**N.B.**— The Catalogue of Books printed Quarterly from January to March, 2012 registered under the Printers and Publishers Ordinance has been published in Part V of this *Gazette*.

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අංක 1,875 - 2014 අගෝස්තු මස 08 වැනි සිකුරාදා - 2014.08.08 No. 1,875 – FRIDAY, AUGUST 08, 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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Note.— Sathmethsithhaula (Incorporation) Bill was published as a Supplement to the Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka of July 18, 2014.

## 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 29th August, 2014 should reach Government Press on or before 12.00 noon on 15th August, 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

#### 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 1 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.

Faliure 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 unforefeited 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 recommended 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

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

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

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 left for any extering questions. Excess paper and other material should be left.

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. in your work. (vii) The

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.

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 serveral pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly

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.

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.

COMMISSIONER GENERAL OF EXAMINATIONS.

Department of Examinations, Pelawatta, Battaramulla.

#### Posts - Vacant

#### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars 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 08th of September, 2014.

E. M. Gunasekera, Registrar General.

Registrar General's Department, No. 234/A3, Denzil Kobbekaduwa Mawatha, Battaramulla. 18th July, 2014.

#### SCHEDULE

District Divisional Secretariat Post and Division for which Address to which
Division Applications are called Applications should be sent

Anuradhapura Nuwaragam Post of Additional Registrar of District Secretary/Additional Registrar of Palatha East Marriages (General/Kandyan) in General, District Secretariat, Nuwaragampalatha East Divisional Anuradhapura.

Secretariat Area

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#### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars Muslim Marriages

#### KALUTARA 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 08th of September, 2014.

E. M. GUNASEKERA, Registrar General.

Registrar General's Department, No. 234/A3, Denzil Kobbekaduwa Mawatha, Battaramulla. 17th July, 2014.

#### SCHEDULE

District	Divisional Secretariat	Post and Division for which	Address to which
	Division	Applications are called	Applications should be sent
Kalutara	Beruwala	Post of Muslim Marriage Registrar of Dharga Town Area in Kalutara and Panadura Totamuna Division	District Secretary/Additional Registrar General, District Secretariat, Kalutara.

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#### JUDICIAL SERVICE COMMISSION

#### Post of Deputy Registrar in the Court of Appeal of Sri Lanka

APPLICATIONS are invited for the Post of Deputy Registrar in the Court of Appeal of Sri Lanka.

- 01. This post is permanent and pensionable.
- 02. *Salary Scale (Monthly).* Rs. 30,175 7x790 17x1,050 Rs. 53,555.
  - 03. Qualifications:
    - (a) A Grade I Registrar in the Court Registrar's Service of Sri Lanka with a continuous service of 04 years; or
    - (b) (i) An Attorney-at-Law who has been in active practice for not less than one year; and
      - (ii) Is not less than 28 years and not more than 40 years of age on the closing date of the applications.

- Note.— The period in which the applicant served in a Post of Staff Grade as an Attorney-at-Law or in a legal capacity in any Ministry, Government Department or State Corporation or as a lecturer in law in a recognized University or Law College will be deemed as the period actively engaged in practice.
- 04. Every applicant -
  - (a) Should be a citizen of Sri Lanka;
  - (b) Should be of excellent moral character.
- 05. The applicant should be able to submit the following documents when requested:
  - (a) Certificate of birth;
  - (b) The highest Educational Certificate;
  - (c) The certificates of professional qualifications;
  - (d) The certificate of highest examination passed in Sinhala, Tamil or English.
- 06. Those who apply for this post should prepare their applications as per the specimen application form attached herewith and send by registered post on or before 15.09.2014 to reach the Secretary, Judicial Service Commission, Colombo 12.

6. If you have not actively practised, profession engaged,

appointment as an Attorney-at-Law :----

11. Have you been engaged in politics during the period of past 10

10. Personal income, if any:

2. Annual income:

1. Source of income:

posts held, dates and annual salary subsequent to the

07. Officers who are already employed in the Public/State Corporation service should forward their applications through the respective Heads of the Department.

> SISIRA RATNAYAKE, Acting Secretary, Judicial Service Commission.

The Judicial Service Commission Secretariat,	years :
Colombo 12,	12. Have you applied for this post before ?:———.
On 15th of July, 2014.	(If so indicate the year)
	13. Do you pay income tax ?:———.
JUDICIAL SERVICE COMMISSION	14. Names of two referees should be given below. Such referees should be responsible persons who have been known to you:
Application for the Post of Deputy Registrar in the Appeal Court of $S$ ri Lanka	1. Name : 2. Post :
01. 1. Name with initials:———.	3. Address :
2. Names indicated by initials:———.	1 N
02. 1. Personal address :	1. Name : 2. Post :
2. Official address:———.	3. Address :
03. Race:———.	
04. 1. Date of birth :	15. Is there any disciplinary inquiry or charge against you at present? Was there such inquiry or charge before? Indicate the
2. Age as at the closing date of the application:	nature of such charge:——.
Years:, Months:, Days:	
05. 1. Sex:——.	16. Have you vacated the post other than resigned ?:———.
2. Married/Unmarried/Widow:	17. If you have certificates of merits it should be indicated:——.
06. Educational/Professional qualifications:———.	
07. The highest examination passed :	I am aware that particulars furnished by me in this application are true and if any particulars found to be false or inaccurate before
1. In Sinhala:———.	the selection, I am liable to be disqualified and if detected so after
2. In Tamil :———.	the appointment I am liable to be dismissed without any
3. In English :———.	compensation.
08. If the applicant is a Grade I Registrar in the Court Registrars' Service of Sri Lanka:	<del>,</del>
1. The date of appointment to the post:———.	Signature of applicant.
2. Date of confirmation:——.	D
3. The post held prior to the appointment to that post :	Date :
<del></del> .	Certificate of the Head of the Department
4. If the applicant is in the Public/Corporation service, the	
post of first appointment and date:———.	I hereby certify that Mr./Mrs./Miss is
5. Present annual salary:———.	functioning in the post of in this Court/ Department/Ministry/Corporation and the particulars furnished
Particulars from 09 to 17 should be filled only by the applicants	
who forward their applications as an Attorney-at-Law.	released from the present post if selected to this post.
09. 1. Date of recruitment to the legal profession:———.	<del></del> ,
2. Period in which the applicant actively practised dates should be indicated:————.	Signature of the Head of the Department.
3. General income earned by the profession during the last	Post :
year :	Official Frank:
4. Courts which you frequently attend:	Date :
<ol><li>Names of three Judges of Courts where you frequently appear :————.</li></ol>	08–228

### THE GOVERNMENT OFFICER'S BENEFIT ASSOCIATION

#### Post of Secretary and Accountant

APPLICATION are invited for the Post of "Secretary and Accountant" of this Association from Officer's (Male or Female) those who have following qualifications.

- Class I officers, in service of the Public Management Assistant Service.
- (ii) Applicant should be a permanent resident within 30 miles from Colombo.
- (iii) Applicant should below 53 years of age on 01.01.2015.
- (iv) Applicant should have minimum 15 years Government Service experience.
- (v) Applicant should be able to work in Sinhala and English languages.
- (vi) Preference will be given to applicants who are members of the Association and those who process Accounting and Administration quailfications and Experience and knowledge in Tamil language.

Salary scale applicable to this is as follows:

Consolidated salary and additional allowance of 50% percent of same.

The selected candidate will be seconded for service in the Association for a period of 02 years. He will be required to furnish security Corporation.

Applications in the applicant own handwriting giving full details should be sent through the Head of Department to reach the undersigned on or before 31.08.2014 under Registered Cover.

W. L. T. SUMATHIRATHNA,
President,
Government Officer's Benefit Association.

No. 65/1, Sir Chittampalam A. Gadiner Mawatha, Colombo 02, 18th July, 2014.

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#### Examinations, Results of Examinations & c.

#### MINISTRY OF EDUCATION

#### Competitive Examination for the Recruitment of Teacher Assistants under School Based basis for Estate Related Tamil Medium Schools - 2014

APPLICATIONS are called from qualified persons for vacancies in the schools for Estate area Tamil Medium schools according to the Cabinet decision 'wum/13/1636/530/059' taken on 16.12.2013 for the recruitment of Teacher Assistants.

- 01. Qualifications for Recruitment:
  - $1.1 \ \textit{General Qualifications}:$ 
    - (i) Be a citizen of Sri Lanka.
    - (ii) Should have a good character and should have good mental and physical health.
    - (iii) Should not be less than 18 or more than 35 years of age on 05.09.2014.
  - 1.2 Educational Qualifications:
    - 1. Should have passed G. C. E. (O/L) and G. C. E. (A/L) according to accepted policies of the Ministry of Education as stated below.

- \* Should have passed G. C. E. (O/L) Examination in two consecutive years in not more than two sittings with credit passes for three subjects including a credit pass for the subject being applied for which also should include Mother Tongue and Mathematics and passing in six subjects at once; and
- \* Passed in 03 subjects at the G. C. E. (A/L) in one and the same sitting.
- Note.— Those who have passed at an examination equivalent to the G. C. E. (O/L) and G. C. E. (A/L) Local and Overseas examinations which are acceptable by the Commissioner General of Examinations, can also apply.
- 02. Method of Recruitment and Service Conditions:
  - 2.1 Applicants who are willing to apply for these Teacher Assistant posts should apply according to this notice in the *Gazette* under District Basis. If the number of applications received exceeds the number of vacancies, the Commissioner General of Examinations will hold a competitive examination. From those who had scored higher marks, an amount thrice the number of vacancies that exist will be called to an interview. Those applicants

who have scored the highest total number of marks from the examination and the interview will be recruited as Teacher Assistants to Government Schools with vacancies under the School Based basis.

- 2.2 The Teacher Assistants who are recruited will have to obtain a teacher training accepted by the Ministry of Education or a degree from a university accepted by the University Grants Commission within 05 years of the appointment. On obtaining the teacher training or the degree, he/she will be absorbed to Class 3 Grade I of the Sri Lanka Teacher Service and made permanent.
- 2.3 The service of those who are unable to fulfill the requirement mentioned in 2.2 above within five years (05) will be terminated.
- 2.4 Teacher Assistant posts will be done on School Based basis and no transfers will be given under any circumstance.
- 2.5 An all inclusive amount of Rs. 6,000 per month will be paid to those who are selected as Teacher Assistants.
- 2.6 Applicants should be able to prove that they are residents in a District mentioned in the sub-document No. 1 in an Estate/Estate Area and be able to prove that they had been residing there for 10 consecutive years.
  - Note.— To prove residency, electoral register documents and a certificate issued by the Grama Niladhari certified by the Divisional Secretary should be produced at the interview. A certificate which is not certified by the Divisional Secretary will not be accepted. (No certificate copies should be forwarded along with the application).
- 2.7 Priority will be given for the order of preference given for each subject by the applicants. When the preference is more than the number of vacancies that exist, priority will be given according to the order of marks obtained at the competitive examination. If there are many who have scored the same mark who prefer the same school, then priority will be given according to the Zone nearest to them. Applicants who are qualified will be recruited based on these criteria. Thus the applicants should be careful in selecting schools in the closest Zone in the district in which the applicant resides.
- 2.8 The Secretary of the Ministry of Education will appoint the interview panel.

#### $03.\,Method\,of\,Application$ :

- 3.1 It should be noted that headings 1.0 to 4.2 should be on the first page and 5.0 to 10.0 should be on the second page of the application. Applications contrary to the specimen application and incomplete applications will be rejected without any notification. (It is advisable to keep a photocopy of the completed application form). The applicant should assess whether the completed application is in conformity to the specimen application provided in the notice. It may be rejected if it does not conform to the specimen application given.
- 3.2 In filling the application, according to the sub-documents given, code numbers of the District of residence, Zone number, code number of the School and the code number of the subject under which the applicant is willing to get appointed should be noted in the relevant box. According to the applicant's district, the nearest zone and the names of 05 schools according to his/her choice will have to be named. (*For attention* schools which have vacancies in the preferred subject only should be mentioned and a candidate can select a maximum of 03 subjects only).
- 3.3 No change regarding the District and Subject can be made later and an applicant can forward only one application.
- 3.4 The applicants signature should be attested by a Principal in a government school, a Justice of Peace, a Commissioner of Oath, a Lawyer, a Public Notary, a Commissioned Officer in the Tri-forces, a Gazetted Officer in the Police Service or a Permanent Officer in the Government Service drawing an initial annual salary above Rs. 240,360.
- 3.5 Duly completed applications should be sent under registered post before 05.09.2014, addressed to 'The Commissioner General of Examinations, P. O. Box 1503, Colombo. On the top left corner of the envelope, it is mandatory to write recruitment of Teacher Assistants under School Based basis for Estate area Tamil Medium schools - 2014' along with the name and Code No. of the district applied for.
- 3.6 Applications which are incomplete in any required aspect will be rejected. The Ministry of Education will not entertain any complaint regarding loss or delays in the post.
- 3.7 Applicants who do not appear for the interview on the date informed will not be considered in any way afterwards.

3.8 Certificates produced after the date of the interview will not be accepted.

#### 04. *Entrance to the Examination*:

- 4.1 When there are more candidates applied for the number of vacancies that exist, those who had submitted valid applications will be called to an examination conducted by the Commissioner General of Examinations. Immediately after issuing admission cards to the examination, a press release will be published in the newspapers. If even after 2 or 3 days of the press release your admission card has not been received, details according to it such as the name of the examination, your full name, address and the National Identity Card Number should be informed to the Sri Lanka Examinations Department and inquiries made. If you are living outside Colombo, the details mentioned, along with a Fax No. to send the Admission Card by Fax should be sent to the Examination Department by Fax. When making inquiries, it is advisable to have with you the copy of the application, copy of the payment receipt of examination fee and the receipt issued in registering the application.
- 4.2 The applicant should appear for the examination at the designated exam center. All the candidates should get the admission card certified and hand over to the supervisor on the first day that the applicant appears. All candidates should comply with the rules and regulations imposed in conducting the examination by the Commissioner General of Examinations. Not being in conformity to the rules and regulations will be subjected to any punishment to be imposed by the Commissioner General of Examinations on the candidate.
  - Note.— It is to be noted that issuing an admission card for the examination is in no way accepting the fact that the candidate has fulfilled all the criteria to obtain an appointment.
- 05. *Identity of the candidates.* A candidate should be able to prove his/her identity at all the subjects faced by him/her for the supervisor to be satisfied. For this purpose, only the following will be accepted:
  - National Identity Card issued by the Department of Registrations of Persons.
  - 2. A valid Passport.
- 06. Penalties for providing false information.— A candidate's eligibility to face the examination can be cancelled if it is found that

he/she does not have the necessary qualifications before the examination, while the examination is going on or after the examination. If any detail submitted is proven to be false and that the applicant has deliberately concealed facts, he/she can be dismissed from the Government Service.

#### 07. Examination method and Examination Medium:

- 7.1 This examination will be conducted only in the Tamil Medium in selected centers. (number of centers will depend on the number of candidates applied).
- 7.2 Examination Results.— District lists of candidates will be drawn according to total marks obtained at the written and oral tests and the result sheets will be handed over to the Secretary, Ministry of Education.
- 08. *Examination Syllabus.* There will be two papers for the examination. All candidates are required to appear for both papers:
  - 01. Aptitude (Professional attitude) Time 01 hour (100 marks)The objective of this paper will be to test the candidate's

competency for the teaching profession, argumentative intelligence and decision making. All questions should be answered.

- 02. General Knowledge Time 01 hour (100 marks) This paper is designed to test the candidate's knowledge in local and foreign economy, political, educational, cultural and historical aspects. All questions should be answered.
- 09. Examination Fees.—Examination fee is Rs. 500. This amount should be paid to Commissioner General of Examinations' income vote 2013-02-13 to any District/Divisional Secretariat in cash and a receipt obtained in the candidate's name. This receipt should be pasted firmly in the application by one edge at the place provided making sure it does not get detached and the receipt number should be written down in the application. (It is advisable to keep a photocopy of the receipt with the candidate.
- 10. Final decision regarding any matter that is not covered by this notification and filling or not filling all or part of the vacancies is vested upon the Secretary, Ministry of Education.

Anura Dissanayake, Secretary, Ministry of Education.

#### SUB-DOCUMENT 01

District of Residence	District No.	Zone of residence	Zone No.
Kalutara	01	Horana	11
		Matugama	12
		Kalutara	13
Kandy	02	Kandy	21
		Gampola	22
		Wattegama	23
		Teldeniya	24
Matale	03	Matale	31
		Naula	32
Nuwara-Eliya	04	Nuwara Eliya	41
		Kothmale	42
		Hatton	43
		Walapone	44
		Hanguranketha	45
Badulla	05	Badulla	51
		Bandarawela	52
		Welimada	53
		Passara	54
Monaragala	06	Monaragala	61
		Bibila	62
Galle	07	Elpitiya	71
		Udugama	72
Matara	08	Akuressa	81
		Deniyaya	82
Kurunegala	09	Kurunegala	91
Ratnapura	10	Balangoda	101
		Embilipitiya	102
Kegalle	11	Kegalle	111
		Dehiowita	112
		Mawanella	113

#### SUB DOCUMENT 02

Subject	Subject No.
Primary	1
Primary English	2
Primary Sinhala	3
Tamil	4
Maths	5
Science	6
English	7
Shivanery	8
Christianity	9
Catholicism	10
Islam	11
Arts	12
Geography	14
Library Science	15

Subject	Subject No.
Drama and Theatre	16
Agriculture	17
Home Science	18
Commerce	19
Physical Education	20
Second Language	21
Special Education	22
Counseling	23
Information Technology	24
Technolgy	25
Citizenship Education	26
History	27
Dancing	28
Music	29
Health	30

# SUB DOCUMENT - 03

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#### 1ST EFFICIENCY BAR EXAMINATION FOR OFFICERS IN DEVELOPMENT OFFICERS' SERVICE - 2014(I)

IT is hereby notified that an Efficiency Bar Examination for the officers in Grade III of Development Officers' Service will be held by the Commissioner General of Examinations in the month of November as per provisions of Para 10 of the approved service minute of Development Officers' Service published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka bearing No. 1,745/11 dated 14.02.2012 revised by the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka bearing No. 1,774/31 dated 07.09.2012.

2. This examination for officers in Grade III of the Development Officers' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of relevant towns and town numbers are given below. The Commissioner General of Examinations Services the right to cancel any center due to insufficiency of candidates or any other reason and decide an alternative as per the candidate's second preference of towns. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/town indicated.

Town	Town No.
Colombo	01
Kandy	05
Galle	07
Matara	08
Jaffna	10
Mannar	11
Mullaitivu	12
Trincomalee	14
Batticaloa	15
Kurunegala	18
Anuradhapura	19
Badulla	21
Ratnapura	24
Killinochchi	25

- (i) This examination will be conducted by the Commissioner General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.
  - (ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.
- 4. *Eligibility.* Officers who have been appointed to posts in Grade III of Development Officers' Service are eligible to appear for this examination.

- **Note.** Provisions in respect of the applicants in Provincial Development Officers' Service shall be issued by relevant Provincial Public Service Commission in line with this *Gazette* notification.
- 5. The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the Registered Post through the respective Heads of Departments to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, P. O. 1503, Colombo on or before 09th of September. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date and incomplete applications will be rejected.
- 6. *Identity of the candidates.*—Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor:
  - (i) The National Identity Card issued by the Department of Registrations of Persons.
  - (ii) A vlid passport.

The candidature of those who fail to produce any of the abovementioned documents may be cancelled at the discretion of the Commissioner General of Examinations. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations.

7. Applications.— Applications should be prepared in a paper of A4 size in such a manner that Para Nos. 1.0 to 5.0 appear on the first page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised to send one application and not to send photocopies of the application. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. 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 and further it would be advisable to keep a photocopy of the completed application form.

Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, the applicants need to pay due examination fees.

8. The Commissioner General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3

days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations stating your full name, address, National Identity Card Number and name of the examination: *i. e.* certified photocopies of the application form and the receipt kept at your possession. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinatiosn through fax. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall.

- Note.— Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the quailfications to sit the examination.
- 9. The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No traveling expenses will be paid.
- 10. The examination will be held in Sinhala, Tamil and English langauges. Candidates can sit for the examination in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination can sit for the examination in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.
- 11. Officers may appear separately for each subject at different occasions at their discretion. However, they should socre at least forty percent (40%) of the total marks allocated for each subject for a pass. (For further details, refer annex 01 of Development Officers' Service minute).
- 12. For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.
- 13. The Commissioner General of Examinations will release the result of the examination to the Director General of Combined Services and the lists of names of the candidates who have passed the exam will be published in the Government *Gazette* of Democratic Socialists Republic of Sri Lanka.
- 14. Examination Procedure. Candidates should sit for a written examination, which will consist of the following subjects:

Subject	Marks	Duration	Subject No.
1. Office Systems	100	01 hr.	01
2. Accounting Systems	100	01 hr.	02
3. Computer Test	100	02 hrs.	03

14.1 *Office Systems.*— This paper shall be designed to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/observations in clear and brief

minutes and the ability of drafting a letter according to an order given to the officer.

14.2 Accounting Systems.— It is expected to test candidate's knowledge in basic accounts adopted in government office, functions of cash control books.

#### 14.3 Computer Test:

- (i) Basic concepts of Information Technology.
- (ii) Windows Operating System.
- (iii) File Management.
- (iv) Word Processing

Basic skills, screen familiarization, editing texts, Aligning text, fonts and attributes, indenting paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, thesaurus, working with columns, page setup, printing documents, creating tables, Sorting texts, file management, mail merging, working with macros.

(v) Spreadsheets

Basic skills, formatting, editing, columns and ranges, insertion and deletion.

(vi) Database

Basic skills of introduction

Creating and using a database

Forms

Linked forms, popup forms

Dialog and message boxes

Oueries

Sorting

Obtaining reports

Working with macro

(vii) Presentation/Illustration

Basic skills, editing, formatiting

Applying designs, clip art and graphs, Inserting images Slide transition and effects, animations using presentation tools, preparing masters, printing slides and notes.

(viii) Internet

Introduction to internet, World Wide Web, Howe to Navigate, practical Internet.

(ix) E-mail

Introduction, basic skills, receiving e-mails, sending e-mails, replying, using attachments, creating and using nick names, composing messages.

15. This examination notification will be published in Sinhala, Tamil and English languages and in case of any inconsistency among texts, the Sinhala text shall prevail. Any matter not referred to herein will be decided by the Director General of Combined Services.

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

Ministry of Public Administration and Home Affairs, Independence Square, Colombo 07, 25th of July, 2014.

					5.0 Subject/s to which you sit	for:
			(For Off	fice use only)	Subject	Subject No.
Public Service	10					
			_			
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(Indicate the town	in which	vou intend to	sit			
the examination as  Gazette notification  (This cannot be alte	per parag	raph 2.0 of			eligible to sit for the examination above. I agree to abide by the General of Examinations and a	on furnished above is correct and I am on in the language medium mentioned decisions taken by the Commissioner- Ill provisions in the Examination Act in
		То	wn	Town No.	respect of the holding examina	ation.
		1.				Signature of applicant.
		2.			Date :	
Language medium Sinhala - 2 Tamil - 3 English - 4	in which y	you sit the exa	nmination	:		place his/her signature in the presence ad of Department or an officer assigned 1.
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					08–426	

#### **AMENDMENT**

#### DEPARTMENT OF EXAMINATIONS, SRI LANKA/ DEPARTMENT OF OFFICIAL LANGUAGES

## Written Examination for Official Languages Proficiency - 2014 (Sinhala/Tamil Level – I, II, III)

THE No. 01 and No. 15 of the above mentioned examination notification, published in the Part I Section II(A) of the *Gazette* No. 1,872, dated 18.07.2014 will be amended as follows:

01. Applications are invited from the public officers for the official languages proficiency examination in terms of the Public Administration Circular Numbers 03/2007 and 07/2007. In accordance with the Circular No. 07/2007, the semi government officers and teachers who have to completed the official language proficiency within 05 years can also apply for this examination. Although the students who are following the Sinhala and Tamil

language courses at language laboratory of department of official languages as well as the students who are following Sinhala and Tamil language courses at institute of human resource development of University of Colombo are not allowed to apply for this. The decision of Commissioner General of Examination regarding the conducting of examination and issuing results will be final.

15. For Further details please contact Department of Official Languages 011-2889506, 011-2888934-220.

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

Department of Official Langauges, "Bhasha Mandiraya", No. 341/7, Kotte Road, Rajagiriya, 01st August, 2014.

08-664