

N. B.— Part IV(A) of the *Gazette* No. 1,925 of 24.07.2015 was not published.

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

අංක 1,926 - 2015 ජූලි මස 30 වැනි බ්‍රහස්පතින්දා - 2015.07.30  
No. 1,926 – THURSDAY, JULY 30, 2015

(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.**— Trincomalee, Pankulama Morawewa South Sirigajabaa Gal Len Rajamaha Vihaarastha Sanwardhana Sabhawa (Incorporation) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of June 12, 2015.

#### 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 21st August, 2015 should reach Government Press on or before 12.00 noon on 07th August, 2015.

#### 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 Government Printing,  
Colombo 08,  
22nd January, 2015.

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



### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Rules and Instructions for Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMISSIONER GENERAL OF EXAMINATIONS,  
Pelawatta, Battaramulla.

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Marriages, Births and Deaths

##### GAMPAHA 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 24th August, 2015.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
09th of July, 2015.

##### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Gampaha	Dompe	Post of Registrar of Marriages (General) of Siyane Korale East and Births and Deaths of Dompe Division	District Secretary/Additional Registrar General, District Secretariat, Gampaha.

07-1368

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Marriages, Births and Deaths

##### GAMPAHA DISTRICT

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

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

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

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

04. Applicants should be married.

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

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E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
09th of July, 2015.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Gampaha	Wattala	Post of Muslim Registrar of Marriages of Aluthakuru Korallaya South Division in Wattala-Mabola Area	District Secretary/Additional Registrar General, District Secretariat, Gampaha.

07-1367

**REGISTRAR GENERAL'S DEPARTMENT**

**Posts of Registrars of Marriages, Births and Deaths**

**KANDY 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 30th August, 2015.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
14th July, 2015.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kandy	Panwila	Post of Births and Deaths Registrar of Panwila Division and Post of Marriage Registrar of Panwila Divisional Secretariat Area (Kandyan/General)	District Secretary/Additional Registrar General, District Secretariat, Kandy.
Kandy	Pathadumbara	Post of Births and Deaths Registrar Udagampaha East and West Division and Post of Marriages Registrar (Kandyan/General) of Pathadumbara Divisional Secretariat Area.	District Secretary/Additional Registrar General, District Secretariat, Kandy.

07-1497

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Marriages, Births and Deaths

#### BADULLA DISTRICT

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

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

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

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

04. Applicants should be married.

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

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 30th August, 2015.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
14th July, 2015.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Badulla	Welimada	Post of Births and Deaths Registrar of Division	District Secretary/Additional Registrar General, District Secretariat, Badulla.

07-1496

**REGISTRAR GENERAL'S DEPARTMENT**

**Posts of Registrars of Muslim Marriages**

**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. 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 24th August, 2015.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
08th July, 2015.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Division and Post for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Anuradhapura	Kekirawa	Post of Registrar of Muslim Marriages in Kekirawa and Tibbatuwewa Area of Kalagam Palatha Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura.
Anuradhapura	Galnewa	Post of Registrar of Muslim Marriages in Negampaha Area of Kalagam Palatha Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura.

07-1366

**MINISTRY OF PORTS AND SHIPPING**

**Directorate of Merchant Shipping**

RECRUITMENT TO THE VACANCIES IN THE FOLLOWING POSTS

APPLICATIONS are invited from the citizens of Sri Lanka who possess qualifications for recruitment to the vacant Posts in the Directorate of Merchant Shipping of the Ministry of Ports and Shipping :

1. *Vacant Post :*

<i>Designation</i>	<i>Recruitment Grade</i>	<i>Number of Posts</i>
Assistant Shipping Officer	Grade III	03

2. *Qualifications and Experience :*

<i>Educational Qualifications</i>	<i>Experience</i>
A degree in Science, Commerce, Economics, Management or Law from a University recognized by the University Grants Commission	The experience in the field Naval will be treated as additional/special qualification

(a) *Physical Fitness.*— Every applicant should be physically and mentally fit to perform duties of the post and to serve at any part of Sri Lanka. Selected applicants will be subject to a medical examination.

(b) *Other Qualifications :*

- (i) Applicants should be Sri Lankan citizens ;
- (ii) Applicants should be of excellent character ;
- (iii) Applicants should have fulfilled all required qualifications for the recruitment to the post in every aspect on or before the closing date of applications. The applications of those who have not fulfilled the basic qualifications will be rejected.

3. *Age.*— Applicants should be not less than 21 years and not more than 35 years of age. This age limit does not apply to those who are already in the Public Service.

4. *Salary Scale.*— Rs. 15,215 -10x215 -4x240 - 7x320 - 15x360 - Rs. 25,965 (MN 4-2006(A))

5. *Method of Recruitment.*— Recruitment will be made on the order of merit of the total marks obtained by applicants at the structured interview marking scheme of which is as follows :—



<i>Headings under which marks will be awarded</i>	<i>Maximum marks</i>
1. Additional educational qualifications	20
2. Experience	25
3. Diploma Certificate obtained from a recognized Institution in International Law, Maritime law, International Conventions on Maritime	20
4. Educational qualification in English or Sinhala/Tamil languages	10
5. Computer Literacy	20
6. Skills demonstrated at the Interview	05
Total Marks	<u>100</u>

6. *Conditions of Service :*

(i) *Efficiency Bar Examination :*

<i>The relevant Efficiency Bar Examination</i>	<i>Efficiency Bar</i>	<i>Nature of the Efficiency Bar Examination</i>
1 <sup>st</sup> Efficiency Bar Examination	Before the expiry of three (03) years from recruitment to Grade III	Written Examination
2 <sup>nd</sup> Efficiency Bar Examination	Before the expiry of three (03) years from promotion to Grade II	Written Examination
3 <sup>rd</sup> Efficiency Bar Examination	Before the expiry of five (05) years from promotion to Grade I	Written Examination

(ii) *Official Language Proficiency :*

<i>Grade</i>	<i>Prescribed Proficiency</i>
1. Official Language	Officers who joined the service in a medium of language which is not an official language should acquire the prescribed proficiency in the official language within the probation period.
2. Other Official Language	Should have acquired the relevant level of language proficiency as per Public Administration Circular No. 07/2007 and other Circulars incidental thereto.

- (iii) This post is permanent and pensionable. You should contribute to the Widows' and Orphans' Pension Scheme.
- (iv) The appointment will be subject to a probation period of three (03) years.
- (v) General conditions stipulated in Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary* No. 1589/30 dated 2009-02-20 and the provisions of the Establishments Code should be applicable to every appointment of the selected candidates.
- (vi) Every recruitment should be subject to the approved Scheme of Recruitment and to the amendments made thereto in future.

7. *Method of Application :*

- (i) Applications prepared in conformity to the Specimen Application appearing at the end of this notification should be sent under registered cover to reach the Director General of Merchant Shipping, Directorate of Merchant Shipping, No. 43/89, 1st Floor, Bristle Building, York Street, Colombo 01, on or before 31.08.2015. The post should be written on the top left hand corner of the envelope enclosing the application.
- (ii) Applications of those who are in the Public Service should be forwarded through the respective Head of the Department.

In the event of any inconsistency or disparity between the Sinhala and Tamil or English texts of this *Gazette* Notification, the Sinhala text should prevail.

Director General of Merchant Shipping,  
Directorate of Merchant Shipping.

No. 43/89, 1st Floor, Bristle Building,  
York Street, Colombo 01.

SPECIMEN APPLICATION

(For office use only)

APPLICATION FOR THE POST OF ASSISTANT SHIPPING OFFICER (ASSOCIATED SERVICE CATEGORY - GRADE III) IN THE DIRECTORATE OF MERCHANT SHIPPING OF  
THE MINISTRY OF PORTS AND SHIPPING

01. Name of the Applicant :  
Name with initials at the end (in English block capitals) : \_\_\_\_\_.  
Full Name (in English block capitals) : \_\_\_\_\_.  
Full Name (in Sinhala/Tamil) : \_\_\_\_\_.

02. Address and Telephone No. :  
(a) Official Address : \_\_\_\_\_.  
Telephone No. : \_\_\_\_\_.  
(b) Private Address : \_\_\_\_\_.  
Telephone No. : \_\_\_\_\_.  
Mobile Telephone No. : \_\_\_\_\_.

03. Date of Birth :  
Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.

04. Age as at the closing date of applications :  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.

05. National Identity Card No. : \_\_\_\_\_.

06. Sex : \_\_\_\_\_.

07. Civil Status : Married/Unmarried/Widowed : \_\_\_\_\_.

08. Educational Qualification and Additional Qualification :

<i>Qualification</i>	<i>Year obtained Qualification</i>	<i>Subject Stream</i>	<i>Grade</i>	<i>Name of Institution</i>	<i>Remarks</i>

09. Professional Qualification :

<i>Qualification</i>	<i>Year obtained Qualification</i>	<i>Subject Stream</i>	<i>Grade</i>	<i>Name of Institution</i>

10. Particulars of Experience :

<i>Institution Served</i>	<i>Post</i>	<i>Functions of the Post in brief</i>	<i>Period of Service</i>

11. Education Qualifications obtained pertaining to English or Sinhala/Tamil :

Qualification	Year obtained Qualification	Grade	Name of Institution

working in the post of ..... and his/her work and conduct are satisfactory, no disciplinary action is pending or contemplated against him/her. In the case of his/her being selected for the post he/she can/cannot be released from the service.

\_\_\_\_\_,  
Signature of the Head of Department or  
Authorized Officer (Seal).

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

07-1519

12. Proficiency in Computer Literacy :

(a) Degree : \_\_\_\_\_.

(b) Diploma : \_\_\_\_\_.

(c) Certificate Course : \_\_\_\_\_.

13. Have you been convicted for any offence by a Court : \_\_\_\_\_.

I, do hereby certify that the information furnished by me in this application is true and accurate. I am aware that if any information furnished by me in this application is found to be false or inaccurate before I am selected. I am liable to disqualify for selection and I will be subject to relevant course of action if such revelation is made after the recruitment.

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

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

14. Attestation of the signature of the candidate :

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

\_\_\_\_\_,  
Signature of certifying officer.

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

Occupation : \_\_\_\_\_.

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

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

15. Attestation of the Head of the Department/Institution :

(This is applicable only for those who are already in the Public Service)

I, hereby certify that Mr./Mrs./Miss ..... who is working in this Ministry/Department/Institution, is presently

## PUBLIC SERVICE COMMISSION

### Recruitment to the Executive Category of Grade III (Limited) Post of Assistant Registrar of Companies in the Department of Registrar of Companies under the Ministry of Industry and Commerce

APPLICATIONS are invited from persons who have following qualifications mentioned under No. 2, for fulfill 01 (one) vacancy in Executive Category of Grade III post of Assistant Registrar of Companies in the Department of Registrar of Companies.

1. *Recruitment Procedure.* – Applicants, who got highest marks on the results of structured interview, held by the Interview board, out of the applicants who full filled the qualifications, mentioned in the notification, will be recruited for the number of one (01) vacancy by the Public Service Commission.

#### 2. *Qualifications :*

##### 2.1 Educational and Professional Qualifications :

(i) Being and Attorney-at-Law or being a Company Inspector in the Department of Registrar of Companies ;

and

(ii) If he/she is an Attorney-at-Law, should have 5 years active experience at the Department of Registrar of Companies. If he/she is a Graduate Company Inspector, should have 10 years active experience at the Department of Registrar of Companies.

2.2 *Physical Fitness.* – Every candidate shall have sufficient physical and mental fitness to serve in any part of Sri Lanka or Abroad and discharge the duties of the post.

### 2.3 Other :

- (i) Must be a citizen of Sri Lanka.
- (ii) Must have excellent moral character.
- (iii) All qualifications, needed to recruit to this post, should have been fulfilled as at the closing date of applications.

### 3. Conditions of employment and service conditions :

- (i) This post is permanent and pensionable. Should contribute to the Widows/Widowers and Orphans Pension Scheme.
- (ii) Appointment will be subjected to a acting period of one (01) year. As mentioned in the Scheme of recruitment, 1st Efficiency Bar Examination should be fulfilled within 03 years from the appointment to Executive Category of Grade III post of Assistant Registrar of Companies.
- (iii) In terms of Public Administration Circular No. 01/2014 and circulars, incidental thereto, proficiency in other official language, in excess to the language, recruited to the service, must be obtained, within 05 years from the appointment and the officers who recruited by the language other than official language should obtain prescribed official language proficiency within the period of probation.
- (iv) This appointment is subjected to procedural rules of Public Service Commissions, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations and Departmental other orders.

4. *Salary Scale.*— Salary Scale of Rs. 22,935 -10x645 -8x 790 -17x1,050 - Rs. 53,555 is entitle for this post according to the SL-1-2006 of Public Administration Circular No. 06/2006.

### 5. Structured Interview :

- (i) Structured Interview will be conducted by the Interview Board appointed by the Public Service Commission.
- (ii) Following marking scheme will be based for the structured interview.

Scoring Areas	Maximum Marks
01. Additional Educational Qualifications	30
02. Additional Professional Qualifications	10
03. Proficiency in English	25
04. Additional Experience	30
05. Skills in the interview	05
	100

### 6. Method of Application :

- (i) Application should comply with the specimen application and if not which will be rejected without notice. Applicant should prepare their application, in their own handwriting, in both sides of A4 size paper with No. 01 to 07 appearing in 1st page and rest in next pages. A photocopy of the application is keeping with you will be useful.
- (ii) Applications should be sent under registered cover to reach the Secretary, Ministry of Industry and Commerce, Galle Road, Colombo 03 on or before 14.08.2015. Applications, received after that date will be rejected. The envelope enclosing the application should be marked “Application for the Executive Category of Grade III post of Assistant Registrar of Companies in the Department of Registrar of Companies (Limited)” on the top left hand corner.
- (iii) Applications, without conformity with the specimen application form, will be rejected. Inquiries about applications lost or delayed will not be accepted.
- (iv) All the applicants, deemed as qualified, who have submitted application on due dates, will be called for the interview by the Secretary of the Ministry of Industry and Commerce. Even though it is not considered that the applicant is fulfilled the required qualification.

7. *Identity of the candidate.*— Following identity cards will be accepted to certify the identity of his/he, in the interview :

- (i) Identity Card issued by the Commissioner of Registration of Persons.
- (ii) A valid Passport.

8. *Furnishing false information.*— Your candidature will be repealed, if any information mentioned in the application, being detected as incorrect or false, before the recruitment. If such information being detected after the recruitment, action will be taken to demise from the service, subject to the procedure relevant thereto.

9. If there is any matter not mentioned in this notice, the final decision of such matter will be taken by the Public Service Commission. Public Service Commission reserves the right to fill or not to fill vacancies.

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

By order of the Public Service Commission,

Secretary,  
Ministry of Industry and Commerce.

Galle Road,  
Colombo 03,  
31st July, 2015.

**SPECIMEN APPLICATION**

RECRUITMENT TO THE EXECUTIVE CATEGORY OF GRADE III (LIMITED) POST OF ASSISTANT REGISTRAR OF COMPANIES IN THE DEPARTMENT OF  
REGISTRAR OF COMPANIES UNDER THE MINISTRY OF INDUSTRY AND COMMERCE

01. 1.1 Name with initials, initials at the end (in English Capital Letters) : \_\_\_\_\_.  
1.2 Full Name (English) : \_\_\_\_\_.  
1.3 Full Name (Sinhala/Tamil) : \_\_\_\_\_.
02. 2.1 Permanent Address (in Capital English) : \_\_\_\_\_.  
2.2 Permanent Address (in Sinhala/Tamil) : \_\_\_\_\_.  
2.3 Telephone Number : \_\_\_\_\_.
03. 3.1 Date of Birth : Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.  
3.2 Age as at 14.08.2015 : Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
04. 4.1 Sex: Write the relevant number in the box : Female 0 ☐  
Male 1 ☐  
4.2 Whether married/unmarried : \_\_\_\_\_.
05. 5.1 Whether a Sri Lankan citizen (by descent or registration) : \_\_\_\_\_.  
5.2 Nationality : \_\_\_\_\_.  
5.3 National Identity Card Number : \_\_\_\_\_.
06. Mention the language you sat for the interview/examination for the post of ..... Service/Class as at 14.08.2015 : \_\_\_\_\_.
07. 7.1 Have you complete the qualifications mentioned in paragraph 02 of the *Gazette* ? : \_\_\_\_\_.  
7.2 Professional qualification and experience : \_\_\_\_\_.  
Either 2.1(i) or 2.1(ii) in the paragraph 2.1 of the *Gazette*, what is your qualifications ? : \_\_\_\_\_.  
7.3 Professional Qualification : \_\_\_\_\_.  
Date of sworn at Supreme Court as Attorney-at-Law : \_\_\_\_\_.  
Registration Number : \_\_\_\_\_.  
7.4 Professional experience as at 14.08.2015 : Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.  
7.5 Service/Grade which qualify for the application : \_\_\_\_\_.  
Existing Post : \_\_\_\_\_.  
Grade : \_\_\_\_\_.  
Class/Category : \_\_\_\_\_.  
Appointment Date : \_\_\_\_\_.  
Permanent Date : \_\_\_\_\_.  
If the service periods are relevant for application, give particulars in following table :

<i>Name of Service/Grade</i>	<i>Date of Appointment</i>

- 7.6 Period of satisfactory service as at 14.08.2015 of approved service under paragraph 02 of the *Gazette* : \_\_\_\_\_.  
7.7 Educational Qualifications (if necessary) :

<i>Name of the Degree and Year</i>	<i>University/ Institute</i>	<i>Registration Number</i>	<i>Internal/ External</i>	<i>Subjects</i>	<i>Class of the pass</i>	<i>Effective date of the degree</i>

08. 8.1 Whether you have been convicted in a court : \_\_\_\_\_.  
8.2 If yes, details : \_\_\_\_\_.

## 09. Certificate of Applicant :

I, hereby declare that I have not been penalized for any disciplinary action (except warnings) and that the satisfactory service in Department of Registrar of Companies is ..... years (five/ten) as at 14.08.2015 according to the paragraph 2.1(ii) of the *Gazette* and all increments have been earned (except increments imposed by the service or Department examinations) within previous five/ten years before 14.08.2015.

I, hereby certify that the particulars furnished by me in this application are true and accurate and examination fees payment receipt, numbered ..... and dated ..... is attached herewith. I agree that if any particulars contained therein are found to be false and incorrect, before the interview I'm liable to disqualify and dismissal.

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

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

## 10. Certificate of the Department Head (According to personal file) :

I, hereby certify that Mr./Mrs./Miss ..... who forward this application, have not been penalized for any disciplinary action (except warnings) and that the satisfactory service in Department of Registrar of Companies is ..... years (five/ten) as at 14.08.2015 according to the paragraph 2.1(ii) of the *Gazette* and all increments have been earned (except increments imposed by the service or Department examinations) within previous five/ten years before 14.08.2015 and that the qualifications have been completed for the interview according to the *Gazette* notice and placed his/her signature to the application in my presence on .....

\_\_\_\_\_,  
Signature of Department Head and  
Common Seal.

Name : \_\_\_\_\_.  
Position : \_\_\_\_\_.  
Date : \_\_\_\_\_.

07-1264

## Examinations, Results of Examinations &c.

### MINISTRY OF FOREIGN AFFAIRS

#### Competitive Examination for Filling Vacancies in the Public Management Assistants' Service Cadre in Sri Lanka Missions/Posts Abroad – 2014(2015)

APPLICATIONS are hereby invited to sit for the competitive examination conducted by the Commissioner-General of Examinations, on behalf of the Ministry of Foreign Affairs to fill vacancies in the home-based Public Management Assistants' Cadre in Sri Lanka Missions abroad, from eligible officers of the Public Management Assistants' Service, Provincial Public Management Assistants' Service and Local Government Public Management Assistants' Service, to be held in Colombo in November, 2015.

2. *Eligibility.*— Applicants should meet the following eligibility criteria :—

- (a) Should be an officer of the Class I of the, Public Management Assistants' Service/ Provincial Public Management Assistants' Service/ Local Government Management Assistants' Service or an officer who has completed 05 years satisfactory service in the Class II of the Public Management Assistants' Service/ Provincial Public Management Assistants' Service/ Local Government Management Assistants' Service, on the date of application ;
- (b) The post and the workplace of the applicant at the time of applying for the examination, will be applicable with

regard to all aspects of the examination. After submitting the application, any changes thereto shall not be considered ;

**Note.— Officers in other Management Assistants' Services, not belonging to the above mentioned services, are not eligible to apply.**

- (c) Age should be less than 56 years on the closing date of applications ;
- (d) Should have completed the First Efficiency Bar Examination of the class II of the Services mentioned under section (a) on the date of application ;
- (e) Should have earned on the due date, all the annual increments, falling within the five years immediately preceding the date of application ;
- (f) Should not have been subjected to any form of disciplinary punishment, other than warning.

**Note.—** (i) Those who are presently serving in Sri Lanka Missions abroad are not eligible to apply for this examination.

- (ii) If an applicant who is eligible at the time of forwarding his/her application, is subsequently promoted to a Class/Grade higher than Class I of the Public Management Assistants' Service/ Provincial Public Management Assistants'

Service/Local Government Public Management Assistants' Service or appointed to a post in any other service, will cease to be eligible to fill a vacancy in the Home-Based Public Management Assistants' cadre at Sri Lanka Missions abroad. It is the responsibility of such applicant to promptly inform the Secretary, Ministry of Foreign Affairs in the event of any change in his/her official status that might have an impact on his/her eligibility under the clause (a) of this paragraph.

- (iii) Preference will be given to officers with experience in accounts and establishment work and have a good working knowledge of English / other foreign languages (written and spoken). Working knowledge in other foreign languages will be considered as an added qualification.
- (iv) Computer skills will be an added qualification and the extent of such skills must be stated in the application.

**3. Method of Selection.**— Selection will be made on the basis of the written examination to be conducted by the Commissioner-General of Examinations and the interview to be conducted by the Secretary, Ministry of Foreign Affairs, which will be held in Colombo. The decision of the Commissioner General of Examinations will be final with regard to conducting of examination and issuing the results.

- 3.1. Written Examination.**— The written examination will consist of the following papers each of which will carry 100 marks.

Subject No.	Paper	Duration
01	Financial Systems	2 hours
02	Establishment Code & Office Procedure	2 hours
03	English	2 hours
04	General Knowledge	1 hour

**Note.- 01. Accounting.**— This question paper which will consist of objective and subject type questions is set to test the candidate's practical knowledge of financial operations and accounting procedures of a Government institution. All questions should be answered.

**02. Establishment and Office Procedure.**— The questions in this objective and structured type of paper, are set to test the candidate's practical knowledge of establishment and office procedures of a Government institution. All questions should be answered.

**03. English.**— This question paper is designed to test the candidate's knowledge in comprehension and written communication. All questions should be answered.

**04. General Knowledge.**—This paper will consist of MCQs and short answer type questions on political, social, cultural and economic environment, history and geography of Sri Lanka as well as current, international affairs. The candidates should answer all questions.

### 3.2. Interview

- 3.2.1.** The interview will carry 100 marks and will be conducted by a Board appointed by the Secretary, Ministry of Foreign Affairs.
- 3.2.2.** Those candidates who have obtained 40% marks or above in each paper with a total aggregate of 200 or above at the written examination will be eligible to be called for the interview.
- 3.2.3.** The list of applicants prepared in the alphabetical order who have qualified for the interview as per para 3.2.2. will be sent to the Secretary, Ministry of Foreign Affairs by the Commissioner General of Examinations.

After receiving interview marks, the result sheet prepared on the basis of merit order of total aggregate marks obtained by the applicants at the written examination and the interview, will be sent to the Secretary, Ministry of Foreign Affairs.

In addition to that, examination results will be personally conveyed to all the applicants who appeared for the Examination.

### 4. Terms of Engagement

- 4.1** Candidates after being selected to fill the vacancies, will be required to serve initially at the Ministry of Foreign Affairs in Colombo for a specified period of one year, prior to being posted to a Sri Lanka Mission abroad. If the work and conduct of a candidate during this initial period of service at the Ministry are found to be unsatisfactory, his/her selection is liable to be cancelled.
- 4.2** Posting will be decided on the basis of requirements of respective Missions and the officer's suitability and competence (in foreign language etc.). In deciding such posting, there is no obligation on the part of the Ministry to consider the officer's personal needs and grievances (children education etc.) and the officer should report for duty at the Mission assigned by the Ministry, irrespective of their personal preferences.
- 4.3.** An officer selected on being posted to a Sri Lanka Mission abroad, is normally required to serve abroad for a period of three years on the terms and conditions stipulated by the Secretary, Ministry of Foreign Affairs and to enter into an agreement to that effect. On completion of the their tour of duty, the officer should return to Sri Lanka.

- 4.4. The selected officers while serving at a Sri Lanka Mission abroad, will continue to receive their substantive salaries paid in Colombo. In addition, the officer will be paid an overseas allowance during their period of service abroad.
- 4.5. Once an officer is selected, cost of return air passage from Sri Lanka to the country of posting, accommodation and other facilities during his/her service abroad, in respect of the selected officer, his/her spouse and *for a maximum of two children* who are below 21 years of age and dependent on the officer only, will be met by the Government as determined by the Secretary/Foreign Affairs.

#### 5. Method of application

- 5.1 The application forms should be prepared on an A4 size paper as per the specimen appended to this notification, containing items from 01-05 on the first page, 06-15 on the second page and the rest on the third page. Applications which are not in conformity with the specimen and those not providing the required details will be rejected without any notice. Applicants are advised to keep copies of their applications.
- 5.2 On the applications in Sinhala and Tamil, the name of the examination should be clearly indicated in English, in addition to Sinhala or Tamil.
- 5.3 Applications should be forwarded through the respective Heads of Department with the recommendation and endorsement from Head of Department on the eligibility of the applicant for service in Missions abroad and the correctness of details given in the application. The Head of Department should also state whether the applicant, if selected, can be released immediately from the present post.
- 5.4 Applications should be forwarded by registered post to reach the "Commissioner-General of Examinations, Organization & Foreign Examination Branch, Department of Examinations, P.O Box 1503, Colombo" on or before 01st September, 2015 and should be marked "Examination for Selection of Management Assistants to fill vacancies in Sri Lanka Missions Abroad" on the top left hand corner of the envelope.

6. *Examinations Fees.*— Examination fee of Rs. 400/- should be paid at any Post Office / Sub Post Offices in Sri Lanka to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations, and the receipt obtained should be pasted in the relevant cage of the application. Details of the receipt such as number, the office money is paid to, date and the amount paid, should be indicated in the relevant space. Receipt obtained by paying examination fees through any other mode of postal/money

orders or stamps will not be accepted. It will be appropriate to keep a photocopy of the receipt. Under no circumstances will the examination fees be refunded.

7. Incomplete applications will be rejected. No allegation that an application has been lost or delayed in the post will be considered. No applications received after the closing date will be accepted.

#### 8. Admission to sit for the Examination

- 8.1 Applications will not be acknowledged.
- 8.2 The Commissioner General of Examinations will issue Admission Cards to all the applicants who are within the age limit specified in the notification provided. The duly perfected applications should be forwarded on or before the closing date with the receipts for payment of the due examination fee affixed on to them. As soon as the admission cards are issued to the prospective candidates, a notification will be published in the newspapers by the Department of Examinations, Sri Lanka to that effect. Applicants who have not received their admission cards at least prior to three days of the examination, should inform the Department of Examinations, Sri Lanka as instructed in the newspaper notification. Such applicants may inquire from the Department of Examinations, Sri Lanka about the non-receipt of admission cards, indicating the applicant's name in full, address, National Identity Card No. and the name of the examination applied for along with the photo copies of the application form, the receipt issued on payment of examination fees and the receipt issued when sending the application by registered post. Outstation applicants are advised to fax a letter of request together with the above details to the Department of Examinations, Sri Lanka to enable the Department of Examinations, Sri Lanka to fax a copy of your admission card.
- 8.3 A candidate presenting himself/herself for the examination must produce his/her admission card with attestation of signature to the Supervisor of the Examination Centre. A candidate who fails to produce his/her admission card as mentioned above will not be permitted to sit for the Examination.
- 8.4 A candidate must sit for the Examination at the Examination hall assigned to him/her. All candidates should surrender their admission cards on the first day of the examination to the supervisor. A set of rules to be observed by all candidates is published in the *Gazette*. The candidates are subjected to all rules and regulations imposed by the Commissioner General of Examinations. If such rules or regulations are violated, the candidate would have to face a penalty imposed by the Commissioner General of Examinations.



The decision of the Commissioner General of Examinations will be final with regard to the conduct of examination and the issuance of results.

- 8.5 Issuance of admission card to a candidate shall not be in any way treated as that candidate had satisfied all the qualifications for the examination.

9. *Medium of Examination*

- 9.1 The Examination will be conducted in Sinhala, Tamil and English medium. Candidates will not be allowed to change the medium applied to, subsequently.
- 9.2 A candidate is required to answer all question papers in one language only, except the English Language paper.

10. *Penalty for Furnishing False Information*

- 10.1 If any of the particulars furnished by a candidate are found to be false within his/her knowledge, or if he/she willfully suppressed any material fact, he/she will be liable for dismissal from the Public Service, and therefore, he/she will be ineligible to sit for the examination.
- 10.2 If a candidate is found to be ineligible to sit for this examination at any stage prior to, during or after the examination, his/her candidature is liable to be rejected.

11. *Identity of Candidate.* – A candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/she offers. For this purpose any of the following documents will be accepted :-

- (a) National Identity Card issued by the Department of Registration of Persons ;
- (b) Valid Passport.

12. Decision of the Secretary of Foreign Affairs will be the final in this regard.

13. In case of any divergence in the text of this notification published in Sinhala, Tamil and English, the Sinhala text will prevail.

CHITRANGANEE WAGISWARA,  
 Secretary,  
 Foreign Affairs.

Ministry of Foreign Affairs,  
 P.O. Box 583, Republic Building,  
 Colombo 01,  
 31st July, 2015.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR FILLING  
 VACANCIES IN THE PUBLIC MANAGEMENT ASSISTANTS' SERVICE CADRE  
 IN SRI LANKA MISSIONS/POSTS ABROAD – 2014(2015)

PART A

The Service you belong to:  
 (Give the relevant number in the Box)  
 Public Management Assistants' Service-1  
 Provincial Public Management Assistants' Service-2  
 Local Government Public Management Assistants' Service-3

For office use

Medium in which the applicant wishes to sit for the examination :

Sinhala - 2  
 Tamil - 3  
 English - 4

(Give the relevant Number in the Box)

1.0 Name :

- 1.1 Last Name with initials : Mr/Mrs/Ms : \_\_\_\_\_.  
 (In English block letters) Eg: SILVA M.A.
- 1.2 Name in full (In English block letters) : \_\_\_\_\_.
- 1.3 Name in full (In Sinhala/Tamil) : \_\_\_\_\_.

2.0 Address:

- 2.1 To which address Admission cards should be sent (In English block letters) : \_\_\_\_\_.
- 2.2 Permanent Address (In Sinhala/Tamil) : \_\_\_\_\_.  
 Telephone No. : \_\_\_\_\_.
- 2.3 Official Address (In English block letters) : \_\_\_\_\_.  
 Telephone No. : \_\_\_\_\_.

3.03.1 Sex: Female - 1  
 Male - 0

(Give the relevant number in the Box)

3.2 National Identity Card No:

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

3.3 Date of Birth :

Year : 

--	--	--	--

 Month : 

--	--

 Date : 

--	--

3.4 Age as at the closing date of application:

Years : 

--	--

 Months : 

--	--

 Days : 

--	--

4.0 4.1 Service : Public Management Assistants Service/Provincial Public Management Assistants Service /Local Government Public Management Assistants Service (Delete whichever is inapplicable) : \_\_\_\_\_.

4.2 Date of first appointment to the Public Service/ Provincial Service/Local Government Service and Language medium.  
 (Delete whichever is inapplicable) : \_\_\_\_\_.

5.0 5.1 Civil Status:

Married – 2

Single – 1

(Give the relevant number in the Box)

5.2 If married, number of children : \_\_\_\_\_.

Their dates of birth and ages : \_\_\_\_\_.

6.0 If the spouse is employed, give details : \_\_\_\_\_.

7.0 Educational Qualifications (with language medium) : \_\_\_\_\_.

8.0 Date of Promotion to :

8.1 Class II : \_\_\_\_\_.

Date of completion of the First Efficiency Bar Examination of Class II : \_\_\_\_\_.

8.2 Class I : \_\_\_\_\_.

8.3 The Class which the applicant is currently attached to and the date of appointment for the same : \_\_\_\_\_.

9.0 Present Annual Salary : \_\_\_\_\_.

10.0 Experience (Give the number of years) : \_\_\_\_\_.

10.1 Accounts : \_\_\_\_\_.

10.2 Establishment Procedures : \_\_\_\_\_.

11.0 Proficiency :

(a) Sinhala Language

(b) Tamil Language

(c) English Language

(d) Any other Foreign Language

Reading	Writing	Speaking

12.0 Ability :

12.1 Typing (Sinhala/Tamil/English) : \_\_\_\_\_.

12.2 Computer Literacy (Give details) : \_\_\_\_\_.

13.0 If the applicant has previously served at any Sri Lanka Mission abroad, give the names of the Mission with dates : \_\_\_\_\_.

14.0 Any other qualifications : \_\_\_\_\_.

15.0 The receipt issued by the District/Divisional Secretariat on payment of examination fees should be affixed in the below cage (retain a photocopy of the receipt)

1. Receipt No. : \_\_\_\_\_.

2. District/Divisional Secretariat : \_\_\_\_\_.

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

4. Amount : \_\_\_\_\_.

16.0. Applicant's Certificate:

I do hereby declare that I have earned all increments falling due in the 5 years immediately preceding 01.09.2015 and have not been subjected to any disciplinary punishment, except warning. I also declare that to the best of my knowledge the information furnished in this application is true and accurate. I am aware that if any information is found to be incorrect or false, before, during or after the examination, the Secretary, Ministry of Foreign Affairs has the right to cancel my candidature/ or appointment.

I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination.

I further declare that I will be subjected to the rules and regulations imposed by the Commissioner General of Examinations in relation to examination procedure and issuing results.

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

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

## PART B

(To be filled by the Head of Department)

I declare that I have verified that Mr./Mrs./Miss....., is in Class I/Class II of the Public Management Assistants Service/ Provincial Government Public Management Assistants Service/Local Government Public Management Assistants Service –

(a) has earned all increments during the 5 years immediately preceding 01.09.2015 ;

(b) and has not been subjected to any disciplinary punishment during the 5 years immediately preceding 01.09.2015 and that the information furnished in the application is true. I hereby certify that the examination fees have been paid and the receipt is attached herewith.

### Recommendation :

(i) Applicant's suitability for service in Missions abroad ;

(ii) Whether he/she can or cannot be released, if selected.

\_\_\_\_\_,  
Signature of the Head of Department  
with the Official Frank.

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

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

07-1568