planning Concepts and the Methodology, Planning Institutions :***

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

***Question paper 02.- Economic Analysis and statistics***

- (i) Principles of economics with special emphasis an theories of production and distribution,
- (ii) Finance, Banking Systems, International Monetary Systems and Trade,
- (iii) Analysis of Fiscal, Monetary, Trade and Tariff policies,
- (iv) Economic structure of Sri Lanka,
- (v) Review of the Economy,
- (vi) Assessment of technically skilled and unskilled manpower and other resources including foreign aid and their utilization,
- (vii) Economics, scientific and social incidents,
- (viii) Economic Analysis and Basic Statistical concepts and methods used in planning,
- (ix) Principles of benefit / cost analysis.



02. Official Address : \_\_\_\_\_.  
(In English Block letters) :

2.1 Official Address (Sinhala / Tamil) : \_\_\_\_\_.

2.2 Address to which the Admission Cards should be sent (In English Block Letters) : \_\_\_\_\_.

03. 3.1 Sex : Male - 0                      Female - 1                       (Specify in the cage given)

3.2 Date of Birth :-

Year :       Month :       Date :

3.3 Age as at the closing date of applications :-

Years :       Months :       Days :

04. Subjects offered under the Para. 11 of the *gazette* :

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

05. Date of Appointment to Grade III of the Sri Lanka Planning Service (Indicate the date of assumption of duties) : \_\_\_\_\_.

06. Are you an Old Entrant/New Entrant for the purposes of Official Language Policy : \_\_\_\_\_.

07. Name of the Department (name of the Divisional Secretariat in the case fo Divisional Secretariat) : \_\_\_\_\_.

08. Whether you are sitting for the examination for the first time : \_\_\_\_\_.

09. If not examination fees paid:

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

10. I declare that the foregoing particulars are true and correct and that I am entitled to sit for the examination in the language medium indicated above. I agree to abide by the decisions taken by the Commissioner General of Examinations regarding the examination.

\_\_\_\_\_  
Signature of the applicant.

Date : \_\_\_\_\_.

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

ATTESTATION OF SIGNATURE

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

\_\_\_\_\_  
Signature of the Attestor.

Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I Certify that,

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

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

Designation : \_\_\_\_\_.

Date : \_\_\_\_\_.

04-838/1

**SECOND EFFICIENCY BAR EXAMINATION FOR  
OFFICERS IN GRADE III OF THE SRI LANKA  
PLANNING SERVICE - 2013**

SECOND Efficiency Bar Examinations for officers in Grade III of the Sri Lanka Planning Service will be held in July 2013 in Colombo, by the Commissioner General of Examinations. The closing date of applications for the examination will be 31.05.2013. The examination will be conducted in Sinhalese, Tamil and English media and no candidate will be permitted to change the medium later.

02. A specimen application form to be used in applying for the Second Efficiency Bar examination is appended at the end of this notification. All applicants are advised to prepare their applications as per specimen given. Application should be prepared only in A4 size paper and item 01 to 04 should be on page 1 and the rest on page 2. The form should be completed by the applicant in his / her own hand writing. Further, Name of the Examination given at the top should be written in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications. Applications which do not conform with the Specimen application form and those received after the closing date of applications and incomplete applications will be rejected without prior notice. All particulars given in the top of the Specimen application form should be mentioned accurately.

03. The applications should be sent through the Head of the Respective Department (Ex. : Through Divisional Secretariat in the case of a Divisional Secretariat) by registered post to reach the commissioner General of Examinations, Organization and Foreign Examination Branch, Department of Examinations, Pelawatta, Battaramulla, to reach him on or before 31.05.2013. The name of the examination should be written on the top left corner of the envelop containing the application. It is advisable to keep a photocopy of the receipt with the applicant. Examination will be conducted in Sinhalese, Tamil and English media and no candidate will be permitted to change the language medium applied for. Newly recruited officers for the purpose of official Language policy may prepare their applications in the official Language or in Tamil or English in accordance with the language medium they were recruited.

04. An Admission card together with a copy of the time table of the examination will be issued by the commissioner General of Examination to all applicants whose applications have been accepted. Immediately after admission cards are dispatched to the respective candidates, a press notice to that effect will be published by the department of examinations, Sri Lanka. If any candidate does not receive his / her Admission card and time table 2 or 3 days before the examination, he/ she should notify this fact in writing immediately to the Department of Examinations. It would be useful if you could send a certified photo copy of the application retained by you together with the receipt for the payment of cash, registration receipt and your letter of request with the fax number, if outside Colombo, in order to send your Admission Card :-

- (i) Name of Examination :
- (ii) Full name of the applicant :
- (iii) Complete Address :
- (iv) Post office at which the application was posted :  
Registered No. and Date :

05. *Identify.*— Candidates should prove their identity to the supervisor of the examination every time they appear for a subject in the Examination Hall. For this purpose one of the following documents only will be accepted.

- (i) National Identity Card issued by the Commissioner for Registration of Persons ;
- (ii) A Valid Passport.

The Commissioner General of Examinations reserves the right to cancel or reject the candidature of a candidate who fails to produce any of the documents mentioned above.

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

*Examination Fees :*

- |   |              |
|---|--------------|
| (i) First sitting- No fee will be charged                     |              |
| (ii) For the whole examination for<br>each subsequent sitting | Rs. 1,000.00 |
| (iii) Per subject   | Rs. 500.00   |

The relevant examination fee could be paid to the credit of Revenue Head of the Commissioner General of Examinations No. 2003-02-13 at any Divisional Secretariat and the receipt obtained should be securely affixed to the application form at the allotted place so that it may not get detached. Retaining a copy of the receipt would be useful.

07. This examinations is conducted by the Commissioner General of Examinations and all candidates will be required to abide by the rules and regulations laid down by him in connection with this examination. Rules and regulations published in Part I : Sec. (IIA) of this *Gazette* for applicants for examinations are applicable to



this examination. On the first day of the examination, admission card with the applicants authenticated signature should be handed over to the supervisor of the examination.

08. Duty leave should be granted by the Head of Departments to applicants who are eligible to sit for the Examination and to whom admission cards have been issued by the commissioner General of examinations to enable them to sit for the examination. Admission cards will be issued to all the applicants who have submitted applications and issuing an admission card to an applicant should not be considered by him / her as a qualification to sit for examination.

09. Any matters not covered by these regulations will be dealt write the discretion of the Secretary of Ministry of Finance and planning.

10. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

11. Syllabuses related to the Second Efficiency Bar Examinations are given below :

Syllabus of the Second Efficiency Bar Examination for Grade III Officers of the Sri Lanka planning Service

1. The Second Efficiency Bar Examination will consist of the following subjects.

- |  |                           |
|--|---------------------------|
| (i) Techniques of Development Planning -   | Marks 100<br>(Sub No. 06) |
| (ii) Basic Macro Economics -   | Marks 100<br>(Sub No. 07) |
| (iii) Current International Economic and Political Crises and their impact on the Sri Lankan Economy - | Marks 100<br>(Sub No. 08) |

2. An officer can sit all papers in one attempt or separately in several attempts and should pass examination on or before relevant period as per the provisions of the service minute and appointment letter.

3. Each paper will be of 03 hours duration.

4. All the Questions of a paper should be answered.

5. An applicant should obtain 40% or more marks for a pass in each paper.

**Scheme of Examination**

(i) Techniques Development Planning

- (a) SWOT Analysis
- (b) Problem Tree
- (c) Logical frame Analysis
- (d) Cost – benefits analysis
- (e) Payback Methodology
- (f) Net current Value
- (g) Internal Rate of Return
- (h) Usage of Shadow Prices

(ii) Basics of Macro Economics

- (a) National Accounts
- (b) Rate of Economic Growth
- (c) Equilibrium level of National Income
- (d) Multiplier
- (e) Inflation
- (f) Interest Rate
- (g) An Introduction to the public financial policies
- (h) An Introduction to fiscal policies
- (i) Trade Circles

(iii) Current International Economic and Political crisis and its thier impact on the of Sri Lankan Economy. (Applicants will have to answer question based on tropics in the context of the contemporary world economic conditions as the case may be).

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

Ministry of Finance and Planning,  
Colombo 01,  
26th of April 2013.

**FORM OF APPLICATION**

SECOND EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III OF THE SRI LANKA PLANNING SERVICE – 2013

(For office use)

Medium of Examination  
(write the number in this cage)

(Medium applied will not be allowed to change subsequently)

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

01. Name :

1.1 Name with Initials at the End : \_\_\_\_\_.  
 (In English Block letters e.g. SILVA . B . A.)

1.2 Full Name (Sinhala / Tamil) : \_\_\_\_\_.

1.3 National Identity Card No. : 

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02. Official Address (In English Block letters) : \_\_\_\_\_.

2.1 Official Address (Sinhala / Tamil) : \_\_\_\_\_.

2.2 Address to which the Admission Cards should be sent (In English Block letters) : \_\_\_\_\_.

03. 3.1 Sex : Male - 0      Female - 1  (Specify in the cage given)

3.2 Date of Birth :-

Year : 

--	--	--	--

    Month : 

--	--

    Date : 

--	--

3.3 Age as at the closing date of applications :-

Years : 

--	--

    Months : 

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    Days : 

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04. Subjects offered under the Para. 11 of the *gazette* :

<i>Subject</i>	<i>Subjects No.</i>
.....	<table border="1" style="width: 40px; height: 20px; margin: auto;"></table>
.....	<table border="1" style="width: 40px; height: 20px; margin: auto;"></table>
.....	<table border="1" style="width: 40px; height: 20px; margin: auto;"></table>

05. Date of Appointment to Grade III of the Sri Lanka Planning Service (Indicate the date of assumption of duties) : \_\_\_\_\_.

06. Are you an Old Entrant/New Entrant for the purposes of Official Language Policy : \_\_\_\_\_.

07. Name of the Department (Name of the Divisional Secretariat in the case of Divisional Secretariat) : \_\_\_\_\_.

08. Whether you are sitting for the examination for the first time : \_\_\_\_\_.

09. If not examination fees paid:

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

10. I declare that the foregoing particulars are true and correct and that I am entitled to sit for the examination in the language medium indicated above. I agree to abide by the decisions taken by the Commissioner General of Examinations regarding the examination.

Date : \_\_\_\_\_.

\_\_\_\_\_  
 Signature of the applicant.

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

ATTESTATION OF SIGNATURE

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

\_\_\_\_\_  
 Signature of the Attestor.

Name : \_\_\_\_\_.  
 Designation : \_\_\_\_\_.  
 Address : \_\_\_\_\_.

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I Certify that,

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

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

Designation : \_\_\_\_\_.

Date : \_\_\_\_\_.

04-838/2

\_\_\_\_\_

**PUBLIC SERVICE COMMISSION**

**Open Competitive Examination for Recruitment of  
Officers to Grade II, Class II of Sri Lanka Engineering  
Service - 2013**

APPLICATIONS are hereby called from qualified citizens of Sri Lanka for Open Competitive Examination held for recruitment of officers to fill the vacancies in the posts belonging to the categories of Civil, Mechanical and Electrical Engineers of Class II, Grade II of Sri Lanka Engineering' Service.

02. This examination will be held by the Commissioner General of Examination in Sinhala, Tamil and English Media in Colombo on a date fallen within/after the month of August 2013 with a view to determine the order of merit qualified candidates who seek appointments in the posts of Sri Lanka Engineering Service (Herein after mention in this notification as "Service"). A candidate is allowed to sit the examination in any medium but it is not allowed to change the medium mentioned in the application at later occasions.

03. The Secretary, Ministry of Public Administration and Home Affairs, who is the appointing authority reserves that right either to postpone or cancel this examination subject to the instructions of the Public Service Commission.

04. Applications prepared in accordance with the specimen attached at the end of this notification shall be sent by registered post to reach "The Commissioner General of Examination, Organizations and Foreign Examinations Branch, Department of Examinations of Sri Lanka, Pelawatta, Battaramulla" on or before 27.05.2013. The top left corner of the envelope in which the application is enclosed should bear clearly the title "Open Competitive Examination for recruitment of officers to Grade II Class II of Sri Lanka Engineering Service - 2013".

*N. B. :*

- (i) Applications which do not conform to the specimen will be rejected.

*Note.-* No complaint that an application or a letter in respect of such applications have been lost or delayed in the post shall be considered. The candidates shall bear any loss which may occur due to delay in sending applications until the closing date of application.

- (ii) Officers who are already in Public and Provincial Public Service shall submit their applications through respective Head of Department.

05. *Qualifications :*

5.1 A candidate appearing for this examination :

- (i) Shall have completed successfully a four year full time degree in Bachelor of Science in Engineering from a University of Sri Lanka recognized by the University Grants Commission under an Engineering Discipline relevant to the category of engineers for which appointment is sought and possessed the degree ; or
- (ii) Shall have completed a course recognized by the University Grants Commission and Institute of Engineers Sri Lanka as equivalent to the degree mentioned in 5.1(I) under a discipline relevant to the Category of Engineers for which appointment is sought and obtained a valid certificate to prove the qualification.

*Note.-* Above requirements shall be successfully completed in every respect by the closing date of applications.

5.2 *Other qualifications :*

- (i) Shall be a citizen of Sri Lanka.
- (ii) Shall have fulfilled all the prescribed qualifications in every respect by the date as specified in the *Gazette* notification for recruitment.
- (iii) Shall be physically fit in every aspect to perform the duties of the post and to serve in any part of the island.
- (iv) Shall be of excellent moral character.
- (v) The subjects indicated in the academic transcript issued to confirm the qualifications prescribed in Section 5.1 above shall be conformed in every aspect to the requirements of category of engineers for which recruitments are made.
- (vi) *Age.-* Minimum limit 21 years, Maximum limit 35 years. However, the maximum age limit for Technical Officers in Public Service and Provincial Public Service (Technical Officers in Sri Lanka Technological Service, Engineerign Assistatns of the Department of Irrigation of Officers in Supervisory Managers Service of the Department of Railways) who have completed a satisfactory service of 5

years in the previous post/service immediately preceding the closing date of application, shall be 45 years.

*Note.*— Above qualifications shall have been successfully completed in every aspect by the closing date of application.

06. *Monthly Salary Scale.*— Monthly salary scale of Rs. 22,935 -10x645 -8x790 - 17x1,050 - Rs. 53,555 is entitled to this post along with Efficiency Bar at relevant salary step. (Salary Scale SL 1-2006 as per Public Administration Circular No. 06/2006) However, an engineer who have possessed full professional qualifications (Status of Chartered Engineer) at the time of recruitment or possesses full professional qualifications after recruitment shall be placed on fifth (05) salary step entitled to Class II Grade II of Engineering Service.

The 1st Efficiency Bar Examination shall be passed within 03 years from the date of appointment.

07. *Service Conditions :*

- (i) A selected candidate will be appointed to Class II Grade II of the Sri Lanka Engineering Service subject to the general conditions governing appointments in the public service and also subject to the terms and conditions set out in the Minute on the Sri Lanka Engineering Service published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 509/07 dated 07th June 1988, and any revisions made or to be made hereafter to the aforesaid minute.
- (ii) The appointees shall acquire proficiency in official languages as per Public Administration Circular No. 07/2007 dated 28th May, 2007 within 05 years from the date of appointment.
- (iii) This post is permanent and pensionable. The selected candidates will be required to contribute to the "Widows and Orphans/Widowers and Orphans Pension Fund". The appointment will be subjected to a probation period of three years.
- (iv) The appointees shall be prepared to serve in any part of the island in which they are called upon to serve.
- (v) Appointees shall be subjected to serve in both public service as well as Provincial Public Service.
- (vi) The appointment of any candidate who fails to assume duties of the appointed post on the prescribed date and/or rejects or avoids assuming duties in the post or the area appointed, may be cancelled.
- (vii) Obtaining full professional qualifications shall be mandatory for promotion of officer in Sri Lanka Engineering Service from the recruitment grade to the next higher grade.

08. *Method of applying :*

- (i) The application shall be in the language in which the candidate sits the examination. While preparing the application in a language other than English (i. E. Sinhala or Tamil), it is also required to indicate the name of the examination, which is indicated in the heading of the application, in English language. Application should be prepared on papers of size A-4 in such a way that Heading Nos. 1.0 to 4.0 appears on the first page, 5.0 to 6.0 on the second page, 7.0 to 10.0 on the third page and 11 on the fourth page and should be filled clearly in the candidate's own handwriting. The candidate should check whether the perfected application is in conformity with the specimen application form. Applications with incomplete information and not in compliance with the specimen form of the application will be rejected without notice. Applicants are advised to keep a photocopy of the application.
- (ii) The applicant's signature on the application shall be attested by a Principal of a Government School, a Justice of Peace, a Commissioner of Oaths, an Attorney at Law, a Public Notary, a Commissioned Officer in the Armed Forces of Sri Lanka, an Officer holding a *gazetted* post in the Sri Lanka Police Service or an officer holding a permanent post of the Government and drawing a basic annual salary of more than Rs. 240,360.
- (iii) Receipt of applications shall not be acknowledged.
- (iv) As soon as admission cards are issued to applicants, a notice to that effect shall be published in the newspapers by the Department of Examinations, Sri Lanka. If the admission card is not received even after 02 or 03 days from the aforesaid notice, it shall be informed to the Department of Examination of Sri Lanka as stipulated in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations of Sri Lanka. i. e. certified photocopies of the application form and the receipt kept at your possession, receipt of registration and in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.

09. *Examination fees.*— The examination fee shall be Rs. 1,000. Examination fees shall be paid before closing date of applications at any District/Divisional Secretary's office to be credited to Revenue Head 2003-02-13. Receipt obtained from the District/Divisional Secretary's Office shall be firmly pasted along an edge in the relevant cage of the application. This fee shall not be refunded. Applications sent without making the due payment of the examination fee as stipulated above shall be rejected. The candidate is advised to keep a photocopy of the payment receipt.

10. *Scheme of examination.*— This examination shall be confined to a written aptitude test which carries 100 marks. The question

paper shall be designed to make an assessment of the candidate's power of critical reasoning and analysis and the ability for decision making through the knowledge by following engineering science as prescribed in Section 5.1 for satisfying the qualifications. The question paper shall consist of multiple choice type questions and questions for short answers with duration of 1 1/2 hours and all the questions shall be answered. The order of recruitment shall be determined on the marks secured by the candidates in the above examination.

11. *Admission to the Examination :*

- (i) The Commissioner General of Examination shall issue admission cards to all candidates who have paid the relevant examination fees, duly perfected the applications and sent before the due date. A candidate presenting himself for the examination must produce his/her admission card, on which his/her signature has been attested, to the supervisor of the Examination Centre. A candidate who fails to produce his/her admission card shall not be permitted to sit the examination.
- (ii) A candidate must sit the examination at the Examination Centre assigned to him/her. Every candidate shall hand over the admission card to the Supervisor of the Examination hall, on the first day of the examination. A set of rules to be followed by all candidates is published in this *Gazette*. Candidates are bound by the rules and regulations imposed by the Commissioner General of Examination in conducting this examination. Candidates are liable to be subjected to a punishment imposed by the Commissioner General of Examination for breach of these rules.

*Note.*— Admissions cards shall be issued to all the candidates who have forwarded applications on the assumption that they have fulfilled all the requisite qualifications stipulated in this notice. The issuance of an admission card to a candidate shall not be treated as a proof that he or she has fulfilled the requisite qualifications to sit the examination.

12. *Identification of candidates.*— A candidate shall be required to prove his/her identity at the examination hall to the satisfaction of the Invigilator of the examination. Any of the following documents shall be accepted for this purpose :

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

13. *Furnishing false information.*— If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to or during or after the examination. If any of the particulars

furnished by a candidate is found to be intentionally false or if he/she has wilfully suppressed any material fact, he/she shall be liable to be dismissed from the Public Service.

14. *Method of Selection for Appointments.*— An interview shall be held as per the following methodology, in order to verify qualifications of candidates who have secured highest marks from the competitive examination :

- (i) Number of candidates equivalent at least to twice the number of vacancies shall strictly be called for the interview.
- (ii) Certificates of the candidates shall be examined at an interview held by an interview board approved by the Public Service Commission.
- (iii) All the documents/certificates produced by the candidates at the interview shall be valid in every aspect. Any document/certificate produced by the candidates subject to the covering approval of the appropriate certifying authority are invalid.
- (iv) All valid documents/certificates prescribed in above 14(III) shall be produced at the interview.
- (v) Marks shall not be allocated at the interview.
- (vi) If several candidates have obtained the same marks, an appropriate decision shall be taken by the Public Service Commission and that decision shall be final.

15. Department of examination of Sri Lanka shall make arrangements to send a results sheet to each candidate, containing the marks secured by the candidate at the written examination, once the Secretary of Ministry of Public Administration and Home Affairs informs the date appropriate for issuance of results.

16. The number of appointees and the effective date of the appointment shall be determined by the Public Service Commission. The Public Service Commission has the power to refrain from filling any or all of the vacancies and to take decisions regarding any matters to which provisions are not provided in this notification.

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

On the order of the Public Service Commission,

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

Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07.

For office use only

**OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT OF ENGINEERS TO GRADE II OF  
CLASS II OF SRI LANKA ENGINEERING SERVICE - 2013**

Language Media of Examination : 

Sinhala	2
Tamil	3
English	4

Category applied for : 

Civil	1
Mechanical	2
Electrical	3

(Indicate the appropriate number in the box)

(Indicate the appropriate number in the box)

01. Name :

1.1 Name with initials at the end (in English block capitals) Mr./Mrs./Miss : \_\_\_\_\_.

Ex. Mrs. SILVA, A. B.

1.2 Names denoted by initials : \_\_\_\_\_.

(In English block capitals)

1.3 Name in full : \_\_\_\_\_.

(In the language of your National Identity Card)

02. National Identity Card No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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03. 3.1 Permanent Address : \_\_\_\_\_.

(In English block capitals)

3.2 Address, to which admission card should be sent (In English block capitals) : \_\_\_\_\_.

3.3 Telephone Numbers : Land line : \_\_\_\_\_.

Mobile : \_\_\_\_\_.

3.4 Postal Town : \_\_\_\_\_.

3.5 E-mail address : \_\_\_\_\_.

04. 4.1 Ethnic group (Sinhala - 1, Tamil - 2, Indian Tamil - 3, Muslim - 4, Other - 5) 

(Indicate the relevant number in the cage)

4.2 Gender Group (Male - 0, Female - 1) 

(Indicate the relevant number in the cage)

4.3 Marital Status (Single - 1, Married - 2) 

(Indicate the relevant number in the cage)

4.4 Date of birth :

Year :  Month :  Date : 

4.5 Age as at the closing date of application

Years :  Months :  Days : 

05. 5.1 Educational Qualifications :

(i) Effective date of the degree or qualifications mentioned in para 5.1(II) of the *Gazette* notification : \_\_\_\_\_.

(ii) University/Institution : \_\_\_\_\_.

(iii) Registration Number and Date : \_\_\_\_\_.

(iv) Name of the Degree Course (E. g. - B. Sc. Engineering) : \_\_\_\_\_.

(v) Engineering discipline (e. g. - Civil, Mechanical, Electrical, Production) : \_\_\_\_\_.

(vi) Year of completion of the Degree of qualifications mentioned in para 5.1(II) of the *Gazette* Notification : \_\_\_\_\_.

(vii) Subjects of the Final year : \_\_\_\_\_.

(viii) Language in which the candidate sat the examination : \_\_\_\_\_.

5.2 Professional Qualifications, if any (eg. - MICE, MIE) : \_\_\_\_\_.

06. Particulars of the present post and posts held previously, if any (date of entry to the service, date of resignation and reasons for resignation should be mentioned) :

6.1 Post : \_\_\_\_\_.

6.2 Department/Institution : \_\_\_\_\_.

6.3 Date of Appointment :\_\_\_\_\_.

6.4 Whether permanent/pensionable/non-pensionable/temporary :\_\_\_\_\_.

6.5 Whether confirmed in the post :\_\_\_\_\_.

6.6 Salary scale of the post and present salary :\_\_\_\_\_.

6.7 Particulars of the posts held previously (extra paper can be used) :\_\_\_\_\_.

6.8 Have you ever been subjected to disciplinary punishment, whilst you hold any of the posts mentioned here ? If so, furnish the particulars of the offence and the punishment imposed :\_\_\_\_\_.

07. Have you ever been convicted in a Court of Law for a criminal offence ? If so, furnish particulars of such conviction and penalty imposed :\_\_\_\_\_.

08. Please paste the receipt along one side so as not to be detached (It will be useful to keep a photocopy of the receipt with the candidates) :\_\_\_\_\_.

Number of the receipt :\_\_\_\_\_.

Paying Office :\_\_\_\_\_.

Date :\_\_\_\_\_.

09. Declaration of the applicant :

I hereby certify that the particulars given by me in this application are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualify if detected before selection ; to dismissal without compensation, if detected after appointment. Furthermore, I hereby state that I am bound by all rules and regulations with regard to conducting the examination and issuing the results imposed by the Commissioner General of Examination.

\_\_\_\_\_,  
Signature of the Applicant.

Date :\_\_\_\_\_.

10. Attestation of signature (As per 08(II) of the Gazette notification) :

I hereby certify that (name in full) ..... who submits this application is known to me personally and he/she has affixed the receipt and that he/she placed his/her signature in my presence on .....

\_\_\_\_\_,  
(Signature of the Officer attesting the signature).

Date :\_\_\_\_\_.

Full name of the officer attesting the signature :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

(to be confirmed by the official stamp)

11. Report of the Head of Department if the applicant is in the Public Service :

I hereby certify that (name in full) ..... who submits this application is known to me personally and that he/she placed his/her signature in my presence on .....

I certify that the particulars given in paragraph 06 above on present service of the officer are correct and his/her work and conduct are ..... he/she can be/cannot be released from the present post.

\_\_\_\_\_,  
Signature of the Head of Department.

Date :\_\_\_\_\_.

Name :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

(To be confirmed by the official stamp)

04-835