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

අංක 1,985 – 2016 සැප්තැම්බර් මස 15 වැනි බ්‍රහස්පතින්දා – 2016.09.15

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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)

	PAGE		PAGE
Post - Vacant	...	Examinations, Results of Examinations &c.	2141

**Note.**— Animal Feed (Amendment) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of June 17, 2016.

#### 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 07th October, 2016 should reach Government Press on or before 12.00 noon on 23rd September, 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.”

**B. K. S. RAVINDRA,**  
Government Printer (*Acting*)

Department of Govt. Printing,  
Colombo 08,  
21st June, 2016.



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

### 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.

## 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 – 2015 (2016)

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 December 2016.

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

- (a) Should be an officer in the Class I or Class II of the Public Management Assistants' Service/ Provincial Public Management Assistants' Service/ Local Government Public Management Assistants' Service, on the date of application.

**Note : Officers in other Management Assistant Services, not belonging to the above mentioned services, are not eligible to apply.**

- (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.
- (c) Age should be less than 56 years on the closing date of applications.
- (d) Should have earned on the due date, all the annual increments, falling within the five years immediately preceding the date of application.
- (e) Should not have been subjected to any form of disciplinary punishment, other than warning.
- (f) Should not be an officer presently attached to a Sri Lanka Mission abroad.

**Note:**

- (i) 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.

- (ii) 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.
- (iii) 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.

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

<i>Paper</i>	<i>Duration</i>
Financial Systems	2 hours
Establishments Code & Office Procedures	2 hours
English	2 hours
General Knowledge	1 hour

**Note :** 1. *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.

2. *Establishment and Office Procedures.*— 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.

3. *English.*— This question paper is designed to test the candidate's knowledge in comprehension and written communication. All questions should be answered.
4. *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. However, in the event of the unavailability of a sufficient number of qualified candidates according to the above cut-off mark, the Secretary to the Ministry of Foreign Affairs reserves the right to decide the cut-off mark.
- 3.2.3 The list of applicants prepared in the alphabetical order who have qualified for the interview as per paragraph 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 After issuing letters of appointment to selected officers, in the event of an appointee failing

to assume duties in the place of work to which he/she is attached within three months from the due date the appointment will be deemed as cancelled and appeals made in that connection will not be entertained.

- 4.2 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.
- 4.3 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.
- 4.4 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 their tour of duty, the officer should return to Sri Lanka.
- 4.5 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.
- 4.6 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, 06-14 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 13th October 2016 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. *Examination Fees.*— Examination fee of Rs. 500/- 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 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 for, 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 with regard to recruitments.

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

ESALA WEERAKOON,  
Secretary/ Foreign Affairs.

Ministry of Foreign Affairs,  
P.O. Box 583, Republic Building,  
Colombo 01,  
08th August 2016.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR FILLING VACANCIES IN THE PUBLIC MANAGEMENT ASSISTANTS' SERVICE CADRE IN SRI LANKA MISSIONS/POSTS ABROAD – 2015(2016)

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 1.1 Name in Full (in block letters) : \_\_\_\_\_.

(Eg.: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with the Last Name First and Initials of Other Names at the End (in block letters) : \_\_\_\_\_.

(Eg.: GUNAWARDHANA H.M.S.K.)

1.3 Name in Full (in Sinhala/Tamil) : \_\_\_\_\_.

2.0 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. :\_\_\_\_\_.

3.0 3.1 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 :\_\_\_\_\_.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 Post Office/Sub Post Office on payment of examination fees should be affixed in the cage below. (retain a photocopy of the receipt)

1. Receipt No. : \_\_\_\_\_.
2. Post Office/ Sub Post Office : \_\_\_\_\_.
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 .....2016 and have not been subjected to any disciplinary punishment. 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 ..... 2016

(b) and has not been subjected to any disciplinary punishment during the 5 years immediately preceding .....2016 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) The applicant is eligible/ ineligible for service in Missions abroad
- (ii) The Applicant can/ cannot be released, if selected.

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

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

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