

N.B.— (i) Parts I:III and III of the *Gazette* No. 1,883 of 03.10.2014 were not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,884 - 2014 ඔක්තෝබර් මස 10 වැනි සිකුරාදා - 2014.10.10

No. 1,884 – FRIDAY, OCTOBER 10, 2014

(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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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 31st October, 2014 should reach Government Press on or before 12.00 noon on 17th October, 2014.

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

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

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

Department of Government Printing,
Colombo 08,
01st January, 2014.

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

ANURADHAPURA DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 10th November, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
24th September, 2014.

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>
Anuradhapura	Nuwaragam Palatha East	Post of Registrar of Marriages (General/ Kandyan) of Nuwaragam Palatha Division and Births and Deaths of Anuradhapura New Town Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura
Anuradhapura	Mihintale	Post of Registrar of Marriages (General/ Kandyan) of Nuwaragam Palatha Division and Births and Deaths of Mankadawala Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura
Anuradhapura	Palugaswewa	Post of Registrar of Marriages (General/ Kandyan) of Hurulu Palatha Division and Births and Deaths of Matambuwa Korale South Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

BADULLA DISTRICT

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

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

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

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

04. Applicants should be married.

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

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Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
24th September, 2014.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Badulla	Bandarawela	Post of Additional Marriage Registrar Bandarawela Division (Kandyan/ General)	District Secretary/Additional Registrar General, District Secretariat, Badulla.

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REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

PUTTALAM DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 10th November, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
24th September, 2014.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Puttalam	Kalpitiya	Post of Medical Registrar of Births and Deaths of Kalpitiya Town Division	District Secretary/Additional Registrar General, District Secretariat, Puttalam
Puttalam	Chilaw	Post of Medical Registrar of Births and Deaths of Chilaw Town Division	District Secretary/Additional Registrar General, District Secretariat, Puttalam
Puttalam	Mundel	Post of Registrar of Marriages (General) of Puttalamputtu Division and Births and Deaths of Kandathoduwawa Sinnapadu Division	District Secretary/Additional Registrar General, District Secretariat, Puttalam

10-455

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths in Tamil Medium

PUTTALAM DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 10th November, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
24th September, 2014.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Puttalam	Mundalama	Post of Registrar of Births, Deaths and Marriages for Mundalama Divisional Secretary's Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Puttalam.
Puttalam	Wanathawilluwa	Post of Registrar of Marriages of Kalpitiya Division and Births, Deaths of Wanathawilluwa Divisional Secretary's Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Puttalam.

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Examinations, Results of Examinations &c.

MINISTRY OF YOUTH AFFAIRS AND SKILLS DEVELOPMENT

Department of Technical Education and Training

RECRUITMENT TO THE POSTS OF CIRCUIT BUNGALOW
KEEPER OF PRELIMINARY SEMI TECHNICAL SERVICES
CATEGORY OF THE DEPARTMENT OF TECHNICAL
EDUCATION AND TRAINING - (2013)2014

APPLICATIONS are invited from persons who have fulfilled the prescribed qualifications for the post of Circuit Bungalow Keeper of Preliminary Semi Technical Services Category of Colleges of Technology Ampara, Anuradhapura, Kandy and Technical Colleges Monaragala, Weerawila, comes under the purview of the Department of Technical Education and Training.

Post *Number of Vacancies*

1. Circuit Bungalow Keeper 05

01. *Recruitment Procedure.* - Recruitment will be made on the results of trade test and structural interview. Trade test will be held

first and candidates who got highest marks based on the merit order, among the candidates who passed trade test, will be called for an interview as twice the existing number of vacancies. Appointments will be made on merit order according to the total marks obtained from structural interview and trade test, for existing vacancies.

Trade Test :

	<i>Duration (hours)</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>	<i>Syllabus</i>
1.	02	100%	40%	1. House Keeping 2. Food processing 3. Offering Food 4. Cleanliness/Interest

Structural Interview :

<i>Main headings, to be given marks</i>	<i>Maximum Marks</i>
Additional Educational Qualifications	20
Additional Professional Qualifications	50
Additional Experience	25
Skills at the interview	05
Total	100

02. *Educational Qualifications.*– Have passed G. C. E. (O/L) Examination in six (06) subjects, with at least 02 credit passes in not more than two (02) sittings.

03. *Professional Qualifications.*– Should have obtained proficiency not less than National Vocational Qualification (NVQ) level - 2, under the field relevant to the post, from an institution, recognized by the Tertiary and Vocational Education Commission, as follows :

- (i) A certificate of 06 months house keeping or cookery course from hotel school ; or
- (ii) A certificate of 06 month house keeping or cookery course, conducted by the Vocational Training Authority ; or
- (iii) Have followed and passed a course not less than 06 month in House Keeping or cookery conducted by Government or Government recognized Institution.

04. *Service experience.*– Have obtained 02 years experience in relevant field in Government or recognized Institution.

05. *Age Limit.*– Not less than 18 years and not more than 45 years of age as at the closing date of applications. Upper age limit is not applicable for persons who are holding a permanent post in Public Service.

06. *Salary.*– In terms of Public Administration Circular No. 06/2006(IV), Salary Scale Rs. 12,210 - 10x130 - 10x145 - 10x160 - 12x170 - Rs. 18,600 of Salary Code PL-2-2006(ඒ) is applicable to this post.

07. All candidates, who apply for the above referred posts, should be a Citizen of Sri Lanka with a moral character and have sufficient physical and mental fitness to serve in any part of Sri Lanka and to discharge the duties of the post. All qualifications need to recruit to the above referred post should have been fulfilled in every manner, by the closing date of applications.

08. *Mode of forwarding applications :*

- (i) Applications, should be sent under registered cover to reach the "Director, General, Department of Technical Education and Training, P. O. Box 557, Olcott Mawatha, Colombo - 10" on or before 10.11.2014. Applications, received after that date will be rejected.
- (ii) A specimen application, is indicated at the end of this notification, Applicants should prepare their application, in their own handwriting, in A4 size paper with No. 01 to 07 appearing in 1st page No. 08 to 11 appearing in 2nd page and the rest in next pages.
- (iii) The envelope enclosing the application should clearly be marked "Application for the post of Circuit Bungalow Keeper" on the top left hand corner.

(iv) According to applications only applicants, who fulfilled basic qualifications will be called for trade test.

(v) Fee for trade test is Rs. 400 and such fee should be paid at any People's Bank branch in the Island to the Account Number 176-100-139026228 (Mid City Branch) as credited to the Director General, Department of Technical Education and Training the receipt obtained should be firmly affixed in the application form. It will be useful to keep a photocopy of the application and a receipt. Examination fee will not be refunded under any circumstances and money order and stamps will not be accepted.

(vi) Signature of candidate should be attested by a Principal of a Government School/A Justice of a Peace / Commissioner of Oaths / Attorney-at-law/Notary Public, Commissioned Officer in the Armed Force or an officer holding a permanent post in the Government with monthly consolidated salary of Rs. 20,030.

(vii) Officers, who are already in Public or Provincial Public Service should submit applications through their Head of the Department.

(viii) Applications, without conformity with the specimen application form, will be rejected. Inquiries about applications lost or delayed will not be accepted. Applicants are advised to send their applications in time to avoid the possibility of postal delay. Receipt of application will not be acknowledged. Incomplete applications and applications which not fulfilled prescribed qualifications will be rejected.

(ix) Your candidature will be repealed, if any information mentioned in the application, being detected as incorrect or false, before the recruitment. If such information being detected after the recruitment, action will be taken to dismiss from the service, subject to the procedure relevant thereto.

09. *Implementation of official languages policy.*– Proficiency in other official language of relevant level, should be obtained, within 05 years from the date of appointment, in terms of Public Administration Circular No. 07/2007 and Circulars, incidental thereto.

10. *Procedure to trade test :*

- (i) Admission Cards will be issued by the Director General of Department of Technical Education and Training to the candidates who sent applications formally and fulfilled basic qualifications. Candidates, appearing for trade test should submit their admission card, with their duly attested signature. Permission will not be granted any candidate to appear trade test, without submitting the admission card.

09. Vocational Qualifications :

Examination/ Certificate Course	Year	Subjects	Grade	Name of the Institute/ University

10. Particulars of Experience :

Institutions, worked	Post	Period of Service	Whether, Government/Semi Government/Private

11. (i) If you are a citizen of Sri Lanka state by decent or registration (If registration, state details) : _____.
- (ii) Race (Indicate the relevant number in the cage) :
- | | | | |
|-------------------|---|---|--|
| Sinhalese | - | 1 | |
| Sri Lankan Tamil | - | 2 | |
| Sri Lankan Muslim | - | 3 | |
| Indian Origin | - | 4 | |
| Others | - | 5 | |

12. Whether you have been dismissed from government post, that you had been holding ? : _____.

13. If you are already in Public Service, are there any Departmental disciplinary inquiries against you ? : _____.

14. Whether you have been convicted in a Court ? If so, state details : _____.

15. People's Bank branch which trade test fee has been paid : _____.
Date of Payment : _____.

Receipt should be firmly affixed here

I hereby certify that the particulars furnished by me in this application are true and accurate. I am aware that if any particulars contained there in are found to be false and incorrect before the selection I am liable to disqualify and dismissal, without compensation, if the inaccuracy is detected after the appointment.

Signature of the applicant.

Date : _____.

16. Attestation of the signature of the candidate :

I do hereby certify that Mr./Mrs./Miss is personally known to me and placed his/her signature in my presence on

Signature of certifying officer.

Date : _____.

Full Name of the certifying officer : _____.

Designation : _____.

Address : _____.

(This part is applicable only for candidates who engage in Government employment)

Attestation of the Head of the Department :

I hereby certify that Mr./Mrs./Miss who is working in this Ministry/Department/Institution is working in the post of and his/her work and conduct are satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in future and prescribed trade test fee has been paid and the receipt for the same is affixed. If she/he will be selected for this post, he/she can/cannot be released from the service.

Signature of the Head of the Department or Authorized Officer.

Date : _____.

(Seal)

10-370

DEPARTMENT OF OFFICIAL LANGUAGES

Open/Limited Competitive Examination for the Recruitment to the Posts of Translator (Tamil/English) and (Sinhala/Tamil) in the Department of Official Languages – 2014

APPLICATIONS are hereby called from qualified Sri Lankan citizens for the recruitment to the following posts in the Department of Official Languages.

- Translator (Tamil/English) - 03 posts
- Translator (Sinhala/Tamil) - 06 posts

02. *Monthly Salary Scale.* - Rs. 17,680 - 10x320 - 11x365 - 15x450 - Rs. 31,645. (MN-6-2006(A)).

03. This post is permanent and pensionable.

04. *Recruitment Ratio* :

Stream	Percentage
Open	75%
Limited	25%
Merit	Not Relevant

Note.— In case, the number of applicants is insufficient for the recruitments to be made under the open stream, such number of vacancies will be filled under the limited stream. In the event that the number of qualified candidates is insufficient under the limited stream, such number of vacancies to be filled under the open stream.

05. *Qualifications.*— The following qualifications are required for the Posts of Translator Grade II (Tamil/English) and (Sinhala/Tamil) - (Limited/Open).

5.1 *Translator (Tamil/English)* :

01. A degree with Tamil Language or English Language as a subject from a University recognized by the University Grants Commission ; *and*

(i) A credit pass for English Language/English Literature at the G. C. E. (O/L) Examination for the applicants who have followed Tamil Language as a subject for the degree, or a credit pass for Tamil Language and Literature at the G. C. E. (O/L) Examination for the applicants who have followed English Language as a subject for the degree ;

or

(ii) A minimum of Ordinary Pass for English Language at the G. C. E. (A/L) Examination for the applicants who have followed Tamil Language as a subject for the degree, or a minimum of Ordinary Pass for Tamil Language at the G. C. E. (A/L) Examination for the applicants who have followed English Language as a subject for the degree.

02. A degree with "Translation Methods" as a subject from a university recognized by the University Grants Commission ; *and*

(i) A credit pass for English Language/English Literature at the G. C. E. (O/L) Examination and a credit pass for Tamil Language and Literature at the G. C. E. (O/L) Examination ;

or

(ii) A minimum of Ordinary Pass for English Language at the G. C. E. (A/L) Examination and a minimum of Ordinary Pass for Tamil Language at the G. C. E. (A/L) examination.

Translator (Sinhala/Tamil) :

01. A degree with Tamil Language or Sinhala Language as a subject from a university recognized by the University Grants Commission ; *and*

(i) A credit pass for Sinhala Language and Literature at the G. C. E. (O/L) Examination for the applicants who have followed Tamil Language as a subject of the degree, or a credit pass for Tamil Language and Literature at the G. C. E. (O/L) Examination for the applicants who have followed Sinhala Language as a subject for the degree ;

or

(ii) A minimum of Ordinary Pass for Sinhala Language at the G. C. E. (A/L) Examination for the applicants who have followed Tamil Language as a subject for the degree, or a minimum of Ordinary Pass for Tamil Language at the G. C. E. (A/L) Examination for the applicants who have followed Sinhala Language as a subject for the degree.

02. A degree with "Translation Methods" as a subject, from a university recognized by University Grants Commission ; *and*

(i) A credit pass for Sinhala Language and Literature at the G. C. E. (O/L) Examination and a credit pass for Tamil Language and Literature at the G. C. E. (O/L) Examination ;

or

(ii) A minimum of Ordinary Pass for Sinhala Language at the G. C. E. (A/L) Examination and a minimum of ordinary pass for Tamil Language at G. C. E. (A/L) examination.

03. The final degree (Pandit) from the Sri Lanka Oriental Language Promotion Society ; *and*

(i) A credit pass for Tamil Language at the G. C. E. (O/L) examination ;

or

(ii) An ordinary pass for Tamil Language at the G. C. E. (A/L) examination.

5.2 *Physical fitness.*— Every applicant should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties of the post.

5.3 *Other* :

1. Should be a citizen of Sri Lanka ;
2. Should possess an excellent character ;
3. The applicant should have fulfilled, by every means, all the qualifications required as at the date mentioned in the Notice/Gazette Notification for calling applications.

5.4 The officers who are currently in the Public Service should hold permanent posts and have been confirmed in the respective posts.

06. *Conditions of service :*

- (i) The Commissioner of Official Languages decides the number of appointments and the effective date of appointment. The Commissioner of Official Languages has the Authority to fill a certain number of vacancies or all the vacancies.
- (ii) Should pass the Efficiency Bar Test within three (03) years after the appointment to the post.
- (iii) Language proficiency should be obtained in terms of Public Administration Circular No. 01/2014 within five (05) years after the appointment to the post.
- (iv) The selected applicants will be recruited to Grade II of the post in terms of the provisions set out in the procedural Rules of the Public Service Commission, published in the *Gazette* Extraordinary No. 1,586/30 dated 20.02.2009 and the provisions set out in the Establishment Code.

(v) All the recruitments will be subject to the approved Scheme of Recruitment and the amendments made to the same in future.

(vi) The officers in the Public Service should forward the applications through their respective Heads of the Department/Institution.

07. *Age limit :*

Open : Should not be less than 21 years and more than 35 years as at the closing date for applications.

Limited : Not Relevant.

08. *Method of Recruitment.* – Recruitments are made based on the results of a written test and a general interview will be conducted to examine qualifications.

8.1 *Subjects of the examination :*

	<i>Question Paper</i>	<i>Duration</i>	<i>Total marks</i>	<i>Pass marks</i>
Translator (English/Tamil)	1. Translation - Tamil to English	03 hours	100	40%
	2. Translation - English to Tamil	03 hours	100	40%
	3. Tamil Language	1 and 1/2 hours	100	40%
	4. English Language	1 and 1/2 hours	100	40%
Translator (Sinhala/Tamil)	5. Translation - Sinhala to Tamil	03 hours	100	40%
	6. Translation - Tamil to Sinhala	03 hours	100	40%
	7. Sinhala Language	1 and 1/2 hours	100	40%
	8. Tamil Language	1 and 1/2 hours	100	40%

8.2 *Syllabus :*

	<i>Question Paper</i>	<i>Syllabus</i>
Translator (Tamil/English)	1. Translation - Tamil to English	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Tamil Language medium into English Languages medium.
	2. Translation - English to Tamil	Translate 03 passages selected from administrative, legal, scientific, technological, aesthetic, literary and religious documents from English Language medium into Tamil Language medium.
	3. Tamil language	Writing an essay, writing a précis, summarizing a given passage with own words, constructing meaningful sentence using given words, correcting grammar mistakes in sentences, defining idioms, spellings.
	4. English language	Writing an essay, constructing meaningful sentence using given words, defining idioms, analyzing compound and complex clauses.

	<i>Question Paper</i>	<i>Syllabus</i>
Translator (Sinhala/Tamil)	1. Translation - Sinhala to Tamil	Translate 03 passages from administrative, legal, scientific, technological, aesthetic, literary and religious documents from Sinhala Language medium into Tamil Language medium.
	2. Translation - Tamil to Sinhala	Translate 03 passages from administrative, legal, scientific, technological, aesthetics, literature and religious documents from Tamil Language medium into Sinhala Language medium.
	3. Sinhala language	Writing an essay, writing a précis, summarizing a given passage, constructing meaningful sentences using given words, correcting grammar mistakes in sentences, defining idioms, spellings.
	4. Tamil language	Writing an essay, writing a précis, summarizing a given passage, constructing meaningful sentences using given words, correcting grammar mistakes in sentences, defining idioms, spellings.

09. *Punishment for providing false information.*— Candidates should carefully provide the accurate information when filling the application. If it is revealed that a candidate does not have the necessary qualifications, the candidature can be cancelled at any time, before, after or during the examination. If it is revealed after appointment to the post that some information given is incorrect, he/she will be dismissed from the public service. The fact that an admission card has been issued to a candidate should not be regarded as an acceptance that the candidate has satisfied all the requirements to appear for the examination. Candidates should abide by the rules imposed by the Commissioner of Official Languages regarding the examination. In case of violation of any such rule, he or she will be subjected to any punishment imposed by the Commissioner of Official Languages.

10. In the event of any inconsistencies or discrepancies between Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text shall prevail.

11. *Examination fee.*— The examination fee is Rs. 500. Payment of examination fee can be made at any Divisional Secretariat or District Secretariat to be credited to the revenue Head 2003-99-00 of Commissioner of Official Languages. The receipt obtained for the payment of the examination fees from the Divisional/District Secretariat should be pasted in the relevant cage of the application form. (It is advisable to retain a photocopy of the same with you). For no reason will these examination fees be refunded.

12. Candidates should carefully provide the accurate information when filling the application. If it is revealed that a candidate does not have the necessary qualifications, the candidature can be cancelled at any time, before, after or during the examination. If it is revealed after appointment to the post that some information given is incorrect, he/she will be dismissed from the public service.

13. The application should be prepared using A4 (24x29cm) size papers as follows :

- (a) Section 1 to 3.4 on the first page ; and
- (b) Section 4 onwards in the next pages.

(c) When preparing applications, the title of the examination should be in both Sinhala and English Languages in applications prepared in Sinhala and in both Tamil and English in applications prepared in Tamil. The application should be clearly filled in the candidate's handwriting.

13.1 The top left-hand corner of the envelope in which the application form is enclosed should carry the words "Recruitment to the Post of Translator (Tamil/English) and (Sinhala/Tamil) - 2014".

13.2 The duly perfected application should be sent under registered cover to reach the following address on or before 10.11.2014. Late applications will not be entertained.

Commissioner of Official Languages,
Department of Official Languages,
No. 341/7, Bhasha Mandiraya,
Kotte Road,
Rajagiriya.

13.6 The signature of the applicant given in the application form has to be attested by a principal of a government school, a justice of the peace, a Commissioner for Oaths, Notary Public, a Commissioner Officer in the Armed Forces, or by a Public officer who is confirmed this post and who receives an annual salary of Rs. 240,360 or above.

13.7 Those who are already in public service should send the applications through their respective heads of Department/ Institute.

14. Any of the following documents should be produced to the examiner in charge of the examination hall establish to the identity of the candidate.

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

15. The right to decide on any matter not mentioned in this notification rests with the Commissioner of Official Languages. Applicants should abide by the general rules referred to in this *Gazette* notification.

By order of Public Service Commission,

J. D. C. JAYASINGHE,
Commissioner of Official Languages,
Department of Official Languages.

No. 341/7, Bhasha Mandiraya,
Kotte Road,
Rajagiriya,
25th September, 2014.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE POST OF TRANSLATOR (TAMIL/ENGLISH) AND
(SINHALA/TAMIL)

For office use

The post applied :
(Indicate the relevant number)

- 01. Translator (Tamil/English)
- 02. Translator (Sinhala/Tamil)

01. Name :
- 1.1 Name with initials (Mr./Mrs./Miss) : _____.
(In English block letters)
 - 1.2 Full name : _____.
(In English block letters)
 - 1.3 Full name : _____.
(Sinhala/Tamil)
 - 1.4 NIC No. :

02. Address :
- 2.1 Permanent address : _____.
(In English block letters)
 - 2.2 Official address : _____.
(In English block letters)
 - 2.3 Official address : _____.
(Sinhala/Tamil)
 - 2.4 The address to which the admission should be sent : _____.
(In English block letters)
 - 2.5 Telephone No. : _____.
 - 2.6 The district of permanent residence : _____.
 - 2.7 The duration of residency : _____.
 - 2.8 GS Division : _____.

- 03. 3.1 Sex : Female - 1
Male - 0
(Indicate the relevant number)
- 3.2 Civil Status :
Married - 1
Unmarried - 2
(Indicate the relevant number)
- 3.3 Date of birth :
Year : Month : Date :
- 3.4 Age as at 10.11.2014 :
Years : Months : Days :

04. Educational qualifications :
- 4.1 (a) Degree : _____.
 - (b) The year in which the degree was obtained and the university : _____.
 - (c) Subjects of the degree : _____.
 - 4.2 The G. C. E. (A/L) Examination :
(i) Year and the month of the examination : _____.
 - (ii) Index Number : _____.
 - (iii) Results :

Subject	Grade

- 4.3 The G. C. E. (O/L) Examination :
(i) Year and the month of the examination : _____.
- (ii) Index Number : _____.
- (iii) Results :

Subject	Grade	Subject	Grade

05. Have you ever been convicted by a court of law for any accusation at :
(✓ Mark in the relevant cage)

Yes No

If 'Yes' give details : _____.

06. Examination Fees :
- (i) The office at which the examination fee was paid : _____.
 - (ii) Receipt number and the date : _____.
 - (iii) Amount paid : _____.

Paste here firmly the receipt for the payment of the examination fee
(keep a photocopy of the receipt with you)

07. Declaration of the applicant :

I hereby declare that the information furnished by me in this application is true and accurate to my knowledge and belief and that I agree to a decision to cancel my candidature before, during or after the examination if it is found that I am disqualified in terms of the conditions applicable to it.

_____,
Signature of the applicant.

Date : _____.

Attestation of the applicant's signature :

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

_____,
Signature of the attestor.

Name : _____.
Designation : _____.
Official stamp : _____.

Date : _____.

(For applicants currently in the Public Service)

Certification of the Head of the Department :

I hereby certify that the applicant, Mr./Mrs./Miss has been serving in this office since and that his/her performance and conduct is quite satisfactory and that I have examined all the information given above by referring the office records personally and that the information furnished is accurate and that he/she signed in my presence on of 2014.

The applicant can/cannot be released from his/her service if selected for the above post.

_____,
Signature of the Head of the Department.

Name : _____.
Designation : _____.
Official stamp : _____.

Date : _____.

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