

N.B.— Part I:III of the *Gazette* No. 1,816 of 21.06.2013 was not published.

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,817 - 2013 ජූනි 28 වැනි සිකුරාදා - 2013.06.28
No. 1,817 - FRIDAY JUNE 28, 2013

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

	PAGE		PAGE
Posts - Vacant	1188	Examinations, Results of Examinations &c.	1194

Note.— (i) K. D. M. Chandra Bandara Community Services Foundation (Incorporation) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of May 03, 2013.

(ii) Jamiah Rahmaniya Arabic College, Akurana (Incorporation) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of May 10, 2013.

(iii) Kandy Dharmaraja College Past Pupils' Association (Incorporation) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of May 10, 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 19th July, 2013 should reach Government Press on or before 12.00 noon on 05th July, 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

1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department of Examinations,
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

KURUNEGALA DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 29th July, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
05th June, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kurunegala	Ehetuwewa	Post of Registrar of Marriages (General/ Kandyan) of Wannu Hathpattuwa Division and Births and Deaths of 45 East South Korale Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala
Kurunegala	Wariyapola	Post of Registrar of Marriages (General/ Kandyan) of Devamedu Hathpattuwa Division and Births and Deaths of Devamedda North Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala
Kurunegala	Alawwa	Post of Registrar of Marriages (General/ Kandyan) of Dambadeni Hathpattuwa Division and Births and Deaths of Dambadeni Udukaha South Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala
Kurunegala	Kurunegala	Post of Medical Registrar of Birth and Deaths of Kurunegala Town Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

GALLE DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 29th July, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
05th June, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Galle	Neluwa	Post of Registrar of Marriages (General) of Hinidum Pattuwa Division and Births and Deaths of Batuwangala Division	District Secretary/Additional Registrar General, District Secretariat, Galle

06-578

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Muslim Marriages

KURUNEGALA DISTRICT

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

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

02. Muslim males only can apply for these posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 29th July, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
05th June, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kurunegala	Narammala	Post of Registrar of Muslim Marriages of Narammala Area in Dambadeni Hathpattuwa Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.

06-580

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Muslim Marriages

AMPARA DISTRICT

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

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

02. Muslim males only can apply for these posts.

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 29th July, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
05th June, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Ampara	Saindamarudu	Post of Registrar of Muslim Marriages of Saindamarudu 01 Area in Karawakupattu Division	District Secretary/Additional Registrar General, District Secretariat, Ampara.
Ampara	Irakamam	Post of Registrar of Muslim Marriages of Eragama Division	District Secretary/Additional Registrar General, District Secretariat, Ampara.

06-581

SRI LANKA POLICE DEPARTMENT

Post of Police Constable

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Police Constable in the Sri Lanka Police Department.

2. Application forms duly perfected in accordance with the specimen form given below should be sent to Director/Recruitment, Recruiting Office, No. 375, Sambuddathwa Jayanthi Mawatha, Colombo 06. The application should be sent by registered post to the above-mentioned address to reach on or before 30.08.2013 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 - 10 x 2,160 - 17x2,880 - Rs. 254,100.

Further, these officers are entitled to cost of living allowance paid to other public officers and the allowance granted in accordance with the Public Administration Circular No. 31/11 dated 12.12.2011.

	<i>Rs. cts.</i>
(a) Arduous duty allowances	2,000 0
(b) <i>Combined allowances</i> :	
(1) For performing of 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.

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 in 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 by 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 (Divorce 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 in 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

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 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 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. If the applicant 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 subject to a recruit period of three years ;
- (b) The selected applicants will be required to comply with any rules already made or may hereafter be made to give effect to the language policy of the Government ;
- (c) They will be subjected to the relevant provisions of the Establishment 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 every officer should pass the prescribed Departmental Examinations. Those who fail to pass the prescribed examinations or found to be unfit for Police duties will be 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 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 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 commencement their training at the Police 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 appointment 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 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 photocopy of certificates of services (if available) ;
- (vi) A photocopy of the Identity Card.

- 13.(a) Applicants who are already in the Public Service must forwarded 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 (2) 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

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 No. (Residence) :———. Mobile No. :———.

06. (a) Nationality :———. (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) :———.
- (b) Whether you are a citizen by birth or registration :———. (If by registration attach copies of certificate)
- (c) If you are a 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 given 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. (a) Present employment :———. (b) Are you a member of a 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 any of the Armed service ? (If so attach copy of your discharge certificate) :———.
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 respecting 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) 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 false, 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 :———.
- 06-583

Examinations, Results of Examinations &c.

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS III AND II OF THE SRI LANKA LIBRARIANS' SERVICE - 2011(2013)

AN Efficiency Bar Examination for the Officers in Class III and II of Sri Lanka Librarians' Service will be held in Colombo in the Month of October 2013 as provided for in paragraphs 08 of the Sri Lanka Librarians' Service Minute published in the *Gazette Extraordinary* No. 1620/22 of the Democratic Socialist Republic of Sri Lanka dated 24.09.2009.

02. (i) This examination will be conducted by the Commissioner - General of Examinations and the candidates are bound by the rules and regulations imposed by the Commissioner General of Examination.
- (ii) Rules prescribed for candidates are printed separately at the beginning of the *Gazette* Notification. Candidates will be liable to any punishment imposed by the Commissioner General of Examinations for breach of these rules.

03. The specimen form of application for this examination is published at the end of this notice. Candidates should prepare their own applications correctly and legibly in accordance with the specimen form of application and send through the respective Heads of Departments by registered post to reach the "Commissioner-General of Examinations, Organization and Foreign Examination Branch, Department of Examinations, Pelawatta, Battaramulla" on or before 29th of July, 2013. The name of the examination and the relevant grade should be indicated at the top left-hand corner of the envelope in which the application is enclosed. Applications received after the closing date will be rejected.

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

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

The candidature of any candidate who is unable to submit any of the above mentioned documents is liable to be cancelled on the discretion of the Commissioner General of Examinations.

05. *Applications.*- Applications should be prepared using both sides of a paper of A4 size in such a way that Nos. 1.0 to 5.0 appear on the 1st page whilst the Nos. 6.0 to 9.0 appear on the 2nd page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. It would be advisable to keep a photocopy of the completed application form. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice.

Candidates who sit the examination for the first time need not pay examination fees. However, for subsequent sittings, candidates should pay Rs. 400 for the whole examination, and Rs.200 for one subject. The cash receipt obtained from any District/Divisional Secretariat/Post Office by making the payment to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations, should be affixed in the due place of the application. The fee will not be refunded under any circumstance and will not be transferred in respect of any other examination. It is advisable to keep a photocopy of the cash receipt with the candidate.

06. The Commissioner General of Examinations will issue Admission Cards along with copies of the time table to all candidates who have paid the relevant fees, whose applications have been filled properly and received on or before the closing date. Candidates appearing for the examination should get their signatures on the admission cards attested in advance and produce to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit the examination.

A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the notification. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : *i. e.* certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of request, furnishing a fax number to which the admission card should be sent. Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination.

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

08. This examination will be held in Sinhala, Tamil and English media and candidates should answer both question papers in the language medium of the entry examination to the relevant service or in the official language. Candidates who entered the service without a competitive Examination should answer both papers in the language medium of their education or in the official language. It would not be allowed to change the language medium of examination indicated in the application subsequently.

09. The officers may appear separately for each subject and at different occasions. However, for a pass, officers should obtain at least 40% of the total marks for each subject.

10. *Release of the Results of the Examination.*- The Commissioner- General of Examinations will issue the results to the Director General of Combined Services. The list of names of officers who have passed the Examination will be published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka.

11. *Scheme of Examination :*

11.1 Efficiency Bar Examination for the Officers in class III of the Librarians' Service :

01. *General Administration and Financial Procedure.*- Subject No. 01 (100 Marks)

* Part I - General Administration - Duration - 1 1/2 Hours (50 Marks).

(a) Procedural Rules of Public Service Commission published in the *Gazette* Extraordinary dated 20.02.2009 and chapters V to VIII and XII, XIV, XXIV, XXVII, XXVIII of the Establishments Code are included.

(b) Sri Lanka Library Association (Incorporation) Act, No. 20 of 1974 ; and Sri Lanka Library Association (Amendment) Act, No. 07 of 2004.

* Part II - Financial Procedure - Duration 1 1/2Hours
- (50 marks).

- (a) Financial Regulations - Part I (excluding Chapter X)
Accounts work performed by librarians and the relevant Regulations.

02. *Library Organization* - Duration 03 hours -
Subjects No. 02 (100 Marks).

- (a) Provincial Library Ordinance,
(b) Library Committees,
(c) Preservation of Library Goods,
(d) Readers' Education and Public Relations,
(e) Categories of Libraries and Services,
(f) Fundamentals and that should be considered in Library Management,
(g) Extension services that can be implemented in a library.

N. B.- Candidates should obtain 40% of marks for each subject to pass this examination.

11.2 Efficiency Bar Examination for the Officers in Grade II of the Librarians' Service :

01. *General Administration and Financial Procedure* - Subject No. 03 (100 marks).

* Part I - General Administration - Duration -
1 1/2 hours - (50 marks).

- (a) Constitution of the Democratic Socialist Republic of Sri Lanka.
(b) Procedural Rules of Public Service Commission published in the *Gazette Extraordinary* dated 20.02.2009 and Chapters V to VII and XII, XIV, XXIV, XXVII, XXVIII of the Establishment Code are included.
(c) National Archives Act, No. 48 of 1973 and National Archives (Amendment) Act, No. 30 of 1981.
(d) Part III of Science and Technology Department Act, 11 of 1994.
(e) National Library and Documentation Services Board Act, No. 51 of 1998.
(f) Intellectual Property Act, No. 36 of 2003.

* Part II - Financial Procedure - Duration -
1 1/2 hours - (50 marks).

- (a)
* Financial Regulation - Part I
* Accounts work performed by libraries and relevant Regulation.

02. *Library Organization* - Duration 03 hours - Subject
No. 04 (100 Marks) :-

- (a) Library building and equipment,
(b) Benefits of government publications and the method of using them,
(c) Regional and International organization in the library field,
(d) Strategies in Library Management,
(e) Financial Management,
(f) Time Management,
(g) Human Resource Management,
(h) Information Technology in Sri Lanka,
(i) Networks and computerized systems of Libraries.

N. B.- Candidates should obtain 40% of marks for each subject to pass this Examination.

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

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

Combined Services Division,
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07,
14th of June, 2013.



(For Office use only)

Specimen Application Form

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN
GRADE III AND II OF THE SRI LANKA LIBRARIANS'
SERVICE - 2011 (2013)

Medium of Language in which you are appearing for the exam

Sinhala - 2
Tamil - 3
English - 4



(indicate the relevant number in the cage)

1.0 1.1 Name with initials : Mr./Mrs./Miss : _____.
(In Sinhala/Tamil)

1.2 Names denoted by initials (In Sinhala/Tamil) : _____.

1.3 Last Name with Initials : _____
(in Block Capitals, e.g. SILVA, A. B.)

2.0 Place of work and Address :

2.1 Name of the Ministry/Department/Office : _____.

2.2 Office address : _____.

(Admission cards will be sent by post to this address)

3.0 Sex: Female - 1
Male - 0

(Indicate the relevant Number in the Cage)

4.0 Indicate "X" opposite the Efficiency Bar Examination you are applying for in the Sri Lanka Librarians' Service.

4.1 Grade III of the Librarians' Service

4.2 Grade II of the Librarians' Service

4.3 Subject offering and respective Subjects Numbers :

Subject	Subject No.

5.0 5.1 National Identity Card No. :

5.2 Date of Birth :

Date : Month : Year :

6.0 Present Post :

6.1 Post : _____.

6.2 Number of the Appointment Letter : _____.

7.0 7.1 Are you sitting the examination for the first time? : _____.

7.2 If not, give following particulars of the affixed cash receipt, received from any post office at the time of paying examination fees :

No : _____ Amount : _____
Date : _____ Office issued : _____.

Affix the cash receipt firmly here
(keep to photocopy of the receipt)

8.0 Certificate of the Candidate :

I declare that the particulars furnished above are true, that I am eligible to appear for the examination in the medium indicated above, and that I have not been subjected to any form of disciplinary punishment. I agree to abide by the rules and regulations of this examination.

Signature of Candidate.

Date : _____.

9.0 Certificate of the Head of the Department :

I certify that,

(i) This candidate is employed in this department as an officer in Grade II/III of the Librarians Service

(ii) The particulars furnished above are correct.

(iii) His/her work and conduct have been satisfactory throughout: and he/she has not been subjected to any form of disciplinary punishment (excluding warning) during the past 5 year period ; and

(iv) He/she is eligible to sit for this examination.

(v) He/she has paid the prescribed examination fee and the receipt has been affixed. (Delete if inapplicable)

Signature of the Head of Department and
Official Stamp.

Designation : _____.

Address : _____.

Date : _____.

06-836

**EFFICIENCY BAR EXAMINATION FOR OFFICERS IN
CLASS I OF THE GOVERNMENT TRANSLATORS'
SERVICE - 2012(2013)**

AN Efficiency Bar Examination for Officers in Class I of the Translators' Service, as provided for in paragraph 08 of the Translators' Service Minute published in the Government Gazette Extraordinary No. 829/7 dated 26.07.1994, will be held in Colombo by the Commissioner General of Examinations in the month of October 2013. Candidates may appear for the examination either in Sinhala, Tamil or English media. The language medium of examination applied initially will not be allowed to change.

02. The specimen form of application for this examination is published at the end of this notification. Applications should be prepared correctly and legibly and the officers should send their applications through the respective Heads of departments by registered post to reach the Commissioner-General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations Sri Lanka, Pelawatta, Battaramulla, on or before 29th July 2013. The name of the examination should be indicated on the top left-hand corner of the envelope in which the application is sent to the Commissioner General of Examinations. Applications received after the closing date will be rejected.

03. (i) The application should be prepared on a paper "A4" size, using both sides of the paper in such a manner that items No. 1.0 to 2.10 appear on the first page and the

remaining numbers in the second page. Although application form could be typewritten, it should be filled by the candidate's own handwriting. Applications that are not complete in every aspect and that do not comply with the specimen will be rejected without any notice. It would be advisable to keep a photocopy of the completed application form at the candidate's possession.

- (ii) For the purposes of Official Languages Policy, all the applicants should prepare and fill their application forms in the official language. The name of the examination appearing in the heading of the application form should be indicated in English in both Sinhala and Tamil medium applications.

04. *Syllabus and Scheme of Examination :*

1st Subject : Paper 01

Translation of -

- (i) A passage of general interest ; and
(ii) Extracts from
(a) An official document or report ; and
(b) A newspaper article or report.

In one of the following ways selected, in accordance with the candidate's medium of translation :

- (i) From Sinhala into Tamil
(ii) From Sinhala into English
(iii) From Tamil into English.

Duration : 03 hours.
Marks : 100

2nd Subject : Paper 02

Translation of -

- (i) A passage of general interest ; and
(ii) Extracts from
(a) An official document or report ; and
(b) A newspaper article or report.

In one of the following ways selected, in accordance with the candidate's medium of translation :

- (i) From Tamil into Sinhala
(ii) From English into Sinhala
(iii) From English into Tamil.

Duration : 03 hours.
Marks : 100

Candidates should obtain 40% or above of the total marks for each paper to pass the examination.

05. Candidates' handwriting will be taken into consideration.

06. *Examination Fees.*— Examination fees will be levied in respect of candidates for this examination on the following basis :

- (a) No fees will be levied in respect of candidates appearing for the first time.
(b) Fees for appearing on a subsequent occasion will be Rs. 400 for the full examination and Rs. 200 for a single subject.
(c) The examination fee could be paid at any District/ Divisional Secretariat in the Island to be credited to the revenue head 2003-02-13 of the Commissioner General of Examinations and the receipt obtained in favour of the candidate himself/herself should be affixed to the relevant cage of the application form. It is advisable to keep a photocopy of the cash receipt with the candidate.
(d) The examination fees will not be refunded or transferred in respect of any other examination under any circumstances.

07. *Admission to the Examination :*

- (i) The Commissioner General of Examinations will issue admission cards to all applicants whose applications have been received. Candidates must get their signatures in the admission cards attested in advance and produce the admission cards to the supervisor of the examination center, when presenting themselves for the examination. Candidates without such admission cards will not be permitted either to enter the examination hall or sit the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to fax the following documents to the Department of Examinations : i. e. certified photocopies of the application form kept at your possession and the receipt obtained paying examination fees, receipt obtained from the post office at registration of letter of application, letter of request furnishing your fax number to which a copy of the admission card should be sent.
(ii) Each candidate will be issued a time table along with the admission card.
(iii) Candidates are bound by the rules and regulations prescribed by the Commissioner General of Examinations for the conduct of the examination. They will be liable to any punishment imposed by the Commissioner General of Examinations for the breach of these rules.
(iv) Rules prescribed for candidates are printed at the beginning of this *Gazette*.

Note.— The issue of an admission card to sit for the examination should not be considered as an acceptance of requisite qualifications of a candidate to complete at the examination.

08. Heads of Departments should grant duty leave for candidates to whom Admission Cards have been issued by the Commissioner General of Examinations, to present themselves at the examination. Travelling expenses are not payable.

09. *Identity of Candidates.*— Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents will be accepted :—

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

The candidature of any candidate who is unable to submit any one of the above mentioned documents in addition to his admission card is liable to be cancelled on the discretion of the Commissioner General of Examinations.

10. *Release of the results.*— The Commissioner General of Examinations will release the results of the examination to the Director General of Combined Services.

11. The decision of the Director General of Combined Services will be final in respect of any matter, which has not been provided for in this notification.

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

Combines Services Division,
Ministry of Public Administration,
and Home Affairs,
Independence Square,
Colombo 07,
14th June, 2013.

(For office use only)

Specimen Application Form

EFFICIENCY BAR EXAMINATION FOR OFFICERS
IN CLASS I OF THE GOVERNMENT TRANSLATORS'
SERVICE – 2012(2013)

(N. B.— This form should be filled correctly and legibly by the candidates own handwriting.)

1.0 Medium of Translations of candidate as per Para. 04 of the *Gazette* notification.

Paper 01 : From Sinhala into Tamil - 1
From Sinhala into English - 2
From Tamil into English - 3
(Indicate the relevant number in the cage)

Paper 02 : From Tamil into Sinhala - 4
From English into Sinhala - 5
From English into Tamil - 6
(Indicate the relevant number in the cage)

* Candidates may appear for either paper 01, paper 02 or both the papers.

2.0 Personal Information :

- 2.1 Name with initials in English block capitals :———.
Eg. : SILVA, A. B.
- 2.2 Names denoted by initials in English block capitals : _____.
- 2.3 Full name (in Sinhala/Tamil) :———.
2.4 Name of Ministry/Department/Office :———.
2.5 Official Address (in English block capitals) :———.
(The Admission Card will be sent to this address)
- 2.6 Sex: Female - 1
Male - 0
(Indicate the relevant number in the cage)

2.7 Date of Birth :

Date : Month : Year :

2.8 National Identity Card No. :

2.9 Present post :———.
2.10 Number of the letter of appointment :———.
3.0 3.1 Are you appearing for this examination for the first time ? :———.
3.2 If not, No. of the affixed cash receipt received by paying the examination fee :———.
Date :———.
Issued District/Divisional Secretariat :———.
4.0 Certificate of candidate :

The cash receipt obtained from any District/Divisional Secretariat, for payment of Rs. 200 for one subject and Rs. 400 for whole examination, should be affixed here. (keep a photocopy of the cash receipt)

I declare tha the particulars furnished above are true, that I am entitled to sit for the examination in the medium stated above and that I have not been subjected to any form of disciplinary punishment. I agree to abide by the ruels and regulations of this examination imposed by the Commissioner General of Examinations.

_____,
Signature of candidate.

Date :———.

5.0 Certificate of the Head of Department :

I hereby certify that,

- (i) this candidate is employed in this Department as a Translator in Class I of the Translators' Service ;
- (ii) the particulars furnished above are correct ;
- (iii) his/her work and conduct have been satisfactory throughout, and he/she has not been subjected to any form of disciplinary punishment (excluding warning) during the 5 years preceding ; and

(iv) he/she is eligible to sit for this examination ;

(v) he/she has paid the prescribed examination fee and the receipt has been affixed (delete if inapplicable).

Signature of the Head of Department and
official stamp.

Designation :_____.

Address :_____.

Date :_____.

06-837