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The Gazette of the Democratic Socialist Republic of Sri Lanka

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(Published by Authority)

PART I: SECTION (IIA) – GENERAL

(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 14th January, 2016 should reach Government Press on or before 12.00 noon on 01st January, 2016.

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.”

W. A. A. G. FONSEKA,
Government Printer (Acting)

Department of Govt. Printing,
Colombo 08,
22nd January, 2015.



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.

Commissioner General of Examinations,
 Department of Examinations,
 Pelawatta, Battaramulla.

Posts – Vacant

SRI LANKA AIR FORCE

Officer Vacancies

VACANCIES exist for Male/Female Commissioned Officers in the Regular/Volunteer Force of the Sri Lanka Air Force in the following Branches :-

- (a) Technical Engineering Branch;
- (b) Electronics Engineering Branch ;
- (c) Logistics Branch ;
- (d) Dental Branch ;
- (e) Administrative Veterinary Branch ;
- (f) Administrative Band Branch.

2. Applications are invited from those candidates possessing the professional qualifications given below :

(a) *Technical Engineering Branch :*

Technical Engineering Officer - Male (Regular)

* Full time four (4) year BSc. in Mechanical/Automobile. Engineering from a recognized university or three (3) year full time National Diploma in Technology (NDT) in Mechanical Engineering from the University of Moratuwa or three and half (3 1/2) year full time Higher National Diploma in Mechanical Engineering (HNDE) from Sri Lanka Institute of Advanced Technological Education or four (4) year National Diploma in Engineering Sciences (NDES) awarded by the National Apprenticeship and Industrial Training Authority.

(b) *Electronics Engineering Branch :*

Information/Cyber Security Specialist - Male (Volunteer)

* Four (4) year BSc Engineering Degree in a computer related stream or three (3) year BSc Degree in a computer related stream or BSc Degree with Computer Science as a major subject or HND or NIBM Diploma or equivalent with sound knowledge and experience in information/cyber security. (Candidates also should have a moderate knowledge of a programming language)

(c) **Logistics Branch**

Mess Manager - Male (Regular)

* Higher Diploma in Hotel Management or completion of all 4 levels of full time basic courses and completion of intermediate and Advance level in Hospitality Industry Training, from a recognized Local/Foreign Institute with

minimum of 2 years post qualification experience in star Class Hotels in Food and Beverages Departments in executive capacity.

Technical Officer Apparel - Male (Regular)

* A Bachelor Degree in Science, Technology or Engineering, preferably with a Post Graduate Diploma qualification in Textile and Clothing Technology with 5 years working experience in apparel sector with minimum of 3 years as a Trainer/Consultant in Textile and Apparel Technology covering product development, productivity improvement merchandising and work study ; or

* Should have a Diploma in Textile and clothing from the Sri Lanka Institute of textile and apparel or any other recognized institute with 2 years working experience in textile and clothing technology.

(Age not more than 33 years for Degree holders and 26 years for Diploma holders as at 25th March 2016)

(d) *Dental Branch :*

Dental Officer - Male/Female (Regular/Volunteer)

Flight Lieutenant.– BDS or equivalent with full registration with the Sri Lanka Medical Council.

Dental Student - Male/Female (Regular)

Flying Officer.– Completed final BDS Part I and studying in the final year.

Pilot Officer.– Completed 2nd BDS and beginning of 3rd year.

Note :

* Selected Dental Student candidates will be required to serve an obligatory period of 10 years from the date of Commission in the rank of Flight Lieutenant.

* Selected students will be released from the Sri Lanka Air Force until completion of final year. They will be Commissioned in the rank of Flight Lieutenant on completion of BDS Degree and full registration with the SLMC.

* Opportunities will be granted for Post Graduate studies depending on the exigencies of the service.

* Dental students to submit a certificate from their respective Universities depicting their year of studies.

(e) *Administrative Veterinary Branch :*

(d) Age : As at 30th April, 2016

Veterinary Officer - Male (Regular/Volunteer)

* Candidates should possess BVSc veterinary four years degree or an equivalent, recognized by the University Grant Commission of Sri Lanka and working experience will be considered as an added qualification.

- (1) For Technical Engineering, Logistics (Mess Manager) Branch and Dental Students : 18 to 30 years
 (2) For Electorinics Engineering, Dental Officers, Administrative Veterinary, Administrative Band : 18 to 35 years

(f) **Administrative Band Branch**

Band Master (Male) Regular

- * A minimum of six passes at the G. C. E. (O/L) Examination with four credits including credit in English language and an ordinary pass in Sinhala/Tamil language in one sitting ; *and*
- * Qualified up to Grade V or above of the Royal College or Trinity College of Music London or equivalent qualifications ;
- * Ability to train and conduct Military Band/Orchestra and a credit pass in Music at the G. C. E. (O/L) examination will be an added qualification ;
- * Ability to compose music in western and oriental tradition as well as a sound knowledge on playing Western and Oriental instrument will be considered as a special qualification ; *or*
- * A minimum of six passes at the G. C. E. (O/L) Examination with four credits including credit in English language and an ordinary pass in Sinhala/Tamil language in one sitting ; *and*
- * Degree in Fine Arts from the Institute of Aesthetic Education (Music) in Sri Lanka or passed final Level (Music) in National Dance and Music examination of Sri Lanka or "Visharadha" Part II level from "Bahathkande" Music Academy in India ;
- * Ability to train and conduct oriental/western bands and a credit pass in Music at the G. C. E. (O/L) examination will be an added qualification ;
- * Ability to compose music in both oriental and western traditions as well as a sound knowledge on playing western and oriental instruments will be considered as a special qualification.

- (e) Height : Male - 5' 6" and above
 Dental Male Officers 5'5" and above
 : Female - 5' 4" and above
 Dental Female Officers 5'3' and above
- (f) Weight : 17<BMI <26 Male
 17<BMI <25 Female
- $$\text{BMI} = \frac{\text{Weight (Kg)}}{\text{Height}^2 \text{ (m)}}$$
- (g) Chest : Minimum 32" (Male)
- (h) Colour Vision : CP2 Standard
- (i) Visual Acuity : Left eye 6/6 and right eye 6/6 (Without spectacles)
 Dental branch left eye 6/6 and right eye 6/6 (with or without spectacles)

4. Any candidate who may possess special qualifications may at the discretion of the Commander of the Air Force be considered, even though he/she may not have the requisite height/weight provided he/she possesses the requisite professional qualifications.

5. Be medically fit so as to pass such medical examinations as may be prescribed by the Commander of the Air Force.

6. Due considerations will be given to current outstanding achievements in the field of sports.

7. *Official Language Requirements.*- Selected candidates will be required to comply with any rules already made or may be made hereafter for giving effect to the language policy of the Republic of Sri Lanka and in particular for implementing the provisions in the Official Language Act, No. 33 of 1956.

8. Selected candidates will be commissioned in the Regular/Volunteer Force of the Sri Lanka Air Force in the rank of Pilot Officer, Flying Officer, Flight Lieutenant or Squadron Leader as applicable in keeping with their qualifications and experience.

9. Selected candidates will be required to undergo training at such places as decided by the Commander of the Air Force.

3. *Other Entry Requirements :*

- (a) Nationality : Must be a citizen of Sri Lanka
- (b) Civil Status : Married/unmarried
- (c) Gender : Male/Female (As applicable)

If at any time during training, the officer is reported on by the authorities as being unsuitable for reasons of misconduct or due to causes within his/her control, he/she will be liable to have his/her commission withdrawn and/or be subject to other disciplinary action in accordance with the Sri Lanka Air Force Disciplinary Regulations.

10. All officers are governed by the Air Force Act and orders issued from time to time.

11. The conditions of service for an officer of the Sri Lanka Air Force are in terms of Sri Lanka Air Force Regulations published in *Gazette* No. 10,240 of 27th April, 1951 and as amended from time to time. In terms of Section 10 of the Air Force Act, "Every officer shall hold his/her appointment during the president's pleasure". However an officer has no right to resign his/her commission unilaterally, but under provision of section 11 of the Air Force Act may be allowed by the President to do so. The provisions of any Bond/Agreement envisaging a period of obligatory service in respect of training and subsequent courses will not supersede the provisions of Section 11 of the Air Force Act, stated above. Retirement from the Air Force will be applicable under conditions specified in the Air Force Pensions and Gratuities Code.

12. All officers are liable to be posted for duty or training in any part of the world at any time.

13. A single officer is required to live in the Officers Mess. He/She is provided with furnished accommodation and food. Batman service will also be provided. A single officer's ration allowance and batman allowance are paid to the Mess.

14. A married officer may be provided with a married quarter if available. Recovery of rental will be as per the Establishment Code. Married officers not in occupation of married quarters will be entitled to a rental allowance as stated in para 15 (d) (17).

15. (a) Pay applicable for commissioned officers shall be as follows :-

Pilot Officer – Rs. 242,700 p. a.
Flying Officer – Rs. 275,220 - 34 x 7,740 = Rs. 538,380 p. a.
Flight Lieutenant – Rs. 321,660 - 28 x 7,740 = Rs. 538,380 p. a.
Squadron Leader – Rs. 352,620 - 24 x 7,740 = Rs. 538,380 p. a.
Wing Commander – Rs. 362,100 – 20 x 9,480 = Rs. 551,700 p. a.
Group Captain – Rs. 441,060 – 18 x 12,600 = Rs. 667,860 p. a.

(b) Pay applicable to Dental Officers :

Dental II - Rs. 306,180 -4x7,740 -10x7,800 -3 x 12,600 - Rs. 452,940 p. a.
Grade I - Rs. 412,140 - 15 x 12,600 - Rs. 601,140 p. a.
Specialist Grade - Rs. 508,680 -12x 15,720 - Rs. 697,320 p. a.

(c) Other allowances applicable to Dental Officers :

(1) Pensionable allowances :

Preliminary Grade - Rs. 1,700 per month
Grade II – Rs. 1,700 per month
Grade I – Rs. 3,400 per month
Specialist Grade - Rs. 3,400 per month

(2) Non pensionable allowances :

Preliminary Grade - Rs 2,125 per month
Grade II – Rs. 1,700 per month
Grade I - Rs. 400 per month

(3) DAT allowances - Rs. 35,000 per month

(4) Extra duty payments :

Preliminary Grade - Rs. 335 per hour
Grade II - Rs. 383 per hour
Grade I - Rs. 528 per hour
Specialist Grade - Rs. 628 per hour

(5) Language proficiency allowance :

Preliminary Grade - Rs. 795.00 per hour
Grade II - Rs. 800.00 per hour
Grade I - Rs. 1,200 per hour
Specialist Grade - Rs. 1,460 per hour

(6) Service allowances indicated in paragraph 15(d) are to be calculated separately as applicable.

(d) Service Allowances :

1. Cost of living allowance Rs. 7,800 per month.
2. Incentive allowance of Rs. 250 per month after five years of service.
3. Hard line allowance Rs. 600 per month.
4. Additional hard line allowance Rs. 4,400 per month for those serving in operational areas.
5. Special allowance Rs. 3,000 per month (Rs. 100 will be paid for per day).
6. Interim allowance Rs. 1,000 per month.
7. Uniform upkeep allowance Rs. 255 per month.
8. Batman allowance Rs. 637.50 per month (if permitted to live out).
9. Ration allowance Rs. 15,167.70 per month (if permitted to live out).
10. Qualification pay where applicable (upto a maximum of Rs. 637.50 per month).
11. Sepcial allowance 20% of consolidated salary.

12. Three sets of holiday railway warrants per year (for officer, spouse and children).
13. An additional set of railway warrants or the reimbursement of bus fare for officers living in Messes to travel from the Mess to the hometown once a month.
14. Free issue of uniforms and ancillary items.
15. Free medical facilities (including for families if applicable).
16. Married officers permitted to live out are entitled to a free bus pass to travel from residence to place of work within 30 miles radius.
17. Rent Allowance for married officers not in occupation of a government married quarter. Pilot Officer to Group Captain and above Rs. 1,600 to Rs. 4,250 per month.
18. Service Allowance Rs. 300, Rs. 400, Rs. 500 as applicable (Payable to service Dental Officers in consideration to the number of complete years of service)
19. Additional Service Allowance Rs. 1,500 per month (applicable to service Dental Officers only).
20. 1/20 Allowance - Con pay x 1/20 x 3 days (Maximum) per month (applicable to service Dental Officers only).
21. Extra Duty Payments 120 hours (maximum) per month (applicable to service Dental Officers only).
22. Budget interim allowances Rs. 10,000 per month.
23. Telephone bill allowances :
Wing Commander - Rs. 2,000 per month
Group Captain - Rs. 4,000 per month
Specialist Doctors - Rs. 7,000 per month
Doctors - Rs. 4,000 per month
24. Engineering allowances Rs. 15,000 per month (applicable to Engineering Officers only).
25. Veterinary allowances Rs. 7,500 per month (applicable to Veterinary Officers only)

16. *Pensions/Gratuities.*- Payable in terms of the Air Force Pensions and Gratuities Code 1981 and as amended from time to time. All officers are contributors to the Widows and Orphans Pension (Armed Forces) Scheme. Rates of contributions are as per Widows and Orphans Pension (Armed Forces) Scheme Regulations 1970.

17. *Instructions to applicants :*

- (a) Applications should be submitted in terms of the form specified below. All cages of the application should be completed neatly with as much details as possible. Applications should be addressed to “Command Recruiting Officer, Sri Lanka Air Force, Trade Training School Ekala, Kotugoda” so as to reach him not later than 1200 noon on 08th January, 2016 under registered cover. The envelope enclosing the application should be marked “Application for Commission in the Branch” Applications received after the closing date and not in accordance with the requirements of this notification and not in registered post mail will not be entertained.
- (b) Candidates who are in Government Service/Corporations/Boards/Civil Establishments should forward their applications through their Heads of Department/Corporations/Boards/Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.
- (c) Applicants should attach to their applications copies of :

1. Certificate of Registration of Birth ;
2. Certificates of the highest academic and professional qualifications obtained ;
3. Certificates of character from at least two responsible persons who are personally acquainted with the applicant ;
4. Certificates in support of sports activities, cadetting etc. ;
5. Certificate in support of any claims made in the application.

***Note.-** Originals of these certificates should be produced only if and when the applicant is called for the interviews.

18. 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.

19. *Selection interview :*

- (a) Preliminary selections will be made amongst those candidates who fulfil the above conditions only. Candidates so selected from the Preliminary Interview will be required to undergo a medical test as may be prescribed by the Commander of the Air Force. The final selection will then be made after an interview appointed by the Ministry of Defence.

- (b) Candidates selected for interviews will be informed in writing of the place, time and date of such interviews, No travelling or other expenses will be paid in this respect.
- (c) On every occasion an applicant is summoned for an interview he/she is to produce his/her National Identity Card issued by the Department of Registration of Persons.
- (d) Candidates likely to be suitable following their final interviews will be required to present themselves before an Air Force Medical Board.
- (e) Any one who desires to recommend a candidate should do so by giving his/her testimonial. Any form of canvassing or attempt to influence in the selection of a candidate will result in disqualification of such candidate.
- (f) Candidates who are found unsuitable for enlistment will not be notified.

GP BULATHSINGHALA,
Air Marshal,
Commander of the Air Force.

Headquarters,
Sri Lanka Air Force,
P. O. Box 594,
Colombo 02.

APPLICATION FOR COMMISSION IN THE SRI LANKA
REGULAR/VOLUNTEER AIR FORCE
IN THE BRANCH

- 1. Nationality : _____.
- (State whether citizen of Sri Lanka by descent or by registration and if latter, quote number and date of certificate)
- 2. Full Name (As per the National Identity Card) : _____.
- 3. National Identity Card Number : _____.
- 4. Branch applied : _____.
- 5. Post applied : _____.
- 6. Permanent Address : _____.
- 7. Nearest Police Station to Permanent Address : _____.
- 8. School attended : _____.
- 9. Postal Address : _____.
- 10. E-mail Address : _____.
- 11. Date of Birth : _____.

- 12. Height : _____'_____".
- 13. District : _____.
- 14. Electorate : _____.
- 15. Grama Seva Division and Number : _____.
- 16. Telephone Number : _____.
- 17. Civil Status : _____.
- 18. Particulars of School and/or University and qualifications obtained :

Name of School/ University	Type of examination	Year of examination	Subjects passed (including grading)
	<u>Ordinary Level</u>		
	<u>Advanced Level</u>		
	<u>Professional Qualifications</u>		
	<u>Other</u>		

- 19. Particulars of employment since leaving School/University (if applicable) :

Name and address of employer	Nature of employment	Period of Service	
		From	To

- 20. Particulars of parents :

Full Name	Place of birth	Occupation	Present address
Father			
Mother			

- 21. Any special qualification for the post : _____.
- 22. Details of current achievement in sports. (Give details of teams and competitions participated with dates/years etc. and standards/levels achieved) : _____.
- 23. Other achievements of note at School/University or with outside organizations. (Give details with dates/years etc.) : _____.
- 24. Any previous service in the Armed Force or Volunteer Force, Cadet Corps or Boy Scout Organization : _____.

25. Have you applied earlier to join the Sri Lanka Air Force or any of the Armed Services or Police, if so give details and the outcome of such applications :_____.

26. Have you being convicted or bound over by a civil or military court, if so give details :_____.

27. If earlier employed in a Government Department or in the Public Sector/Board/Corporation (including the Central Bank, National Bank, Universities, Joint Stock Companies controlled by the Government etc.,) reasons for termination of employment :_____.

28. Particulars of testimonials :

Name	Designation	Postal Address

29. Declaration to be signed by the applicant :

I, declare on my honour that answers given to the above questions are true and correct to the best of my knowledge and belief. I have read and understood the procedure which will be adopted and the rules which will apply in respect of those candidates who are selected for commission in the Sri Lanka Air Force published in the *Gazette* of the Republic of Sri Lanka.

Signature of Applicant.

Date :_____.

12-863

SRI LANKA REGULAR AIR FORCE

Officer Cadet and Lady Officer Cadet Vacancies

VACANCIES exist in the Sri Lanka Regular Air Force for Officer Cadets and Lady Officer Cadets in the following branches :-

- General Duties Pilot Branch (Male) ;
- Technical Engineering Branch (Male/Female) ;
- Electronics Engineering Branch (Male) ;
- Logistics Branch (Male/Female) ;
- Administrative Branch (Male/Female) ;
- Administrative Regiment Branch (Male/Female) ;
- Operations Air Branch (Male).

2. Applications are invited from male/female candidates possessing the qualifications given below :

BSc (Aviation Studies) Degree Entrant Qualifications (Accredited by the General Sir John Kotelawala Defence University)

General Duties Pilot/Operations Air Branches :

A minimum of six passes at the G. C. E. O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala/Tamil language in one sitting and ordinary passes in three subjects at the G. C. E. A/L examination in Physical/Science Stream (Physics, Chemistry, Combined Maths) Bio Science stream (Physics, Chemistry, Biology) (as applicable) in one sitting.

Technical Engineering/Electronic Engineering Branches :

A minimum of six passes at the G. C. E. O/L examination with four credits including credit passes in English Language, Mathematics, Science and an ordinary pass in Sinhala/Tamil language in one sitting and ordinary passes in three subjects at the G. C. E. A/L examination in Physical Science Stream (Physics, Chemistry, Combined maths) in one sitting.

Logistics/Administrative/Administrative Regiment Branches :

A minimum of six passes at the G. C. E. O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala/Tamil language in one sitting and ordinary passes in three subjects at the G. C. E. A/L examination in Physical/Bio Science/Commerce Technology Streams in one sitting. Students of the Arts Stream with a minimum of three ordinary passes at the G. C. E. A/L examination are also eligible to apply for the Administrative Regiment Branch.

3. *Other Requirements.*— Candidates must fulfill the following general conditions for enlistment in the Sri Lanka Regular Air Force.

- Nationality : Must be a citizen of Sri Lanka
- Age : Not less than 18 years and not more than 22 years as at 20th April, 2016
- Height : Male - 5' 6" and above
Female - 5' 4" and above
- Weight : Male - $17 < \text{BMI} < 26$
Female - $17 < \text{MBI} < 25$

$$\text{BMI} = \frac{\text{Weight (Kg)}}{\text{Height}^2 \text{ (m)}}$$

- | | | |
|----------------------------|--|---|
| (e) Chest | : Male - 32" (Minimum) | parent or guardian will be required to refund to the Republic of Sri Lanka all expenses incurred up to that time by the Republic of Sri Lanka on account of such cadet. |
| (f) Colour Vision Standard | : CP2 | |
| (g) Visual Acuity | : Left eye 6/6 and right eye 6/6 (without spectacles) | (g) If at any time during his/her course a cadet is reported by the authorities as being unsuitable for reasons of misconduct or due to causes within his/her control to qualify for a commission, his/her parent or guardian will be required to refund to the Sri Lanka Air Force all expenses incurred on his/her training and will be required to enter into a bond to this effect with the Commander of the Air Force acting on behalf of the Government of Sri Lanka. |
| (h) Civil Status | : Candidates must be unmarried. No cadet will be permitted to marry whilst under training and for a further period of one (1) year from the date of Commissioning. | |

4. Due considerations will be given to outstanding achievements in the field of sports.

5. Applications of candidates who do not fulfill the requirement of para 2 and 3 will be rejected. On arrival for the first interview the height, vision and weight will be measured. Candidates whose height, vision and weight are below the standard specified in the *Gazette* notification and who have no exceptional skill will not be interviewed. Any candidate who may have a special skill or value to the service may at the discretion of the Commander of the Air Force be considered even though he/she may not have the requisite height provided he/she possesses the requisite academic and professional qualifications.

6. *Conditions of service :*

- | | |
|---|---|
| (a) The candidate is to initially enlist in the Air Force as a cadet on a regular engagement in the same manner as for other ranks and will undergo a Basic Combat Training Course. On successful completion of training, the duration of which will depend on the branch, the status allocated on his/her enlistment as an Other Rank will lapse and will receive a permanent commission in the rank of Pilot Officer. | (h) Parent or guardian will sign a declaration as given in cage 27 of the application form in respect of subparagraphs (f) and (g) above and forward them together with the application. Parent or guardian will be required to enter in to a bond subsequently in this form with the Republic of Sri Lanka prior to the appointment of these candidates as Cadets. |
| (b) Cadets will be required to undergo training at a place in Sri Lanka or abroad as decided by the Commander of the Air Force in consultation with the Ministry of Defence. | (j) Candidates who possess the requirement as per para 2 and 3 will be called for the preliminary interview and if successful will be called for the officer quality tests. Candidates who pass the officer quality tests will be called for Medical Examinations (All candidates selected will be medically examined under Sri Lanka Air Force arrangements) and if applicable flying aptitude tests. Candidates who successfully complete these tests will be called for the final interview. The required number of candidates per branch will be selected according to merit at these interviews and tests. |
| (c) During the period of training as cadets and thereafter, personnel will be subject to Air Force Law. | (k) A single officer is required to live in the officers mess. He/she is provided with furnished accommodation and food. Batman service will be provided. A single officer's ration allowance and batman allowance are paid to the Mess. |
| (d) Every cadet will be provided all items of uniforms, equipment and medical facilities. | (l) A married Officer may be provided with a married quarter if available. Recovery of rental will be as applicable to public servants. |
| (e) During the period of training, a cadet will be accommodated in an Air Force Mess and will be provided with food. | (m) All Officers are liable to be posted for duty or training in any part of the world at any time. |
| (f) In the event of a cadet voluntarily terminating his/her candidature for a commission during training, the | (n) All Officers are governed by the Air Force Act and orders issued from time to time. |

7. *Official Language Requirements.*- The selected candidates will be required to comply with any rules already made or may hereafter be made for giving effect to the language policy of the Republic of Sri Lanka and in particular for implementing the provisions in the Official Language Act, No. 33 of 1956.

8. *Pay and Allowances :*

(a) *Consolidated pay rate.* – The scale of consolidated pay applicable to officer cadets and Commissioned Ranks shall be as follows :–

- Officer Cadet - Rs. 187,620 p. a.
- Pilot Officer –Rs. 223,500 p. a. (cadet entry)
- Pilot Officer – Rs. 242,700 p. a. (non cadet entry)
- Flying Officer –Rs. 275,220 - 34 x 7,740 =
Rs. 538,380 p. a.
- Flight Lieutenant – Rs. 321,660 - 28 x 7,740 =
Rs. 538,380 p. a.
- Squadron Leader –Rs. 352,620 - 24 x 7,740 =
Rs. 538,380 p. a.
- Wing Commander –Rs. 362,100 – 20 x 9,480 =
Rs. 551,700 p. a.
- Group Captain –Rs. 441,060 – 18 x 12,600 =
Rs. 667,860 p. a.

(b) *Other Allowances :*

1. Cost of living allowance Rs. 7,800 per month.
2. Incentive allowance of Rs. 250 per month after five years of service.
3. Hard line allowance Rs. 600 per month.
4. Additional Hardline allowance Rs. 4,400 per month for those serving in operational areas.
5. Special allowance Rs. 3,000 per month (Rs. 100 will be paid for day).
6. Interim allowance Rs. 1,000 per month.
7. Uniform upkeep allowance Rs. 255 per month.
8. Batman allowance Rs. 637.50 per month (if permitted to live out).
9. Ration allowance Rs. 15,167.70 per month (if permitted to live out).
10. Qualification pay where applicable (upto a maximum of Rs. 637.50 per month).
11. Sepcial allowance 20% of consolidated salary.
12. Three sets of holiday railway warrants per year (for officer, spouse and children).
13. An additional set of railway warrants or the reimbursement of bus fare for officers living in Messes to travel from the Mess to the hometown once a month.
14. Free issue of uniforms and ancillary items.
15. Free medical facilities (including for families if applicable).
16. Married officers permitted to live-out are entitled to a free bus pass to travel from residence to place of work within 30 miles radius.
17. Flying pay for those in the general duties pilot branch.
18. Rent Allowances for married officers not in occupation of a government married quarter. Pilot Officer to Group Captain and above Rs. 1,600 to Rs. 4,250 per month.
19. Budget interim allowances Rs. 10,000 per month.

9. *Pensions/Gratuities.* – Payable in terms of the Air Force Pensions and Gratuities Code 1981 and as amended from time to time. All officers are contributors to the Widows and Orphans Pension (Armed Forces) Scheme. Rates of contributions are as per Widows and Orphans Pension (Armed Forces) Scheme Regulations 1970.

10. *Instructions to Applicants :*

(a) Applications should be submitted in applicant's own hand writing in terms of the form specified below. All cages of the application should be completed neatly with as much details as possible. Applications should be forwarded under registered cover to : "Command Recruiting Officer, Sri Lanka Air Force Trade Training School, Ekala, Kotugoda" so as to reach him not later than 1200 noon on 08th January 2016. The envelope enclosing the application should be marked "Application for Cadetship/Lady Cadetship in the Branch". A candidate will be allowed to apply for only one branch, those who apply for more than one branch the applications will be rejected. Applications received after the closing date and not in accordance with the requirements of this notification and not in registered post mail will not be entertained.

(b) Candidates who are in Government Service/Corporations/Boards/Civil Establishments should forward their applications through their Heads of Department/Corporations/Boards/Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.

(c) Candidates will be required to produce the originals of the following documents when summoned for interviews or when called upon to do so :

1. Certificate of Registration of Birth (Certificate issued for the purpose of the education code will not be accepted) ;
2. Certificates in support of the educational qualifications required for the branch applied for;
3. Certificates of trade/technical training and/or experience (if any) obtained from a recognized institution ;
4. Two recent certificates of character. One of these should be from the principal of the last school attended and the other from a responsible person who has the know of the applicant for more than two years or from the present employer (if employed).
5. Certificates in support of sports activities, cadetting etc. ;

(d) Applications of candidates who fail to produce documents when requested to do so will not be considered.

(e) No documents or original copies of documents should be attached to the application form.

(f) The Air Force will not be responsible for loss of any originals of certificates if enclosed with the application form.

11. 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 for dismissal if discovered after selection.

12. *Selection Interviews etc. :*

(a) Preliminary selections will be made amongst those candidates who fulfil the above conditions. Candidates so selected will be required to undergo tests as may be prescribed by the Commander of the Air Force. The final selection will then be made after an interview of those selected candidates by a selection board appointed by the Ministry of Defence.

(b) Candidates selected for interviews will be informed in writing of the place, time and date of such interviews. Travelling or other expenses will not be paid in this respect.

(c) On every occasion an applicant is summoned for an interview he/she is to produce his/her National Identity Card issued by the Department of Registration of Persons.

(d) Candidates likely to be suitable for their final interviews will be required to present themselves before an Air Force Medical Board.

(e) Any one who desires to recommend a candidate should do so by giving his/her testimonial. Any form of canvassing or attempt to influence in the selection of a candidate will result in disqualification of such candidate.

(f) Candidates who are found unsuitable for enlistment will not be notified.

GP BULATHSINGHALA,
 Air Marshal,
 Commander of the Air Force.

Headquarters,
 Sri Lanka Air Force,
 P. O. Box 594,
 Colombo 02.

APPLICATION FOR OFFICER CADET/LADY OFFICER
 CADET IN THE BRANCH OF THE
 SRI LANKA AIR FORCE

1. Nationality :_____.
 (State whether citizen of Sri Lanka by descent or by registration and if latter, quote number and date of certificate)

2. Full Name (As per the National Identity Card) :_____.

3. National Identity Card Number :_____.

4. Permanent Address :_____.

5. Postal Address :_____.

6. Date of Birth :_____.
 (Age as at 20th April 2016) :
 Years :_____, Months :_____, Days :_____.

7. Height :_____'_____'".

8. Nearest Police Station to permanent address :_____.

9. District :_____.

10. Electorate :_____.

11. Grama Seva Division :_____.

12. Telephone Number :_____.

13. Married or Single :_____.

14. Gender :_____.

15. School attended :_____.

16. Particulars of School and/or University and qualifications obtained :

Name of School/ University	Type of examination	Year of examination	Subjects passed (including grading)
	Ordinary Level Advanced Level Other		

17. Particulars of employment since leaving School/University (if applicable) :

Name and address of employer	Nature of employment	Period of Service	
		From	To

18. Particulars of parents :

Full Name	Place of birth	Occupation	Present address
Father			
Mother			

19. Any special qualification for the post : _____.

20. Details of current achievement in sports. (Give details of teams and competitions participated with dates/years etc. and standards/levels achieved) : _____.

21. Other achievements of note at School/University or with outside Organizations. (Give details with dates/years etc.) : _____.

22. Any previous service in the Armed Force or Volunteer Force, Cadet Corps or Boy Scout Organization : _____.

23. Have you applied earlier to join the Sri Lanka Air Force or any of the Armed Services or Police, if so give details and the outcome of such applications : _____.

24. Have you being convicted or bound over by a civil or military court, if so give details : _____.

25. If earlier employed in a Government Department or in the Public Sector/Board/Corporation (including the Central Bank, National Bank, Universities, Joint Stock Companies controlled by the Government etc.,) reasons for termination of employment : _____.

26. Particulars of testimonials :

Name	Designation	Postal Address

27. Declaration to be signed by the applicant :

I, declare on my honour that answers given to the above questions are true and correct to the best of my knowledge and belief. I have read and understood the procedure which will be adopted and the rules which will apply in respect of those candidates who are selected for commission in the Sri Lanka Air Force published in the *Gazette* of the Republic of Sri Lanka.

_____,
 Signature of Applicant.

Date : _____.

28. Declaration to be signed by the parent or guardian of the applicant :

(a) I am the parent/guardian of who is an applicant for a Cadetship in the Sri Lanka Air Force and who has signed the declaration in cage 26 of the form of application above.

(b) I hereby undertake to be responsible in the event above named applicant being selected for a course of training for the following.

(1) To refund to the Republic of Sri Lanka in the event of the above named applicant voluntarily terminating his/her candidature for a Commission during his/her period of training all expenses incurred upto that time by the Republic of Sri Lanka on account of such applicant.

(2) To refund to the Republic of Sri Lanka in the event of the above named applicant reported on by the authorities as being unsuitable (for reasons of misconduct or due to causes within his/her own control) for the issue of a Commission all the expenses incurred on his/her account by the Republic of Sri Lanka.

_____,
 Signature of Parent/Guardian.

Date : _____.

Name : _____,
 (in block capitals)

Address : _____.

_____,
 Signature of First Witness.

Date : _____.

Name : _____,
 (in block capitals)

Address : _____.

_____,
 Signature of Second Witness.

Date : _____.

Name : _____,
 (in block capitals)

Address : _____.

Examinations, Results of Examinations & c.

DEPARTMENT OF EXAMINATIONS, SRI LANKA

Open Competitive Examination for Recruitment to the Post of Examination Data Assistant Grade III-2015

APPLICATIONS are being called from qualified Sri Lankan citizens for the Open Competitive Examination for recruitment to the post of Examination Data Assistant-Grade III of Non-Technical Segment 2 - Management Assistant of the Department of Examinations, Sri Lanka.

01. Selection will be made on order of merit of the results obtained at a written examination conducted by the Commissioner General of Examinations only in Colombo and a structured interview.

02. *Salary scale.*– According to the Public Administration Circular No. 06/2006(IV) dated 24.08.2007 the monthly Salary scale of the post of Examination Data Assistant-Grade III, II and I are as follows:

Rs.13,120 - 10x145 - 11x170 - 10x240 - 10 x 320 - Rs.22,040 to exceed Rs.14,470, promotion to Grade II and to exceed Rs.16,680, promotion to Grade I are necessary.

03. *Service conditions.*– This post is permanent and pensionable. Relevant contributions should be made to Widows'/ Widowers' and Orphans' Pension Scheme. This position is limited to the Department of Examinations, Sri Lanka. However the selected recruits could be appointed to serve in any area of the island under the department. The recruits to this post of Examination Data Assistant-Grade III through this open competitive examination shall be subjected to a probationary period of 03 years.

04. *Qualifications.*– The following qualifications are required for recruitment to the post of Examination Data Assistant-Grade III:

- Should be a citizen of Sri Lanka.
- Should be of excellent character.
- Should not be less than 18 years and not more than 30 years of age as at the closing date of applications.
- Following educational qualifications should be completed:
 - Should have passed the G. C. E. (O/L) Examination in one sitting in six (06) subjects with credits for Sinhala/ Tamil/English Language, Mathematics and 2 other subjects.
 - Should have passed the G. C. E. (A/L) Examination at least in one subject (Excluding Common General Test and General English).
- Professional qualifications:*
 - Should have obtained minimum of level 3 of National Vocational Qualification (NVQ) in the field of Computer/Information and Communication Technology; or any equivalent qualification accepted by Tertiary and Vocational Education Commission.

(f) *Experience.*– Minimum of 06 months experience in computer based data entering.

(g) *Physical fitness.*– Should be physically and mentally fit to discharge the duties of the post and ability to work day and night when necessary, is expected.

* Fulfillment of all required qualifications for the post on or before 20th January 2016 is compulsory for all the applicants.

05. *Examination procedure.*– This consists of a written test and a structured interview. This examination will be conducted in Sinhala, Tamil and English media and the applied medium could not be changed later.

5.1 Written Test :

Subject	Maximum Marks	Time hours	Pass Marks
Computer Literacy	100	02	40%

Computer literacy.– The knowledge pertaining to NVQ 3 on Computer/Information and Communication Technology will be tested through questions in the written test.

5.2 Structured interview :

Subject	Maximum marks
Structured Interview	100

Structured interview :

* Twice the number of applicants as the number of existing vacancies will be called for the structured interview considering the order of merit of the above written examination. This structured interview consists of two phases.

(a) Phase one:

Main titles of awarding marks	Maximum marks awarded
(i) For additional educational qualifications	3
(ii) For additional professional qualifications	35
(iii) For the performance at the interview	05
Total marks	70

* Commissioner General of Examinations will approve a descriptive marking scheme for each main title for award of marks mentioned on the above table, within the boundary of maximum marks allocation.

(b) Phase Two:

A practical test will be held to check the computer typing ability of the applicants facing the structured interview. Marks will be awarded as indicated below:

<i>Criteria with respect to the test</i>	<i>Maximum marks awarded</i>
(i) Computerization of a given document exactly as given	10
(ii) Minimum time spent for computer typesetting and taking the relevant printout	10
(iii) For accurate spellings in that	10
Total marks	30

* Candidates will be recruited to fill the number of existing vacancies on order of merit based on the total marks obtained at the above two (02) phases of the structured interview and the written test.

5.3 Even though this is a competitive exam, candidates should obtain minimum of forty (40%) marks out of hundred for the written test, to be eligible to qualify for an appointment.

06. *Penalties for providing false information.*– Accurate information should be furnished with utmost care when perfecting the application. If it is found that any candidate is ineligible, his/her candidature is liable to be cancelled at any stage before, during or after the examination. If it is found that any applicant has submitted false information, he/she is liable to be dismissed from the service at any stage.

07. *Examination fee.*– Fee for the examination will be Rs.500. This fee can be paid only to any post office/sub post office under the revenue head 2003-02-13 of the Commissioner General of Examinations on or before 20.01.2016. The receipt obtained by paying the examination fee should be affixed on the relevant cage of the application form, so that it cannot be detached. (It is advisable to keep a photocopy of the receipt for future benefit) The examination fee will not be refunded in any case and money orders or stamps will not be accepted.

08. Application must be prepared using A4 (21cm x 29cm) (normal half sheet) size paper in such a way that:

- (a) Paragraph Nos.01 to 03 appear on the first page,
- (b) Paragraph Nos.04 to 07 appear on the second page, and from Paragraph No.08 onwards appear on the third page.
- (c) When preparing the application, it is necessary to insert the name of the examination as the heading, in English too, in addition to Sinhala in Sinhala applications, and in addition to Tamil in Tamil applications.

* The applications not in conformity to the specimen form, or not paid the examination fee before the closing date and incomplete applications that are inaccurately filled will be rejected without any notice. Applicants should bear the losses incurred due to incomplete applications. It is

advisable to keep a photocopy of the application at your possession and the applicant should ensure whether the perfected application is in compliance with the specimen form appeared in the examination notification, else it could be rejected.

8.1 Commissioner General of Examinations will issue admission cards to all applicants who paid the examination fee and forwarded their applications on time, on the assumption that the applicants have fulfilled all the required qualifications mentioned in the examination notification. Issuance of an admission card to an applicant does not necessarily mean that the applicant has fulfilled the required qualifications to sit the examination. When the qualifications of the applicants are checked at the interview, if it is found that an applicant has not got all the required qualifications, as per the examination notification his/her candidature will be cancelled.

8.2 "Open Competitive Examination for Recruitment to the Post of Examination Data Assistant-Grade III - 2015" should be written on the top left hand corner of the envelope in which the application is enclosed.

8.3 Candidate's signature on the application should be attested by a principal of a government school/ justice of peace/ commissioner of oaths/notary public/ a commissioned officer of three armed forces/an officer in the police service holding a gazetted post or a permanent officer in the public service in receipt of an annual salary of Rs.240,360 or above.

8.4 The closing date of the application is 20th January 2016. Perfected applications should be sent by registered post on or before that date to the following address:

Commissioner General of Examinations.
 Organization and Foreign Examinations Branch,
 Department of Examinations, Sri Lanka
 P. O. Box - 1503,
 Colombo.

09. *Appearing for the exam.*– A press notice informing the date of examination will be published by the Department of Examinations, Sri Lanka once the admission cards are issued to the applicants. Applicants who do not receive their admission cards, even after 2 or 3 days of such advertisement should notify the Department of Examinations, Sri Lanka in the manner specified in the advertisement. It is advisable to furnish the name of examination, your full name, address and National identity card number when notifying the department and in case of applicants outside Colombo, your letter of request furnishing the above information should be faxed with a fax number to which the copy of the admission card should be sent. Further it will be advantageous to keep in hand the photocopy of the application form kept at your possession and the copy of the payment receipt, received after paying the respective examination fee and receipt of registration to prove your particulars.

10. A candidate will be required to prove his/her identity to the satisfaction of the examination supervisor by providing either of the following documents:

- (i) Valid National Identity Card issued by the Department of Registration of Persons,
- (ii) Valid Passport.

11. Issuance of an admission card to a candidate does not necessarily mean that he/she has fulfilled the qualifications to sit for the exam. Candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations in connection with the conduct of the examination. In case such rules and regulations are violated, he/she will be subjected to penalties imposed by the Commissioner General of Examinations.

12. Commissioner General of Examinations reserves the right to decide any matter not covered in this notification. All candidates should adhere to act in accordance with the general examination rules and regulations notified in this *Gazette*.

W. M. N. J. PUSHPAKUMARA,
Commissioner General of Examinations.

Department of Examinations, Sri Lanka,
Pelawatta,
Battaramulla,
On 23rd December, 2015.

SPECIMEN APPLICATION FORM

DEPARTMENT OF EXAMINATIONS, SRI LANKA

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF EXAMINATION DATA ASSISTANT - GRADE III - 2015

(Indicate the correct symbol/number clearly in the given cages)

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(For office use)

Language medium to appear for the examination:

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

(Write the relevant number in the cage)

- 01. 1.1 Name with initials, state initials at the end:_____.
(In English capital letters) Example: PERERA, A. B. C.
- 1.2 Name in full:_____.
(In English capital letters)
- 1.3 Name in full:_____.
(In Sinhala/Tamil)

1.4 National Identity Card No:

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02. 2.1 Permanent address:_____.
(In English capital letters)

2.2 Permanent address:_____.
(Sinhala/Tamil)

2.3 Address to which the admission card should be sent :_____.
(In English capital letters)

03. 3.1 Gender:
Male - 1
Female - 0
(Write the relevant number in the cage)

3.2 Date of birth:
Year: Month: Date:

3.3 Age as on 20.01.2016:
Years: Months: Days:

3.4 Telephone No. :

04. 4.1 Educational qualifications:

Details of G. C. E. (O/L) Examination:

- (i) Year and Month of the Examination:_____.
- (ii) Index No. :_____.
- (iii) Results:

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10	

4.2 Details of G. C. E. (A/L) Examination:

- (i) Year and Month of the Examination:_____.
- (ii) Index No. :_____.
- (iii) Results:

Subject	Grade
1.	
2.	
3.	
4.	
5.	

05. Professional Qualifications:

Course	Year followed	Technical institution	NVQ Level

06. Other educational and professional qualifications:_____.

07. Have you ever been convicted by a court of law?
 (Indicate ✓ mark in the relevant cage) (If 'Yes' give particulars)

Yes No

08. Details of the receipt obtained by paying the examination fee:
 (i) Office of payment:_____
 (ii) Number and date of the receipt:_____
 (iii) Amount paid:_____.

Affix the cash receipt here so as not to be detached

09. Certificate of the Applicant:

(a) I solemnly declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the losses that can be incurred due to not filling and/or inaccurately filling any of the sections herein. Further I declare that all the sections herein are perfected accurately by me.

(b) I am also aware that if any particulars furnished by me are proved to be false before appointment, I am liable to be disqualified and if found after appointment, I am liable to be dismissed from the service.

(c) Further I declare that I will abide by the rules and regulations imposed by the Commissioner General of Examinations, with respect to the conduct of the examination.

(d) I will not alter any information provided herein.

_____,
 Signature of the Applicant.

Date :_____.

10. Attestation of the applicant's signature:

I certify that the applicant Mr./Mrs./Miss is known to me personally, he/she placed his/her signature before me on, he/she has paid the relevant examination fee and pasted the receipt on this application.

_____,
 Signature of the Attester.

Date:_____
 Full Name of the Attester:_____
 Designation:_____
 Address:_____
 (Confirm with the official frank)

12-965