

N. B.– Part II of the Gazette No. 2,006 of 09.02.2017 was not published.

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

අංක 2,007 – 2017 පෙබරවාරි මස 17 වැනි සිකුරාදා – 2017.02.17

No. 2,007 – FRIDAY, FEBRUARY 17, 2017

(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.*– Civil Procedure Code (Amendment) bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of February 09, 2017.

#### 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 10th March, 2017 should reach Government Press on or before 12.00 noon on 23rd February, 2017.

#### 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.”

GANGANI LIYANAGE,  
Government Printer (Acting)

Department of Govt. Printing,  
Colombo 08,  
01st January, 2017.

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### 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 1 Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

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

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

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

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

Service. Such Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

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

### 4. Terms of Engagement :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### SRI LANKA REGULAR /VOLUNTEER AIR FORCE AIRMEN /AIRWOMEN VACANCIES

(d) Sheet Metal Worker

(e) Tech Wood

VACANCIES exist in the Regular Force of the Sri Lanka Air Force for Airmen/Airwomen in the trades are given below :

1. (a) Trades and Educational Qualifications Required :-

1. Aeronautical Engineering Trades (Male/Female) :

- (a) Air Frame Mechanic,
- (b) Aero Engine Mechanic,
- (c) Aero Electrical and Instrument Mechanic,
- (d) Safety Equipment.

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including ordinary passes in Sinhala/Tamil, English Languages, Mathematics and Science. A credit pass for Mathematics/Science is essential.

2. General Engineering Trades (Male) :

- (a) Armament Mechanic
- (b) Motor Transport Mechanic
- (c) Surface Tech

4. Medical Trades (Male/Female) :

- (a) Nursing Assistant (Male/Female)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including simple pass in English Language and credit passes in Sinhala/Tamil/Mathematics/Science and one other subject. Having following passes at the G. C. E. (A/L) Examination from Science/Maths Stream in one sitting will be added advantage for selection and a qualification for advance training under Ministry of Health Services mentioned therein.

Having credit pass for English in G. C. E. (O/L) Examination with simple 03 passes for Bio/Maths/Agriculture streams in G. C. E. (A/L) Examination	- Nursing Diploma (Male/Female)
Having credit pass for English in G. C. E. (O/L) Examination with simple passes for Biology/Combined Maths/Physics/Agriculture and credit pass for Chemistry	- Pharmacist/ Medical Laboratory Technologist (Male/Female)
Having credit pass for English in G. C. E. (O/L) Examination with simple passes for Chemistry, Physics/Agriculture and credit pass for Biology/Combined Maths	- E.C.G./E.E.T. (Male/Female) EEG Technician (Male)
Having credit pass for English in G. C. E. (O/L) Examination with simple passes for Chemistry, Biology/Combined Maths and credit pass for Physics	- Occupational Therapist X Ray Technician/Physiotherapist Ophthalmic Tech (Male)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including ordinary passes in Sinhala/Tamil, English Languages, Mathematics and Science. A credit pass for Mathematics/Science will be an added qualification.

3. Electronics and Telecommunication Engineering Trades :

- (a) Air Radio Technician (Male)
- (b) Telecommunication Technician (Male)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including ordinary passes in Sinhala/Tamil, English Languages, Mathematics and Science. A credit pass for Mathematics/Science is essential.

- (c) Air Communicator (Male)
- (d) Telephonist (Male/Female)
- (e) Computer Technician (Male)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including ordinary passes in Sinhala/Tamil and English Languages.

(b) Dental Assistant (Male/Female)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including ordinary pass in English Language and credit passes in Sinhala/Tamil Language, Mathematics, Science and one other subject. Having three passes at the G. C. E. (A/L) Examination from Science Streams in one sitting (Biology/Combine Mathematics/Chemistry/Physics or Agriculture) will be added advantage for selection and a qualification for advance training under Ministry of Health Services.

5. Administrative Trades (Male/Female) :

(a) Administrative Assistant

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary passes in Sinhala/Tamil and English Languages and a credit in Mathematics/Science/Business and Account Studies. Knowledge on computers (Microsoft Office package) will be an added qualification.

(b) Accounts Assistant

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary passes in Sinhala/Tamil and English Languages and a credit in Mathematics/Business and Account Studies. Knowledge on computers (Microsoft Office package) will be an added qualification.

6. Operations Trades :

(a) Operations Air (Male)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary passes in Sinhala/Tamil Languages and a credit pass in English Language.

(b) Fire Fighter (Male)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary passes in Sinhala/Tamil and English Languages. A valid heavy vehicle driving license will be an added qualification.

(c) Operations Ground (Male)

(d) Dog Handler (Male)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary passes in Sinhala/Tamil Language.

7. Logistic Trades :

(a) Logistic Assistant (Male/Female)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary passes in Sinhala/Tamil and English Languages and a credit in Mathematics/Science/Business and Account Studies. Knowledge on computers (Microsoft Office package) will be an added qualification.

(b) Aviation Fuel quality Controller (Male)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary passes in Sinhala/Tamil and English Languages and a credit in Mathematics/Science/Business and Account Studies. Knowledge on computers (Microsoft Office package) will be an added qualification.

(c) Cabin Attendance (Female)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary pass in Sinhala/Tamil Language and a credit in English language. Fluent in English language with strong communication skill and having experience as a Cabin Assistant with pleasing personality will be an added qualification. Capable of reach to 212cm height by both hands (using toe).

(d) Catering Assistance (Male)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary pass in Sinhala/Tamil Languages.

(e) Uniform Out Fitter (Female)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary pass in Sinhala/Tamil Language. Operating of JUKI machine (Over lock, button hole, Button attached, Double needle, Bar tack), cutting and designing of gramments without blocks and technical knowledge on JUKI machine will be an added qualification.

8. Police (Male/Female)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including ordinary passes in

Sinhala/Tamil and English Languages. Priority will be given to male and female candidates those who measured 5'8"and 5'6" or above in height respectively.

9. Musician (Male)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings (additional and optional subjects not considered) including an ordinary pass in Sinhala/Tamil Language. Ability of singing and playing of musical instrument will be considered as special qualification.

10. Physical Training Instructor (Male/Female)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary pass in Sinhala/Tamil Language. Outstanding competencies in National Level sports will be special qualification at selection. The practical test should pass all the candidates who were passing the preliminary interviews.

Vacancies exist in the Volunteer Force of the Sri Lanka Air Force for Airmen/Airwomen in the trades are given below :

2. (a) Trades and Educational, Professional Qualifications required :

(1) Logistic Trades

(a) Ground Steward (Male/Female)

Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including an ordinary pass in Sinhala/Tamil Language. Priority will be given to candidates who have an ordinary pass for English or fluent in English language with communication skill. Experience and professional qualification in field of hospitality at Tourist Board Authorized Hotels (*Ex. : Waiter/Barman/House Keeper/Room Boy/Room Attendance/Room Steward*).

Vacancies exist in the Regular Sri Lanka Air Force for Airmen/Airwomen of the in the trades are given below as Direct Entry.

3. (a) Trades and Educational, Professional Qualifications required :

(1) Administrative Trades

(a) Audit Assistant (Regular - Male/Female)

(1) Passed the G. C. E. (A/L) Examination from Commerce Stream.

(2) Passed Intermediate Level (Stage II) of Association of Accounting Technician (AAT) of Sri Lanka or completion of second year of High National Diploma in Accounting (HNDA) or High National Diploma in Commerce (HNDC) of Sri Lanka Technical College.

(3) Experience in the relevant field will be added advantage.

\* Selected candidates will be enlisted to the rank of their professional qualifications and experience.

(2) Electronics and Telecommunication Engineering Trades (Regular - Male)

(a) Air Radio Technician.

(b) Telecommunication Technician.

(1) Passes in 06 subjects at the G. C. E. (O/L) Examination at not more than two sittings including ordinary passes in Sinhala/Tamil, English Languages, Mathematics and Science. A credit pass for Mathematics/Science is essential ;

*and*

(2) Successful completion of two year fulltime National Certificate Course in Engineering Craft Practice (Electronics/Telecommunications/Electrical) at a Technical College recognized by the Ministry of Vocational and Technical Training or equivalent.

\* Selected candidates will be enlisted to the rank of Leading Aircraftsman.

4. *Other Requirements :-*

(a) Candidates must fulfill the following general conditions for enlistment in the Sri Lanka Regular/Volunteer Air Force :-

1. *Nationality* : Must be a citizen of Sri Lanka ;

2. *Age as at 20th May 2017 :*

Not less than 18 years and not more than 23 years (Regular Male),

Not less than 18 years and not more than 22 years (Regular Female),

Not less than 18 years and not more than 30 years - Ground Steward (Volunteer Male),

Not less than 18 years and not more than 25 years  
- Ground Steward (Volunteer Female)

For Direct Entry :

Not less than 18 years and not more than 26 years  
- Audit Assistant (Male/ Female),

Not less than 18 years and not more than 28 years  
- Air Radio/Tele Tech (Male)

3. *Height* : 5 feet 5 inches and above (Male) ;  
5 feet 3 inches and above (Female)

4. *Weight* : 17 < BMI < 26 (Male)  
17 < BMI < 25 (Female)  
Body Mass Index =  $\frac{\text{Weight (kg)}}{\text{Height}^2 \text{ (m)}}$

5. *Vision Colour* : CP 2  
*Standard*

6. *Visual Acuity* : 6/6 each eye (without spectacles)

7. *Chest* : 32"

8. *Civil Status* : Unmarried

(a) Regular Airmen/Airwomen Candidates must be unmarried and not allowed to marry until the completion of two years from the date of enlistment and until one year after the completion of the Basic Trade Training Course and whichever is later).

(b) Volunteer Airmen/Airwomen Candidates must be unmarried and not allowed to marry until the completion of the Basic Trade Training Course and whichever is later.

(c) Direct Entry Airmen/Airwomen are not allowed to marry until the completion of initial combat course.

5. Candidates who do not possess the required educational qualifications or fulfil the requirements of paragraph 01 "a" and paragraph 02 "a" or paragraph 03 "a" and paragraph 04 will be rejected. On arrival for the first interview the height, weight and vision will be measured. Candidates whose height, weight chest and vision is below the standard specified in the *Gazette Notification* and who have no exceptional skills will not be interviewed. Any candidate who may have a special skill or value to the service may at the discretion of the Commander of the

Air Force be considered even though he/she may not have the requisite height provided he/she possess the requisite academic and professional qualifications.

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

7. *Conditions of Service* :-

(a) Airmen/Airwomen will be governed by the Air Force Act and other Air Force Regulations and Orders with effect from the date of enlistment.

(b) Selected candidates will be trained in combat and in the selected trades accordingly. They will be required to perform combat duties and any type of duty, day and night, even under very difficult conditions in any part of Sri Lanka or abroad.

8. *Terms of Engagement* :-

(a) Regular Airmen and Airwomen

Selected candidates will be enlisted to the third class of the rank of Aircraftsman/Aircraftwomen/leading Aircraftsman/Corpral in the Regular Air Force and shall be required to serve for Twelve (12) years in which Eight (08) years will have to be served continuously whilst serving a further four (04) years in the Regular Air Force (Reserve) when called to do so. Opportunities exist for suitable Airmen/Airwomen to extend for further service on completion of eight years of service on the discretion of the Commander of the Sri Lanka Air Force.

(b) Volunteer Airmen and Airwomen

Selected candidates will be enlisted to the third class of the rank of Aircraftsman/Aircraftwomen in the Volunteer Air Force and shall be required to serve for five (05) years. Opportunities exist for suitable Airmen/Airwomen to extend for further service on completion of five (05) years of service on the discretion of the Commander of the Sri Lanka Air Force.

9. *Official Language Requirements*.– The selected candidates must confirm to the Official Language Policy of the Government of Sri Lanka.

10. Pay and Allowances:-

(a) Since a consolidated pay revision is in progress at present and same revision will continue upto year 2020 followings are the amounts payable till 2020 :-

Year Rank	2016 (Annum) Rs. cts.	2017 (Annum) Rs. cts.	2018 (Annum) Rs. cts.	2019 (Annum) Rs. cts.	2020 (Annum) Rs. cts.
Aircraftman	207,984.00	244,608.00	281,232.00	317,856.00	354,480.00 (7x300 -19x370)
Leading Aircraftman	214,320.00	252,060.00	289,800.00	327,540.00	365,280.00 (4x300 -19x370)
Corporal	220,656.00	259,512.00	298,368.00	337,224.00	376,080.00 (1x300-10x370 -9x495)
Sergeant	227,808.00	267,996.00	308,184.00	348,372.00	388,560.00 (3x370-9x495 -3x660)
Flight Sergeant	232,848.00	273,996.00	315,144.00	356,292.00	397,440.00 (1x370-9x495 -3x660)
Warrant Officer	242,352.00	285,204.00	328,056.00	370,908.00	413,760.00 (7x495-14x660)
Master Warrant Officer	271,452.00	319,404.00	367,356.00	415,308.00	463,260.00 (13x660)

(b) Other Allowances :

- (1) Cost of living allowances - Rs. 7,800 per month.
- (2) Incentive allowance of Rs. 250 per month after five years of service
- (3) Hardlying allowance - Rs. 20 per day.
- (4) Additional hard lying allowance - Rs. 3,880 per month for those serving in operational areas.
- (5) Special allowance - I- Rs. 2,400 per month (Rs. 80 will be paid for per day).
- (6) Interim allowance - Rs. 1,000 per month.
- (7) Uniform upkeep allowance - Rs. 170 per month.
- (8) Ration allowance Rs. 14,213.70 per month (if permitted to live out Rs. 473.79 per day).
- (9) Qualification pay where applicable (upto a maximum of Rs. 637.50 per month).
- (10) Adjustment allowance as applicable.
- (11) Three sets of holiday railway warrants per year (For Airman/Airwoman, spouse and children).
- (12) Reimbursement of bus fare for living in Airman/Airwoman to travel from the Base/Station to the hometown once a month.
- (13) Free issue of uniforms and ancillary items.
- (14) Free medical facilities (including for families if applicable).
- (15) Married Airman/Air woman permitted to live -out are entitled to a free bus pass to travel from residence to place of work within 30 miles radius.
- (16) Rent allowances for married Airman/Airwoman are not in occupation of a government married quarter. Sergeant and below Rs. 1,200 to Rs. 2,750 per month. And Flight Sergeant and above Rs. 1,350 to 3,300.
- (17) Accommodation - free for personnel living in.
- (18) Disturbance allowance - When proceeding on duty outside permanent station (Rates vary with married/unmarried).
- (19) Good conduct badge pay - Paid to personnel whose behavior and general conduct are maintained at a high standard. (Rs. 30.00 to Rs. 511.50 per month).



- (20) Instructional pay - (Rs. 425 to Rs. 510 per month).
- (21) Overseas allowances will be paid as per Air Force pay code.
- (c) Pensions/Gratuities payable in terms of the Air Force Pensions and Gratuities Code 1981 and as amended from time to time. All Airmen and Airwomen are contributors to the Widows' and Orphans' Pensions (Armed Force) Scheme. Rate of contributions are as per Widows' and Orphans' Pension (Armed Forces) Scheme Regulations 1970.
11. *Instructions to Applicants :-*
- (a) Applications should be submitted in applicants own handwriting in terms of the form specified below. All pages of the application should be filled with much detail as possible. Applications should be sent by registered post addressed to "Command Recruiting Officer, Sri Lanka Air Force Trade Training School, Ekala, Kotugoda" so as to reach there not later than 1200 noon on 28th February 2017. The envelope enclosing the application should be marked "Application for Regular/Volunteer Airmen/Airwomen" on the top left corner. Applications received at Sri Lanka Air Force, Ekala, Kotugoda after closing date and time and not in accordance with the requirement of this notification and not in registered post will not be considered.
- (b) Candidates who are in Government Service/Corporations/ Boards/ Civil Establishments should forward their applications through their Heads of Departments/Corporations/Boards/Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.
- (c) Candidates will be required to produce the originals of the following documents when interviews or called upon to do so:-
- (1) Certificate of Registration of Birth (Certificate issued for the purpose of the Education Code will not be accepted).
  - (2) Certificate in support of the educational qualifications required.
  - (3) Certificate for Trade/Technical training and/or experience (if any) obtained from a recognized institution will be an added advantage.
  - (4) Two recent certificates of character. One of these should be from the Principal of the last school attended and the other from the responsible person who has the know of the applicant for more than two years or from the present employer (if employed).
  - (5) Certificates in support of sports activities and cadetting *etc.*
  - (d) Application of candidates who fail to produce document when required to do so will not be considered.
  - (e) No original documents or copies of document should be attached to the application form.
  - (f) The Air Force will not be responsible for loss of any originals of certificates if enclosed with the application form.
12. Candidates considered suitable for the interview will be required to appear for an interview at their own expense before an Air Force Recruiting Board. Such candidates will be informed individually of place, date and time.
13. On every occasion an applicant is summoned for interviews, he is to produce the National Identity Card. Candidates who do not have the National Identity Card could produce some other form of the accepted identification. However, no candidates will be enlisted with out the National Identity Card.
14. Candidates likely to be suitable following their interviews will be required to present themselves before an Air Force Medical Board. The required number of candidates per trade will be selected according to high marks merit at these interviews.
15. Any one who desires to recommend a candidate should do so by giving his testimonial. Any form of canvassing or attempt to influence the selection of a candidate will result in disqualification of such candidates.
16. Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and for dismissal if discovered after the selection.

17. Candidates who are found unsuitable for enlistment will not be notified.

K.V.B. JAYAMPATHY,  
 Air Marshal,  
 Commander of the Air Force.

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

APPLICATION FOR AIRMEN/AIRWOMEN IN THE  
 SRI LANKA AIR FORCE

1. Full Name : \_\_\_\_\_  
 (According to National Identity Card)
2. National Identity Card Number : \_\_\_\_\_.
3. Applied Trade : \_\_\_\_\_.
4. Postal address : \_\_\_\_\_.
5. Permanent address : \_\_\_\_\_.
6. Nearest Air Force Station : \_\_\_\_\_.
7. Nearest Police Station to Permanent Address : \_\_\_\_\_.
8. District : \_\_\_\_\_.
9. Electorate : \_\_\_\_\_.
10. G.S. Division : \_\_\_\_\_.
11. Telephone Number : \_\_\_\_\_.
12. Date of Birth : \_\_\_\_\_.
13. Age (as at 20th May 2017) :  
 Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
14. Married or Single : \_\_\_\_\_.
15. Gender : \_\_\_\_\_.
16. Height : Feet : \_\_\_\_\_. Inches : \_\_\_\_\_.
17. G. C. E. (O/L) Examination :

Year	Index No.	Subjects Passed	Grading

18. G. C. E. (A/L) Examination :

Year	Index No.	Subjects Passed	Grading

19. Any special qualifications for the post : \_\_\_\_\_.  
 (Eg.- Technical, Training and Experience etc.)
20. Details of special achievements in sports : \_\_\_\_\_.
21. Other achievements of note at school or with outside organizations : \_\_\_\_\_.
22. If previously applied for the Armed Forces or Police give details : \_\_\_\_\_.
23. Have you been convicted or bound over by a Civil or Military Court ? If so, give details : \_\_\_\_\_.
24. Particulars of Testimonials :

Name	Description	Permanent Address

25. Declaration to be signed by the applicant :

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

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

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

12-701

**SRI LANKA AIR FORCE OFFICER  
 VACANCIES**

VACANCIES exist for Male/Female Commissioned Officers in the regular/volunteer Force of the Sri Lanka Air Force in following Branches.

- (a) Technical Engineering Branch,
- (b) Electronic Engineering Branch,

- (c) Administrative Branch,
- (d) Medical Branch,
- (e) Administrative Veterinary Branch,
- (f) Administrative Legal Branch,
- (g) Administrative Band Branch.

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

**(a) Technical Engineering Branch :**

*Technical Engineering Officer (Aeronautical) - Male (Regular) :*

- \* Full time four (4) year Bachelor degree in Aeronautical Engineering from a recognized University by the University Grant Commission of Sri Lanka,

(Selected candidates will be commissioned in the rank of *Flight Lieutenant* in keeping with their professional qualifications and experience).

*Technical Engineering Officer (General) - Male (Regular) :*

Full time four (04) years BSc in Mechanical/Automobile Engineering from a recognized by the UGC of Sri Lanka University or three (03) years full time National Diploma in Technology (NDT) in Mechanical Engineering from the University of Moratuwa or three and half (3 1/2) years full time Higher National Diploma in Mechanical Engineering (HNDE) from Sri Lanka Institute of Advanced Technological Education with one (01) year post qualification, work experience in the Mechanical/Automobile Engineering field.

(Selected candidates will be commissioned in the rank of *Flight Lieutenant* or *Flying Officer* in keeping with their professional qualifications and experience).

**(b) Electronics Engineering Branch :**

*Network Administrator - Male (Regular) :*

- \* Four (4) years BSc Engineering Degree in a computer related stream or three (3) year BSc Degree in a computer related stream or BSc Degree with Computer Science as a major subject or HND or NIBM Diploma

or equivalent with sound knowledge and experience in Network Administration.

*Software Developer - Male (Regular) :*

- \* Four (4) year BSc Engineering Degree in a computer related stream or three (3) year BSc Degree in a computer related stream or BSc Degree with Computer Science as a major subject or HND or NIBM Diploma or equivalent with sound knowledge and experience in Software Development using ASP.NET and C#.NET.

- \* All candidates are required to sit for writing and a practical test.

(Selected candidates will be commissioned in the rank of *Flight Lieutenant* or *Flying Officer* in keeping with their professional qualifications and experience).

- \* All BSc qualification should be from Universities recognised by the University Grant Commission of Sri Lanka.

**(c) Administrative Branch :**

*Administrative Officers - Male/Female (Regular)*

- \* Bachelor degree in Commerce/Management/Arts or equivalent with one (1) year post qualification experience in Management/Accounting ; or

- \* Fully qualified Chartered Accountants with one (1) year post qualification experience in auditing ; or

- \* One (1) year Diploma in HRM with one (1) year post qualification experience in Management/Accounting field and a minimum of six passes at the G. C. E. (O/L) examination including credit passes in English Language, Science of Mathematics and an ordinary pass in Sinhala/Tamil language in one sitting (additional and optional subjects not considered) ; or

- \* Chartered intermediate exam with one (1) year post experience in Management/Accounting and a minimum of six passes at the G. C. E. (O/L) examination including credit passes in English language, Science or Mathematics and an ordinary pass in Sinhala/Tamil language in

one sitting (additional and optional subjects not considered).

(Selected candidates will be commissioned in the rank of Flying Officer or Pilot Officer in keeping with their professional qualifications and experience).

**(d) Medical Branch**

Medical Officers - Male (Regular/Volunteer)

- \* **Flight Lieutenant** : MBBS or equivalent with full registration with the Sri Lanka Medical Council.

**(e) Administrative Veterinary Branch**

*Veterinary Officer - Male (Regular/Volunteer)*

- \* **Flight Lieutenant** : Bachelor of Veterinary Sciences from the University of Peradeniya or equivalent with Sri Lanka Veterinary Council Registration.

**(f) Administrative Legal Branch**

*Legal Officer - Female (Regular/Volunteer)*

- \* Attorney-at-Law of the Supreme Court of Sri Lanka - Specialized and/or experienced in preparation of Commercial contracts, Notarial documents, Memorandum of understanding, procurement procedures, Court prosecution and handling disciplinary matters.

(Selected candidates will be commissioned in the rank of Flight Lieutenant in keeping with their professional qualifications and experience).

**(g) Administrative Band Branch**

*Band Master - Music Western (Military/Rock Band) - Male (Regular)*

- \* A minimum of six passes at the G. C. E. (O/L) examination with four credits including credit pass in English language and an ordinary pass in Sinhala/Tamil language in one sitting ;

*and*

- \* Qualified up to grade five (5) or above of the Royal College or Trinity College of Music London or equivalent qualifications.

- \* Ability to train and conduct Military Band/Rock Band and a credit pass in Music at the G. C. E. (O/L) examination will be an added qualification.

- \* Ability to compose music in western and oriental tradition as well as a sound knowledge on playing western and oriental instrument will be considered as a special qualification.

*Band Master - Music Eastern (Oriental Orchestra) - Male (Regular)*

- \* A minimum of six passes at the G. C. E. (O/L) Examination with four credits including credit pass in English language and an ordinary pass in Sinhala/Tamil language in one sitting ;

*and*

- \* Degree in Fine Arts from the Institute of Aesthetic Education (Music) in Sri Lanka or passed final Level (Music) in National Dance and Music Examination of Sri Lanka or "Visharadha" Part II level from "Bahathkande" Music academy in India.

- \* Ability to train and conduct oriental/Orchestra and a credit pass in Music at the G. C. E. (O/L) examination will be an added qualification.

- \* Ability to compose music in both oriental and western traditions as well as a sound knowledge on playing western and oriental instruments will be considered as a special qualification.

*Band Master - Cultural Drumming (Dance Troupe) - Male (Volunteer)*

- \* A minimum of six passes at the G. C. E. (O/L) Examination with four credits including credit pass in English language and an ordinary pass in Sinhala/Tamil language in one sitting ;

*and*

- \* Degree in Fine Arts from the Institute of Aesthetic education (Dance) in Sri Lanka or passed final level (Dance) in National Dance and Music Examination of Sri Lanka.

- \* Ability to train on traditional drum and foreign percussion will be considered as a special qualification.

- \* Ability to create traditional and foreign percussion acts will be considered as a special qualification.

\* A credit pass in Dancing at the G. C. E. (O/L) examination will be an added qualification.

(Selected candidates will be commissioned in the rank of *Pilot Officer*)

3. *Other Entry Reuirements :*

- (a) Nationality : Must be a citizen of Sri Lanka
- (b) Civil Status : Married/Unmarried
- (c) Gender : Male/Female (As applicable)
- (d) Age : As at 20th May, 2017
  - (1) For Technical Engineering Branch and Electronics Engineering Branch - 18 to 30 years
  - (2) For Administrative Branch, Medcial Branch Administrative Veterinary Branch, Administrative Legal Branch and Administrative Band Branch - 18 to 35 years
- (e) Height : Male - 5' 6" and above (Medical Branch officer 5'5" and above)  
Female - 5'4" and above
- (f) Weight : 17 < BMI < 26 Male  
17 < BMI < 25 Female
 
$$\text{BMI} = \frac{\text{Weight (Kg)}}{\text{Height}^2 \text{ (m)}}$$
- (g) Chest : Minimum 32" (Male)
- (h) Colour Vision : CP2 Standard
- (i) Visual Acuity : Left eye 6/6 and right eye 6/6 (without spectacles)  
Medical Branch (6/18 in each eye corrected visual acuity with spectacle should be 6/6 in each eye)

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

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

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

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

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

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

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

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

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

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

14. A married officer may be provided with a married quarter if available. Recovery of rental will be as per the Establishment Code. Married officers not in occupation of married quarters will be entitled to a rental allowance as stated in para 15(d)(16).

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

Year Rank	2017 (Annum) Rs. cts.	Adjustment Allowance 2017 (Annum) Rs. cts.	2020 (Annum) Rs. cts.
Pilot Officer (Cadet)	319,404.00	68,796.00	463,260.00
Pilot Officer (Non Cadet)	346,764.00	64,476.00	502,860.00
Flying Officer	393,684.00	56,580.00	571,380.00 - (30x16,020) = 1,051,980.00
Flight Lieutenant	459,996.00	45,996.00	667,500.00 - (24x16,020) = 1,051,980.00
Squadron Leader	504,204.00	38,940.00	731,580.00 - (22x16,020) = 1,084,020.00

(b) Pay applicable to Medical Officers :

Year Rank	2017 (Annum) Rs. cts.	Adjustment Allowance 2017 (Annum) Rs. cts.	2020 (Annum) Rs. cts.
Preliminary Grade	448,944.00	47,760.00	651,780.00 (3x16,020 -7x16,140 -2x19,560 -16x26,040)
Grade II	482,148.00	42,420.00	699,660.00 (3x16,020 -7x16,140 -2x19,560 -16x26,040)
Grade I	591,948.00	22,620.00	861,660.00 (3x16,020 -7x16,140 -2x19,560 -16x26,040)
Specialist Grade	727,608.00	2,808.00	1,056,000.00 (12x32,400)

(c) Other allowances applicable to Medical Officers :

(1) Pensionable allowances :

Preliminary Grade	-	Rs. 1,700.00 per month
Grade II	-	Rs. 1,700.00 per month
Grade I	-	Rs. 3,400.00 per month
Specialist Grade	-	Rs. 3,400.00 per month

(2) Non Pensionable allowances :

Preliminary Grade	-	Rs. 2,125.00 per month
Grade II	-	Rs. 1,700.00 per month
Grade I	-	Rs. 400.00 per month

(3) DAT allowance - Rs. 35,000.00 per month

(4) Extra duty payments :

Preliminary Grade	-	Rs. 335.00 per hour
Grade II	-	Rs. 383.00 per hour
Grade I	-	Rs. 528.00 per hour
Specialist Grade	-	Rs. 628.00 per hour

(5) Language proficiency allowance :

Preliminary Grade	-	Rs. 1,071.00 per month
Grade II	-	Rs. 1,078.00 per month
Grade I	-	Rs. 1,648.00 per month
Specialist Grade	-	Rs. 2,016.00 per month

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

(d) *Service Allowances :*

1. Cost of living allowance Rs. 7,800 per month.
2. Incentive allowance of Rs. 250 per month after five years of service.
3. Hard living allowance Rs. 20 per day.
4. Additional Hard living allowance Rs. 4,380 per month for those serving in operational areas.
5. Special allowance (1) Rs. 3,100 per month (Rs. 100 will be paid for per day).
6. Interim allowance Rs. 1,000 per month.
7. Uniform upkeep allowance Rs. 255 per month.
8. Batman allowance Rs. 637.50 per month (if permitted to live out).
9. Ration allowance Rs. 16,676.14 per month (if permitted to live out Rs. 537.94 per day).
10. Qualification pay where applicable (upto a maximum of Rs. 637.50 per month).
11. Three sets of holiday railway warrants per year (for officer, spouse and children).
12. An additional set of railway warrants or the reimbursement of bus fare for officers living in Messes to travel from the Mess to the hometown once a month.
13. Free issue of uniforms and ancillary items.
14. Free medical facilities (including for families if applicable).
15. Married officers permitted to liveout are entitled to a free bus pass to travel from residence to place of work within 30 miles radius.
16. Rent Allowance for married officers not in occupation of a government married quarter. Pilot Officer to Group Captain and above Rs. 1,600 to Rs. 4,250 per month.

17. service allowance Rs. 300, Rs. 400, Rs. 500 as applicable (payable to service Medical Officers in consideration to the number of complete year of service).

18. Additional Service Allowance Rs. 1,500 per month (Applicable to service Medical officers only).

19. 1/20 Allowance - Con pay x 1/20 x3 days (Maximum) per month (applicable to service Medical Officers only).

20. Extra duty payments 120 hrs. (maximum) per month (applicable to service Medical Officers only).

21. Telephone Bill allowances :  
Specialist Doctors - Rs. 8,000 per month  
Doctors - Rs. 4,000 per month

22. Engineering allowances - Rs. 15,000 per month (applicable to Engineering Officers only).

23. Veterinary allowances Rs. 7,500 per month (applicable to Veterinary to Officers only).

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

17. *Instructions to Applicants :*

(a) Applications should be submitted in terms of the form specified below. All cages of the application should be completed neatly with as much details as possible. Applications should be addressed to "Command Recruiting Officer, Sri Lanka Air Force Trade Training School, Ekala, Kotugoda" so as to reach him not later than 1200 noon on 28th February 2017 under registered cover. The envelope enclosing the application should be marked "Application for Commission in the ..... Branch" Applications received after the closing date and not in accordance with the requirements of this notification and not in registered post mail will not be entertained.

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

(c) Applicants should attach to their applications copies of :

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

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

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

19. *Selection Interview* :

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

(b) Candidates selected for interviews will be informed in writing of the place, time and date of such interviews. No travelling or other expenses will be paid in this respect.

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

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

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

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

KVB JAYAMPATHY,  
Air Marshal,  
Commander of the Air Force.

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

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

1. Nationality :\_\_\_\_\_.

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

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

3. National Identity Card Number :\_\_\_\_\_.

4. Branch Applied :\_\_\_\_\_.

5. Post applied :\_\_\_\_\_.

6. Permanent Address :\_\_\_\_\_.

7. Nearest Police Station to permanent address :\_\_\_\_\_.

8. School attended :\_\_\_\_\_.

9. Postal Address :\_\_\_\_\_.

10. E-mail Address :\_\_\_\_\_.

11. Date of Birth :\_\_\_\_\_.

12. Height :\_\_\_\_\_ ' \_\_\_\_\_".

13. District :\_\_\_\_\_.

14. Electorate :\_\_\_\_\_.

15. Grama Seva Division and Number :\_\_\_\_\_.

16. Telephone Number :\_\_\_\_\_.

17. Civil Status :\_\_\_\_\_.



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

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

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

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

20. Particulars of parents :

Full Name	Place of birth	Occupation	Present address
Father			
Mother			

21. Any special qualification for the post : \_\_\_\_\_.

22. Details of current achievements in sports. (Give details of teams and competitions participated with dates/ years etc. and standards/levels achieved) : \_\_\_\_\_.

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

24. Any previous service in the Armed Force or Volunteer Force, Cadet Corps or Boy Scout Organization : \_\_\_\_\_.

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

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

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

28. Particulars of testimonials :

Name	Designation	Postal Address

29. Declaration to be signed by the applicant :

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

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

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

02-700

## PUBLIC SERVICES COMMISSION

### Land Commissioner General's Department

RECRUITMENT FOR THE POST OF LEGAL OFFICER (EXECUTIVE SERVICES GRADE III) ON OPEN BASIS

APPLICATIONS are hereby called from the citizens of Sri Lanka with following qualifications, for the post of Legal Officer of Land Commissioner General's Department.

Vacancies - 01.

01. *Method of Recruitment.*- Applicants who obtained maximum marks from a structured interview conducted by an interview panel appointed by Public Services

Commission out of the applicants who have completed the qualifications mentioned in the notice will be recruited in accordance with the number of vacancies. Structured interview will be held in conformity with the marking scheme (under No. 6) approved by Public Services Commission.

02. *Qualifications :*

- (i) *Educational /Professional Qualifications :*  
A Degree in Law from a university recognized by the University Grants Commission/have taken oath as a Lawyer of Supreme Court.
- (ii) *Experience :*  
Should have an active professional service period not less than 03 years after taking oath as a Lawyer of Supreme Court.
- (iii) *Physical Qualifications :*  
Every applicant should be physically and mentally fit to discharge duties of the post in any part of the island.
- (iv) *Other :*  
\* Should be a citizen of Sri Lanka,  
\* Should be of excellent character,  
\* Requisite qualifications should have been completed in every aspect as at the closing date.

03. *Service occupying conditions and Service Conditions :*

- (i) This post is permanent you should be subjected to a policy decision taken by the government about your pension scheme.
- (ii) The appointment is subjected to a probation period of three (03) years. The first efficiency bar examination should be passed within three years of the appointment to the legal officer Grade III.
- (iii) As per the public administration Circular No. 01/2014 dated 21.01.2014, the language proficiency of the other official language in addition to the language of the medium of recruitment should be obtained. The officers who are recruited in the medium of a non official language should obtain the official language proficiency within the probation period.
- (iv) This appointment is subjected to the procedural rules of the Public Service Commission, the Establishment Code of Democratic Socialist Republic of Sri Lanka, Financial Regulations and other Departmental orders.

04. *Age limit.-* Applicants should not be less than 21 years and not more than 45 years as at the closing date for applications.

05. *Salary Scale.-* Monthly salary scale entitled to this post, as per the Schedule I of the Public Administration Circular Number 03/2016 dated 25.02.2016, is Rs. 47,615 -10x1,335 -8x1,630 - 17x2,170 -Rs. 110,895 (SL-1-2016). You shall be paid as mentioned in the Schedule II in conformity with that circular.

(Ex. : For the period of 01.01.2017 - 31.12.2017 the basic salary and the adjustment allowance shall be Rs. 32,807 and Rs. 4,715 respectively.

06. The structured interview shall be based on the following marking scheme :

	<i>Subject</i>		<i>Maximum Marks</i>
01	<b>Additional Educational Qualifications</b> Degree in Law from a university recognized by the government.		<b>20</b>
	- First Class	20	
	- Second Class (Upper)	15	
	- Second Class (Lower)	10	

	<i>Subject</i>		<i>Maximum Marks</i>
	<p>First Class in the final year of Law College Second Class in the final year of Law College</p> <p><i>Note.</i>– 10 marks should be given if the final examination is passed with Honors. (Maximum marks - for either the degree or law collage qualifications)</p>	<p>15 10</p>	
02	<p><b>Additional Professional Qualifications</b> Masters in law Post Graduate Degree in Law - Academic period not less than one year Post Graduate Diploma in relevant field or Post Graduate Diploma in Law issued by a recognized institute - Academic period not less than one year.</p> <p>(05 marks each for one Diploma - Maximum 15 marks) Diploma in relevant field issued by a recognized institute - Academic period not less than 06 months.</p> <p>(03 marks each for one Diploma - Maximum 15 marks) Certificate Course in relevant field issued by a recognized institute - Academic period not less than 03 months. (02 marks each for one Diploma - Maximum 10 marks)</p>	<p>15 10</p>	<b>15</b>
03	<p><b>Additional Experience</b> Experience as an Attorney-at-Law in public or private sector 02 marks - for more than 06 months and less than a year. Maximum 30 marks as 05 marks for each year.</p> <p>(Except to the 03 years of service period employed as a lawyer to obtain the basic qualification)</p> <p>(Additional experience should be confirmed by a certificate issued by a Attorney-at-Law or President's Counsel or a Judge with a service period not less than 20 years.)</p>		<b>30</b>
04	<p><b>Proficiency in English Language</b> Post graduate/degree/post LLB degree/LLB degree obtained in English medium. (All relevant question papers should have been answered in English Medium.)</p> <p>English Language Diploma form a University recognized by University Grants Commission or an institute recognized by the government. (Academic period of one year or 1500 hours.)</p> <p>Certificate course in English Language from a University recognized by University Grants Commission or an institute recognized by the government.</p> <p>- 06 months/720 hours - 03 months/360 hours</p> <p>(Marks shall be given only to the highest qualification.)</p>	<p>15  10  07 05</p>	<b>15</b>
05	<p><b>Information Technology Literacy</b> Information Technology as a main subject of a degree from a university recognized by University Grants Commission.</p>	<p>15</p>	<b>15</b>

	<i>Subject</i>		<i>Maximum Marks</i>
	Diploma in IT not less than one year or 1500 hours from an institute recognized by the government	10	
	Certificate Course in IT from an institute recognized by the government		
	- 06 months/720 hours	07	
	- 03 months/360 hours	05	
	(Marks shall be given only to the highest qualification)		
06	<b>Skills shown at the interview</b>		<b>05</b>
	<b>Total</b>		<b>100</b>

07. *Identity of the candidate.*– Only the applicants who have submitted the applications completed in every aspect will be invited for the structured interview.

Original and duly certified copies of all the certificates should be submitted at the interview.

Following documents will be accepted to confirm the identity at the interview.

1. National Identity Card issued by the Department of Registration of persons.
2. Valid Passport.

08. *How to Apply :*

- (a) Applications should be sent *via* registered post to reach the following address on or before 10.03.2017. The late submissions will be rejected :  
Land Commissioner General,  
Land Commissioner General's Department,  
Rajamalwatta Road,  
Battaramulla.
- (b) A specimen of an application could be found at the end of this notice. Applicants should prepare their applications in A4 Papers as 01-08 in the first page. 9-13 in the second page and 14-15.2 in the third page and complete in own handwriting.
- (c) Envelope containing the application should be marked “Application for the post of Legal Officer of land Commissioner General's Department” in the top left corner.
- (d) Applicant's signature of the application should be attested by a Principal of a Government School/ Justice of Peace/Commissioner of Oaths/Attorney-at-Law/Notary Public/A Commissioned Officer of Army, Navy or Air Force/ An Officer in receipt of a monthly consolidated salary of Rs. 47,615 in a permanent post of public sector.
- (e) The applications from the applicants who are currently employed in Public Sector/Provincial Public Sector should be sent through the relevant heads of the Department they are employed.
- (f) Applications not in the conformity with the specimen herewith will be rejected. Any complaint regarding loss or delay of the application will not be accepted.

09. *Furnishing Falser Information.*– Your candidature is liable to be cancelled if it is found before recruitment that any information furnished by you in your application is false or incorrect. If such false or incorrect information is revealed after the recruitment, you will be liable for dismissal from the service under relevant procedures.

10. Public Services Commission has the power to fill or not to fill vacancies.

On the order of Public Services Commission,

Dr. I. H. K. MAHANAMA,  
Secretary,  
Ministry of Lands,  
Battaramulla.

SPECIMEN APPLICATION FORM

RECRUITMENT FOR THE POST OF LEGAL OFFICER OF LAND  
COMMISSIONER GENERAL'S DEPARTMENT

(For Office use only)

01. Name with initials (Mr./Mrs./Miss) :

In Sinhala : \_\_\_\_\_.

In English : \_\_\_\_\_.

01.1 Name denoted by initials (In clear writing) :

In Sinhala : \_\_\_\_\_.

In English : \_\_\_\_\_.

02. National Identity Card Number : \_\_\_\_\_.

03. Date of Birth :

Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.

03.1 Age as at the closing date for applications :

Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.

04. Gender (Male - M, Female - F) :

05. Civil Status : \_\_\_\_\_.

06. Permanent Address (In clear writing) : \_\_\_\_\_.

07. Telephone Number :

Home : \_\_\_\_\_, Mobile : \_\_\_\_\_.

08. Details of the Degree in Law :

(i) Name of University : \_\_\_\_\_.

(ii) Date of Graduation : \_\_\_\_\_.

09. Date of taking oath as a lawyer of Supreme Court : \_\_\_\_\_.

10. Active experience as a lawyer (number of years) : \_\_\_\_\_.

11. Qualifications as per the 06th paragraph of the notice for calling applications :

(i) \_\_\_\_\_.

(ii) \_\_\_\_\_.

(iii) \_\_\_\_\_.

(iv) \_\_\_\_\_.

(v) \_\_\_\_\_.

12. Have you ever been convicted for any offence by a court of Law ? Yes/No : \_\_\_\_\_.

12.1 If yes, mention details : \_\_\_\_\_.

13. Certificates of Applicant :

(a) I solemnly declare that the details stated in this application are true and accurate to the best of my knoweldge.

(b) I am aware that in case this declaration by me is found to be false, I will be declared ineligible to be appointed and dismissal of service if found after making the appointment.

(c) I shall not alter any information stated herein, later.

\_\_\_\_\_  
Applicant's Signature.

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

14. Attestation of Applicant's Signature :

I do hereby certify that the applicant Mr./Mrs./Miss \_\_\_\_\_ is personally known to me and that he/she placed his/her signature under the paragraph 13 in my presence on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Attestor.

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

Name of Attestor : \_\_\_\_\_.

Post : \_\_\_\_\_.

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

(Confirm with official seal)

15. Recommendation of Head of the Department :

(Only for the applicants who are employed in Public/ Provincial Public Sector)

15.1 The work, behavior, attendance of the officer during the immediate consequent 05 years as at the closing date for applications, as per the personal file is satisfactory/unsatisfactory.

Has/Has not earned all salary increments,  
Convicted/not convicted for disciplinary offence.

15.2 This officer could/could not be released from the current post if he/she is selected for the post applied. I do recommend/not recommend the application.

\_\_\_\_\_  
Signature and the official seal of the Head of the Department.

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

02-782

## Examinations, Results of Examinations & c.

### MINISTRY OF PUBLIC ADMINISTRATION AND MANAGEMENT

(iv) Aptitude for Management,

(v) Creative, analytical and communication skills.

### Open Competitive Examination for Recruitment to Grade III of the Sri Lanka Administrative Service – 2015(2016) Stage II

*Date of Examination.*- This examination shall be held in Colombo, Gampaha and Kaluthara towns in May 2017. The Secretary reserves the right to postpone or cancel this examination subject to the instructions given by the Public Service Commission.

APPLICATIONS are hereby called from the qualified citizens of Sri Lanka for the open competitive examination for recruitment to the posts in Grade III of Sri Lanka Administrative Service.

*Interview.*- A general and structured interview shall be held for the candidates who sat for all the papers in the written examination and obtained a higher aggregate of marks as determined by the Public Service Commission as sufficient. The date of the interview shall be determined by the Secretary as per the instructions of the Public Service Commission.

1. In this Notice “Secretary” shall mean the “Secretary to the Ministry-in-charge of the subject of Public Administration”, “Service” shall mean the “Sri Lanka Administrative Service” at the instances not specified in other way.

2. The appointments through this examination shall be made to Grade III of Sri Lanka Administrative Service.

3. Number of persons to be appointed is 175. At the instances where there are candidates, who have secured equal marks for the final vacancy or final few vacancies, above the number of vacancies, the decision of filling such vacancies shall be taken by the Public Service Commission as per Section 80 of Procedural Rules. The effective date of the appointment shall be determined on the order of the Public Services Commission.

(a) The closing date for applications will be 20th March, 2017.

**Note.**- the complains made on the loss or delay of applications and other connected letters in the post will not be considered. The damages caused due to delay in the part of applicant until the closing date shall be borne by the applicant.

#### 4. Conditions of Service :

*Written Examination* .- The Examination shall consist of the following five (05) question papers.

- (i) General Intelligence,
- (ii) Social, Economic, Political background and trends in Sri Lanka,
- (iii) Global Trends,

4.1 A selected candidate shall be appointed to Grade III of the Service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the Minute of Sri Lanka Administrative Service, published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1842/2 of 23.12.2013 and subject to any amendments made or to be made hereafter to the Minute, provisions of the Establishments

Code and Financial Regulations and Procedural Rules of Public Service Commission published in the *Gazette Extraordinary* No. 1589/30 of 20.02.2009.

- 4.2 This post is permanent. You shall be subjected to the policy decision that will be made by the government in future with regard to the pension scheme entitled to you.
- 4.3 Appointment is subject to 3 years probation period. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Sri Lanka Administrative Service as mentioned in the service minute.
- 4.4 Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.
- 4.5 Public Service Commission reserves the power to cancel the appointment of any candidate who fails to assume duties of the appointed post on due date and/or rejects or avoids serving in an area where he/she is appointed.

5. *Monthly Salary Scale.*- Monthly salary scale relevant to this post as per Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 47,615 -10x1,335- 8x1,630 -17x2,170 – Rs. 110,895 (SL-1-2016). Your salaries are paid in accordance with the provisions of the said circular as mentioned in Schedule II of the same. In addition, you are also entitled to the other allowances paid to the public officers by the government from time to time.

6. *Qualifications for recruitment :*

- (a) (i) Shall be a citizen of Sri Lanka,  
(ii) Shall have an excellent moral character,  
(iii) Shall be physically and mentally fit to serve in any part of the Island.
- (b) *Educational qualifications.*- Shall have possessed a degree from a university recognized by the University Grants Commission or from an institution recognized by the University Grants Commission as an institution for awarding degrees.

*Note.*- Effective date of the degree shall be a date on or before the last day to meet the qualifications.

(c) *Age.*- Shall not be less than twenty two (22) years and not more than twenty eight (28) years of age as at the closing date of applications.

(d) Restrictions regarding qualifications :

- (i) No person is allowed to sit for the open competitive examination for more than two (2) sittings. (Number of sittings of the applicants at the examinations for recruitment to Grade III of Sri Lanka Administrative Service under previous service minutes will not be considered).
- (ii) Requisite qualifications for this examination shall have been completed in every aspect on or before the closing date of applications.
- (iii) No person ordained in any religious sect shall be permitted to apply or sit for this competitive examination.

7. *Examination fee.*- The examination fee is Rs. 1,000. It should be paid before the closing date of applications at any Post Office to be credited to Revenue Head 2003-02-13 of Commissioner General of Examinations. The receipt obtained should be pasted in the relevant cage of the application form. The fee is non-refundable and it shall not be paid back or transferred to pay any other examination fee, under any circumstances. It would be advisable to keep a photocopy of the receipt. Money Orders or stamps are not accepted for examination fees.

8. *Method of Application :*

- (a) The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size 8 ½" x 12" (A-4) using both sides. It should be specially noted that the application forms should be prepared that cages 1.0 to 2.12 appear on the first side of the paper and cages 3.0 to 6.0 appear on the other side of the paper. Applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice. (It is advisable to keep a photocopy of the application with candidate). It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice as otherwise the application may be rejected.

- (b) The application should be in the language medium in which the candidate intends to sit the examination.
- (c) The completed application form for the examination should be sent by registered post to reach the,  
**“Commissioner General of Examinations,  
Organization and Foreign Examination Branch,  
Department of Examinations – Sri Lanka,  
P. O. Box 1503,  
Colombo”** .

On or before 20<sup>th</sup> of March 2017. The words **“Open Competitive Examination for Recruitment to Grade III the Sri Lanka Administrative Service – 2015(2016) stage II”** should be clearly indicated on the top left-hand corner of the envelope enclosing the application. Any application received after the closing date shall not be accepted. It is essential to mention the name of examination in English language as well. In applications prepared in both Sinhala and Tamil mediums.

- (d) Candidate’s signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a *Gazetted* post in the Police Service or an Staff Officer holding a permanent post in public service whose annual initial salary is more than Rs. 240,360.
- (e) Any application, which is not complete in every aspect, is liable to be rejected. No complaint that an application has been lost or delayed in post shall be considered.
- (f) Receipt of applications shall not be acknowledged. A notice shall be published in the newspapers by the Department of Examinations as soon as admission cards are issued to applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, steps shall be taken to notify the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated it would be advisable for candidates outside Colombo to fax a letter of request

along with a fax number of the candidate to the department of examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

9. *Admission to the Examination :*

- (a) The Commissioner General of Examinations will issue Admission Cards to all persons who have correctly perfected their applications. Any candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) Candidates must sit the examination according to the index number at the examination hall assigned to him. Every candidate should get his admission card attested in advance and surrender it to the supervisor of the hall on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning in this *Gazette*. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules.

**Note.-** The issuance of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

10. *Identity of Candidates.-* A candidate shall be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents shall be accepted :

- (a) National Identity Card issued by the Department of Registration of Persons,  
(b) A valid passport.

11. *Penalty for furnishing false information.-* If a candidate is found to be ineligible, his/her candidature is liable to be canceled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false, or if he/she has willfully suppressed any material fact, he/she shall be liable for dismissal from the Public Service.



12. Any matter not provided for in these regulations shall be dealt with as determined by the Secretary subject to the instructions given by the Public Service Commission.

13. *Scheme of Examination and Medium of Examination :*

- (a) The Examination shall be held in Sinhala, Tamil and English.
- (b) A candidate shall sit the examination in the language in which he/she passed the qualifying degree examination or in an official language.
- (c) A candidate who has passed subjects at the qualifying degree examination in two or more languages, shall sit the examination in the language in which he/she passed the majority of subjects at such examination or in an official language.
- (d) A candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language shall sit the examination in the language in which he passed the principal subject or in an official language.

**Note :**

- (i) The term “qualifying degree” in (b) and (c) above refers to the degree qualifications referred to in paragraph 6(b).
- (ii) A candidate must sit all the papers of the examination in one and the same language.
- (iii) A candidate shall not be permitted to change the language medium of the examination, indicated in the application.

14. *Method of recruitment :*

14.1 *Written examination.*- A written examination of five (05) question papers including the following subjects shall be held. Subjects and the minimum marks that shall be obtained for each subject are as follows :

	<i>Subject</i>	<i>Marks</i>	<i>Minimum marks that shall be obtained for a pass</i>
1	General Intelligence	100	50
2	Social Economic, Political background and trends in Sri Lanka	100	50
3	Global Trends	100	50
4	Aptitude for Management	100	50
5	Creative, analytical and communication skills	100	50

Candidates should sit all the question papers.

14.2 *General and Structured interview :*

- (i) Interview shall consist of two parts namely : general interviews and structured interviews.

(a) *General Interview :*

- (i) The general interview shall held to verify whether the candidate has satisfied qualifications for recruitment mentioned in No. 06 above and whether such qualifications fall within the prescriptions made in the same.
- (ii) The general interview board is appointed by the Public Service Commission.

(b) *Structured Interview :*

- (i) A structured interview shall be conducted by an interview board appointed by the Public Service Commission to measure the management skills, leadership qualities, communication skills and personality of the candidates. The methodology used in this regard shall be prepared by the Secretary of Public Administration on the concurrence of the Commission. The maximum marks that can be obtained at the interview is twenty five (25).

	<i>Subject area</i>	<i>Maximum marks</i>
01	Management Skills	10
02	Leadership Qualities	05
03	Communications Skills	05
04	Personality	05
	Total	25

- (ii) Out of the candidates who have scored a minimum of fifty (50%) marks or above in each subject, those who score the highest marks in the aggregate for all the subjects will qualify to appear for the general interview. Out of the candidates qualified, only a number equivalent to the total number of those expected to be recruited according to the vacancies expected to be filled and a 25% of the number of vacancies expected will be called for the general interview. If the number of qualified applicants does not amount to the number mentioned above, only such numbers of candidates who are so qualified will be called for the general interview.
- (iii) General interview shall be conducted before the structured interview for verification of qualification and marks shall not be allocated at the general interview. Candidates who are proved to have possessed all the qualifications for recruitment at the general interview shall become eligible for calling for structured interview. If a certain number of candidates called for general interview are not qualified for calling for structured interview, no other candidates shall be called for the general interview in place of disqualified candidates.
- (iv) Appointments shall be made to Grade Three (III) according to merits beginning from candidates who have scored highest marks

as per the total marks obtained at the written examination and the structured interview by the number of candidates expected to be appointed according to the existing vacancies.

- N. B.-** Opportunity given to a candidate for appearing for the interview does not necessarily mean that the candidate has possessed qualifications to be awarded an appointment.

14.3 The results shall be communicated to the applicants personally by the Commissioner General of Examinations by post or by the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

15. *Syllabus of the written examination :*

(01) *General Intelligence :*

It is expected to assess the capacity of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving and conclusions in response to problems presented to the candidate in relation to numerical, lingual and figurative structures and inter-relations.

(Duration 1 ½ hours – 100 marks. This question paper shall consist of multiple choice questions. *Candidates are required to answer all questions*)

(02) *Social, Economic, Political background and trends in Sri Lanka :*

It is expected to test the candidate's knowledge of the social, economic, political, cultural, scientific and technological conditions in Sri Lanka or his ability to think creatively analytically and critically and the ability to decide priority and strategic projection in response to situation presented to him.

(Duration 3 hours – 100 marks. This question paper shall consist of structured essay type, essay type, multiple choice questions and questions for short answers. *Candidates are required to answer all questions*).

(03) *Global trends :*

It is expected to test the candidate's knowledge of the global economy, political, cultural, scientific and technological technological conditions or his ability to think creatively

analytically and critically and the ability to decide priority and strategic projection in response to situation presented to him.

(Duration 3 hours – 100 marks. This question paper shall consist of structured essay type, essay type, multiple choice questions and questions for short answers. *Candidates are required to answer all questions*).

(04) *Managerial aptitude* :

It is expected to test the candidate’s skills in identifying problems and their reasons, decisions making, maintaining interpersonal relationships and communicative ability, formulation of self disciplinary policies and strategies, and innate wisdom etc. in response to situation presented to him.

(Duration 3 hours – 100 marks. This question paper shall consist of structured essay type, essay type, multiple choice questions and questions for short answers. *Candidates are required to answer all questions*).

(05) *Creative, Analytical and Communicative Skills* :

It is expected to test the candidate’s ability for reasoning and imagination in relation to the analyzing, collating and presenting of information on a topics/themes, selected by the candidate from a given set of topics/themes ; and the ability to comprehend a complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate’s own words.

(Duration 3 hours – 100 marks. *Candidates are required to answer all questions*)

16. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

On the order of the Public Service Commission,

J. J. RATHNASIRI,  
 Secretary,  
 Ministry of Public Administration and Management.

03<sup>rd</sup> February, 2017.

SPECIMEN FORM OF APPLICATION

(for office use only)

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE SRI LANKA ADMINISTRATIVE  
 SERVICE – 2014(2016) STAGE II

<p>1.0 Medium</p> <p>1.1 Language medium of examination <input style="width: 40px; height: 20px;" type="text"/></p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">Sinhala - 2</td> <td style="width: 50%;">Colombo - 1</td> </tr> <tr> <td>Tamil - 3</td> <td>Gampaha - 2</td> </tr> <tr> <td>English - 4</td> <td>Kaluthara - 3</td> </tr> </table> <p style="margin-top: 10px;">(Indicate the relevant number in the cage)</p>	Sinhala - 2	Colombo - 1	Tamil - 3	Gampaha - 2	English - 4	Kaluthara - 3	<p>1.2 Town and Town No. in which you intend to sit the examination</p> <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>Town</i></th> <th style="width: 50%; text-align: center;"><i>Town No.</i></th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> </tr> </tbody> </table> <p style="margin-top: 10px;">(Indicate the relevant Town and Town No. in cage. It will not be allowed to change this subsequently)</p>	<i>Town</i>	<i>Town No.</i>		
Sinhala - 2	Colombo - 1										
Tamil - 3	Gampaha - 2										
English - 4	Kaluthara - 3										
<i>Town</i>	<i>Town No.</i>										

2.0 Personal Information :

2.1 Name in full (In English block capitals) : \_\_\_\_\_.

Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

2.2 Name with initials at the end (In English block capitals) :\_\_\_\_\_.

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

2.3 Name in full (In Sinhala/Tamil) :\_\_\_\_\_.

2.4 Permanent address :\_\_\_\_\_.

(admission card will be posted to this address)

(In English block capitals)

2.5 Permanent address (In Sinhala/Tamil) :\_\_\_\_\_.

2.6 Sex : Male - 0  Female - 1  (Indicate the relevant number in the cage)

2.7 Civil status : Unmarried - 1  Married - 2  (Indicate the relevant number in the cage)

2.8 Ethnic group : (Sinhala – 1, Tamil – 2, Indian Tamil – 3, Muslim – 4, Other – 5)   
(Indicate the relevant number in the cage)

2.9 National Identity Card No. :

2.10 Date of Birth : Date   Month   Year

2.11 Age as at 20.03.3017 which is the date of fulfilling qualification :

Years :   Months :   Days :

2.12 Telephone No. :

3.0 (i) Date of graduation :\_\_\_\_\_.

(ii) University/Institute :\_\_\_\_\_.

(iii) Registration Number :\_\_\_\_\_.

(iv) Internal/External :\_\_\_\_\_.

(v) Degree :\_\_\_\_\_.

(vi) Subjects :\_\_\_\_\_.

(vii) Class :\_\_\_\_\_.

Upper/Lower :\_\_\_\_\_.

(viii) Effective date :\_\_\_\_\_.

(ix) Language medium of Examination :\_\_\_\_\_.

4.0 Mention the years if you have sat for the examinations held before for recruitment to Sri Lanka Administrative Service :

Number of sittings at the examinations after publishing the Minute of Sri Lanka Administrative Service published in the <i>Gazette Extraordinary</i> of the Democratic Socialist Republic of Sri Lanka No. 1842/2 dated 23.12.2013 (Currently Effective)	Name of the Exam	Appeared/Did not appear
	2013(2015) Open	
	2014(2016) Open	

5.0 Paste the cash receipt properly here.

(Paste one edge of the receipt here securely)  
(It would be advisable to keep a photocopy of the receipt with the candidate)

6.0 Declaration of the candidate :

I declare that information given in this form is true to the best of my knowledge and belief and that I have affixed the receipt No..... dated ..... being the payment of the examination fee. 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. Further, I agree to be bound by the rules and regulations imposed by Commissioner – General of Examinations as conducting of the exam.

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

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

7.0 Attestation of the applicant's signature (Para 8(d) of the *Gazette* Notification) :

I hereby certify that ..... (Full name) who submits this application is known to me personally, that he/she has paid the prescribed examination fee and affixed the relevant receipt herein. He/She placed his/her signature in my presence on .....

\_\_\_\_\_,  
Signature of the Officer attesting the Signature.

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

Name in full of the officer attesting the signature :\_\_\_\_\_.

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

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

(To be certified by placing the Official Stamp)

8.0 Certificate of the Head of the Department (only for the applicants in Public Service /Provincial Public Service/ Statutory institution) :

I hereby certify that Mr./Mrs./Miss ..... who is submitting this application is serving in this department as ..... and his/her application is forwarded with my recommendation as per regulations stipulated in this *Gazette* notification. He/she could be released from his/her present post, if selected for the position.

\_\_\_\_\_,  
Signature of Head of Department/Authorized Officer.

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

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

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

(To be certified by placing the Official Stamp)

**MINISTRY OF PUBLIC ADMINISTRATION  
AND MANAGEMENT**

**Limited Competitive Examination for  
Recruitment to Grade III of Sri Lanka  
Administrative Service - 2015(2016) Stage II**

APPLICATIONS are hereby called from qualified Sri Lankan citizens for Limited competitive Examination for recruitment to the Posts of Grade III of Sri Lanka Administrative Service.

1. In this notification the terms

- (a) "Secretary" means the Secretary of the Ministry of Public Administration and Management.
- (b) "Service" means the Sri Lanka Administrative Service.

2. Recruitment to Grade III of Sri Lanka Administrative Service is made by this examination.

*Written Examination.* – This examination will consist of following four (04) question papers

- (1) General Intelligence
- (2) Social, Economic, Political Background of Sri Lanka and Global Trends
- (3) Case study relating to Public Administration I (Relevant to Establishments Code, Procedural Rules of Public Services Commission and Financial regulations)
- (4) Case study relating to Public Administration II (Relevant to the evaluation of Creative, analytical and communication skills)

*Date of Examination :* This Examination will be held in May 2017 only in Colombo. The Secretary reserves the right to postpone or cancel this examination subject to instructions of Public Service Commission.

*Interview :* General and structured interview will be held for the candidates who have appeared for all the papers of the written examination and secured a sufficiently high aggregate of marks as determined by the Public Service Commission. The date of the interviews shall be determined by Secretary.

3. Number of persons to be appointed is 46. At the instances where there are candidates, who have secured

equal marks for the final vacancy or final few vacancies, above the number of vacancies, the decision of filling such vacancies shall be taken by the Public Service Commission as per Section 80 of Procedural Rules. The effective date of appointment shall be determined on the order of the Public Services Commission.

4. *Service Condition :*

4.1 A Selected candidate will be appointed to Grade III of Sri Lanka Administrative Service subject to general conditions governing the appointments in the Public Service and on the terms and conditions set out in the Minute, of Sri Lanka Administrative Service Published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. : 1842/2 dated 23.12.2013 and to any amendments made or to be made to the Minute hereinafter, financial Regulations in the Establishments Code and Procedural Rules of Public Service Commission published in *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1589/30 dated 20.02.2009.

4.2 This post is permanent and pensionable. Shall contribute to the widows' and orphans' pension scheme/widowers' and orphans' pension scheme.

4.3 Appointment is subject to an Acting Period of one year. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Sri Lanka Administrative Service as mentioned in the service minute.

4.4 Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.

4.5 Public Service Commission reserves the power to cancel the appointment of any candidate who fails to assume duties of the appointed post on due date and/or rejects or avoids serving in an area where he/she is appointed.

*5. Monthly Salary Scale.* – Monthly Salary Scale relevant to this post as per Schedule 1 of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs.47,615- 10 x 1,335 - 8 x 1,630 - 17 x 2,170 - Rs. 110,895 (SL-1-2016). Your salaries are paid in accordance with the provisions of the said circular as mentioned in schedule II of the same. In

addition, you are also entitled to the other allowances paid to the public officers by the government from time to time.

**6. Eligibility for Recruitment :**

- (a) (i) Shall be a citizen of Sri Lanka ;  
(ii) Shall be of excellent character ;  
(iii) Shall be of an excellent moral character and physical fitness to serve at any part of the island.

**(b) Educational Qualifications and Experience**

- (i) Shall have obtained a degree from a university or a degree awarding institution recognized by the University Grants Commission ;

*and*

Be an officer in the Public service or in a Provincial Public Service in a permanent and pensionable service/post receiving a salary under salary Code No. MN-2-2016 or a higher MN Salary Code Number or under and SL-1-2016 salary Code Number in Public Administration Circular No. 03/2016 who has completed a minimum active and satisfactory period of service of Five (05) years in any service/post ;

*or*

- (ii) Be an officer in the Public Service or in a Provincial Public Service in a permanent and pensionable service/post receiving a salary under Salary Code No. MN-2-2016 or a higher MN Salary Code number or under an SL-1-2016 Salary Code Number in Public Administration Circular No. 0/2016 who has completed a minimum active and satisfactory period of service of Ten (10) years in any service/post.

**Note :**

1. The effective date of the degree shall be a date on or before 01.07.2016.  
2. The total of continuous periods of service in public service and/or provincial public service is considered when calculating the above mentioned period of service.

**(c) Age and other qualifications to be satisfied**

- (i) Shall be not more than the age limit of 53 (fifty three years) years of age at 01.07.2016.

- (ii) Shall have obtained permanent post in a service/post mentioned in above 6(b).

- (iii) Shall have not subjected to any disciplinary punishment in immediately preceding 05 years.

- (iv) Shall have earned due salary increments in immediately preceding 05 years.

**(d) Restrictions for qualifications**

- (i) No candidate shall be permitted to sit for Limited Competitive Examination more than two (02) occasions. (Number of sittings at the examinations to recruit Grade III of Sri Lanka Administrative Service under the previous service minute is not considered).

- (ii) The qualifications required to apply for this examination shall have been satisfied by 01.07.2016 in full.

- (iii) No person who is ordained in any religious order shall be allowed to sit for this examination.

**7. Examination Fees.**– The fee for the examination will be Rs. 1000.00 This should be paid before the closing date of applications at any Post Office to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examination and the receipt obtained thus should be affixed in the relevant cage of the application form. Money Orders or Stamps are not accepted for examination fees. The fee is non-refundable and it shall be paid back or transferred to pay any other examination fee, under any circumstances. It would be advisable to keep a photocopy of the receipt.

**8. Method of applications :**

- (a) The application should be in the form of the specimen appended to this notification and should be prepared on paper of A4 size using both sides. It is to be specifically noted that the application should be prepared in such a way that headings No. 1.0 to 2.12 appear on the 1st page, 3.0 to 4 (II) on the second page and the rest on the third page. An application prepared with computer/typed applications can also be used for this purpose. The application should be filled legibly by the candidate himself in his own handwriting and applications that do not comply with the specimen or that have not been completed properly will be rejected without notice. It is advisable to keep a photocopy of the application with the candidate. It is the responsibility of the candidate to verify that

the perfected application complies with the specimen given in the notification, as otherwise, the application may be rejected.

- (b) The application should be prepared in the same language in which the candidate intends to sit the examination. It is required to indicate the name of the examination in English also in the applications prepared both in Sinhala and Tamil media.
- (c) Applications duly perfected by candidates should be sent through the respective Head of Department to reach the following address before 20th March 2017 by Registered Post. The top left corner of the envelope containing the application should clearly bear the words "Limited Competitive Examination for recruitment to Sri Lanka Administrative Service-2015(2016) Stage II". Application received after this date will be rejected.

The Commissioner General of Examinations,  
Organizations and Foreign Examinations  
Branch,  
Department of Examinations,  
P. O. Box - 1503,  
Colombo.

- (d) The post and the service station where the applicant is serving at the time of applying for the examination is relevant for all the activities with regard to the examination and the changes occur after sending the applications are not considered.
- (e) Applications that are not complete in every aspect will be rejected. Complaints on applications getting lost or delayed will not be entertained.
- (f) A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. The name of the examination, full name of the applicant, address and identity card no. should be mentioned when informing the Department of Examinations. In case of applicants outside Colombo, It will be more effective to send a letter of request to the fax number mentioned in the said advertisement furnishing a fax number

to which the admission card should be sent. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

09. *Admission to Examination :*

- (a) The Commissioner General of Examinations will issue Admission Cards to all person who have correctly perfected their applications. Any candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) Candidates must sit the examination at the examination hall assigned to him. Every candidate should get his admission card attested in advance and surrender it to the supervisor of the hall on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning in this *Gazette*. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules.

**Note :** Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied the qualifications to sit for the examination.

10. *Identity of Candidates.*— A candidate will be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, one of the following documents only, will be accepted.

- (a) National Identity Card issued by the Department of Registration of Persons.
- (b) A valid passport

11. *Penalty for furnishing false information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any state prior to, during or after the examination. If it is found that a candidate has purposely furnished false information or willfully suppressed any material fact, he or she will be liable for dismissal from the public service.



12. Any matter not provided for in this notification shall be dealt with as determined by the Secretary subject to the instruction of the Public Service Commission.

13. Scheme of examination and Language medium of examination :

- (a) The examination will be held in the language medium of Sinhala, Tamil and English.
- (b) A candidates should sit the examination in the language medium in which he passed the qualifying examination/interview for entry to public service or in an official language.

**Note** :- (i) A candidate should sit for all the papers of the examination in one and the same Language.

(ii) Candidates will not be permitted to change the language medium indicated in the application form.

14. *Method of Recruitment* :

14.1 *Written Examination.* – A Written examination consisting of following four subjects shall be conducted. The subjects and the minimum marks to be obtained from each subject are as follows :-

	<i>Subject</i>	<i>Marks</i>	<i>Minimum Pass Marks</i>
1.	General Intelligence	100	50
2.	Social, Economic and Political Background in Sri Lanka and Global Trends	100	50
3.	Case study relating to Public Administration I (Relevant to Establishments Code, Procedural Rules of Public services Commission and Financial regulations)	100	50
4.	Case study relating to Public Administration II (Relevant to the evaluation of creative, analytical and communication skills)	100	50

Candidates shall sit for all question papers

14.2 General and Structured Interview

(i) The interview consists of two parts *i. e.* General interview and Structured interview

(a) General Interview

(i) The general interview shall be conducted to ascertain whether the qualifications for recruitment stipulated in para 06 above have been fulfilled and whether the applicants conform to the restrictions on eligibility.

(ii) The panel of the general interview board shall be appointed by the Public Service Commission

(b) Structured interview

The structured interview shall be held in line with the following procedure to measure the managerial skills, leadership qualities, communication skills and personality of candidates. The maximum marks that can be obtained as this interview in twenty five (25)

	<i>Subject Area</i>	<i>Maximum Marks</i>
01	Managerial Skills	10
02	Leadership Qualities	05
03	Communication Skills	05
04	Personality	05
	<b>Total</b>	<b>25</b>

- (ii) Out of the candidates who have scored a minimum of fifty (50%) marks or above in each subject, those who score the highest marks in the aggregate for all the subjects will qualify to appear for the general interview. Out of the candidates qualified, only a number equivalent to the total number of those expected to be recruited according to the vacancies expected to be filled and a 25% of the number of vacancies expected will be called for the general interview. If the number of qualified applicants does not amount to the number mentioned above, only such numbers of candidates, who are so qualified will be called for the general interview.
- (iii) The general interview shall be held prior to the structured interview to examine qualifications and no marks shall be allocated there. Applicants confirmed to have fulfilled all qualifications for recruitment at the general interview shall qualify to be called for the structured interview. Even if a certain number of candidates are not qualified to be called for the structured interview, other candidates shall not be called again for the general interview in Place of those who are not so qualified.
- (iv) Appointments shall be made to Grade three (III) according to merits beginning from candidates who have scored highest marks as per the total marks obtained at the written examination and the structured interview by the number of candidates expected to be appointed according to the existing vacancies.

**Note.** - Opportunity given to a candidate for appearing for the Interview does not necessarily mean that the candidate has possessed qualifications to be awarded an appointment.

14.3 The results shall be communicated to the applicants personally by the Commissioner General of Examinations by post or by the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

15. *Syllabus of the Written Examination :*

(01) *General Intelligence :*

It is expected to assess the capacity of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving and conclusions in response to problems presented in numerical, lingual and figurative structures and inter-relations.

(Duration 1 ½ ours – 100 marks. This paper shall consist of multiple choice questions. All questions shall be answered)

(02) *Social, Economic, Political background of Sri Lanka and global trends :*

It is expected to assess the subject knowledge of the candidate on social, economical, political, cultural, scientific and technological conditions in Sri Lanka and in the globe or his ability to think creatively, analytically and critically and ability to decide priority and strategic projection in response to a situation presented to the candidate.

(Duration 3 hours – 100 marks. This paper shall consist of Multiple Choice Questions, Questions for short Answers, Structured Essays and Essays. All questions shall be answered)

(03) *Case study relating to Public Administration I (Relating to Establishments Code, Procedural rules of the Public Service commission and Financial Regulations) :*

It is expected to test the candidate's creative thinking power and problem solving ability in terms of the practice of government service as per the Establishments Code and the Financial Regulations by presenting to him a case/cases built up connecting one or several problems that may arise in different environments in the public service.

(Duration 3 hours – 100 marks. This paper shall consist of Multiple Choice Questions, Questions for short Answers, Structured Essays and Essays. All questions shall be answered)

(04) *Case study relating to public Administration II (Relevant to assessment of creating Analytical and Communication Skills) :*

It is expected to test the candidate's ability for reasoning and imagination in relation to the analyzing, collating and presenting of views and information on a topic/theme selected by the candidate from a given set of topics/themes; and the ability to comprehend a complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(Duration 3 hours – 100 marks. All questions shall be answered)

16. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

On the order of the Public Service Commission,

J. J. RATHNASIRI,  
Secretary,  
Ministry of Public Administration and Management.

03<sup>rd</sup> February, 2017.

SPECIMEN FORM OF APPLICATION

(For office use only)

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE SRI LANKA ADMINISTRATIVE  
SERVICE – 2015 (2016) STAGE II

1.0 Medium :

Medium of Examination

Sinhala - 2

Tamil - 3

English - 4

The application should be fill in the medium of language in which the candidate intends to sit the examination

(Indicate the relevant number in the cage)

2.0 Personal Information :

2.1 Name in full (In English block capitals) : \_\_\_\_\_.

Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

2.2 Name with initials at the end (In English block capitals) : \_\_\_\_\_.

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

2.3 Name in full (In Sinhala/Tamil) : \_\_\_\_\_.

2.4 Official address in English block capitals (admission card will be sent to this address) : \_\_\_\_\_.

2.5 Official address (In Sinhala/Tamil) : \_\_\_\_\_.

2.6 Private address (In Sinhala/Tamil) : \_\_\_\_\_.

2.7 Gender :

Male

- 0

Female

- 1

(Indicate the relevant number in the cage)

2.8 National Identity Card No. :

2.9 Marital status :

Single

- 1

Married

- 2

(Indicate the relevant number in the cage)

2.10 Race :

(Sinhala – 1, Tamil – 2, Indian Tamil – 3, Muslim – 4, Other – 5)

(Indicate the relevant number in the cage)

2.11 Date of Birth : Year

Month

Date

2.12 Telephone No. : 

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3.0 Indicate the language medium in which you passed the qualifying examination/Interview for entry to the service/grade as at 01.07.2016 :\_\_\_\_\_.

4.0 (I) Whether all the qualification mentioned in Para 6 of the *Gazette* Notification has been fulfilled ? :\_\_\_\_\_.

- (a) Age as at 01.07.2016 :\_\_\_\_\_.
- (b) Educational qualification and experience :\_\_\_\_\_.

State whether the candidate become qualified under Para 06(b) I or (b)II as per the Para 06(b) of the *Gazette* Notification :\_\_\_\_\_.

Date of graduation :\_\_\_\_\_.

University/Institute :\_\_\_\_\_.

Registration Number :\_\_\_\_\_.

Internal/External :\_\_\_\_\_.

Degree :\_\_\_\_\_.

Subjects :\_\_\_\_\_.

Class :\_\_\_\_\_.

Upper/Lower :\_\_\_\_\_.

Effective date of the degree :\_\_\_\_\_.

Language medium in which the candidate sit for the Examination :\_\_\_\_\_.

(c) Services/Grades that gives qualifications to the candidature (Class, Grade or Segment (If any) should be indicated) :

Present Post :\_\_\_\_\_.

Whether the said post belongs to Public Service or Provincial Public Service ? :\_\_\_\_\_.

Grade :\_\_\_\_\_.

Class/Segment :\_\_\_\_\_.

Date of appointment to the post :\_\_\_\_\_.

Date of confirmation in the said post :\_\_\_\_\_.

Salary Code and Salary Scale :\_\_\_\_\_.

If several services are applicable for you to be qualified for applying for this post, particulars of said periods of (active and satisfactory) service shall be mentioned in the following table :

<i>Name of Service/Grade</i>	<i>Salary Code as per the P. A. Circular applicable (Ex. : MN 2-2016(A))</i>	<i>Date of Appointment</i>
(1)		
(2)		
(3)		
(4)		
(5)		

(ii) Total period of active and satisfactory service as at 01.07.2016 on which the qualifications in the services/grades of a approved post mentioned in Para (6) of the *Gazette* Notification shall be fulfilled :\_\_\_\_\_.

5.0 Mention the years if you have sat for the examinations held before for recruitment to Sri Lanka Administrative Service :

Number of sittings at the examinations after publishing the Minute of Sri Lanka Administrative Service published in the <i>Gazette Extraordinary</i> of the Democratic Socialist Republic of Sri Lanka No. 1842/2 dated 23.12.2013 (Currently Effective)	Name of the Exam	Appeared/Did not appear	
		2013(2015) Limited	
		2014(2016) Limited	

6.0 Paste the cash receipt properly here.

Paste the cash receipt (original) firmly, from the edge  
(Keep a photocopy of the receipt)

7.0 Certificate of the candidate :

I, declare that during the five years preceding 01.07.2016, I have earned all increments (Excluding those conditional to passing service or departmental examinations), possessed active and satisfactory service period as at 01.07.2016, as per Para. 06(b) of the *Gazette* notification and that I have not been subject to any form of disciplinary punishment (Excluding warning). Further I declare that I shall be bound by the decisions taken by the Commissioner General of Examinations, on conducting and issuing results of this examination.

I declare that I am eligible to sit this Limited Competitive Examination as per all rules and regulations mentioned in the *Gazette* and that to the best of my knowledge, the information given in this is true and that I have affixed the receipt No. .... dated ..... being payment of the examination fees. I also agree to be bound by the rules and regulations of this examination and any decision that may be taken to cancel my candidature prior or during or after the examination if it is found that I am ineligible according to the minute of this examination. Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting of this examination.

\_\_\_\_\_  
Signature of the Candidate.

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

8.0 Certificate of the Head of the Department (Referring to the personal file) :

I, hereby certify that Mr./Mrs./Miss ..... Who is submitting this application is serving in a post of ..... in Ministry/Department of ..... under the Central Government/Provincial Council of ..... and has earned all salary increments during the period of 5 years prior to 01.07.2016 (Excluding those conditional to passing service or departmental examinations), has not been subjected to any disciplinary punishment (Except warnings) during the said period, possessed active and satisfactory service period of ..... (five/ten) years, as per Para 06(b) of the *Gazette* notification, he/she is eligible to sit for this examination as per regulations stipulated in the relevant *Gazette* Notification, he/she has paid the prescribed examination fees and affixed the receipt herein and signed this application in my presence.

\_\_\_\_\_  
Signature of Head of Department/Authorized Officer.

Name : \_\_\_\_\_.  
 Designation : \_\_\_\_\_.  
 Date : \_\_\_\_\_.  
 (Place official frank)

## PUBLIC SERVICE COMMISSION

### Department of Social Services

#### THE LIMITED COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POSTS OF OFFICER - IN- CHARGE IN VOCATIONAL TRAINING CENTERS UNDER THE DEPARTMENT OF SOCIAL SERVICES - 2017

APPLICATIONS are invited from the internal applicants serving in the Department of Social Services with the qualifications stipulated here under by the Commissioner General of Examinations for the examination to be held in May 2017 in Colombo, on behalf of the Department of Social Services for selecting Officers to fill in the vacancies existed in the Post of Officer-in-Charge in the Vocational Training Centers maintained under the Department of Social Services.

01. The number of Officers to be recruited is 04 (four). In case of the number of candidates, who have obtained the equal marks exceeding the exiting vacancy or vacancies; the decision of filling of that number of vacancies will be given by the Public Service Commission in terms of the Section 80 in Procedural Rules. The effective date for the appointment will be decided in accordance with the order of the Public Service Commission.

#### 02. Regulations on Employment :

2.1 Selected candidates will be appointed to the post of Officer-in-Charge and they will be subject to the general conditions governing appointments to the government service, rules and regulations enacted by the Scheme of Recruitment for the Management Assistant Supra Grade in the Department of Social Services approved by the Public Service Commission No. PSC/EST/4/1 dated 22.06.2012, any amendments made or to be made thereafter to the said Scheme of Recruitment, provisions as stipulated in the Code of Establishment and Financial Regulations and Procedural Rules of the Public Service Commission published in the Extra Ordinary *Gazette* Notification No.1589/30 dated 20.02.2009.

2.2 This post is permanent and pensionable and it is required to contribute to the Widows' / Widowers' and Orphans' Pension Fund.

2.3 This appointment is subject to one year probationary period from the date of appointment.

2.4 In accordance with the Public Administration Circular No. 01/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquired the proficiency in the prescribed official language within five (5) from the date of appointment.

03. *Monthly Salary Scale.*– In terms of the Public Administrative Salary Circular No. 03/2016, the initial salary step of this post is 6 th step of the salary scale MN 7-2016.

*Salary Scale.*- MN 7 - 2016: Rs. 45,355/- 11x755-18x1030 - Rs. 68,425/- (monthly)

04. The required qualifications :

- (a) (i) The applicant should be a citizen of Sri Lanka
- (ii) Should be of excellent character
- (iii) All the applicants should be of excellent physical and mental character to perform the duty at any part of the Island

(b) Educational Qualifications and Experiences:

Should have a degree that has been obtained by a University, recognized by the University Grant Commission or an Institution, approved by the University Grant Commission as a degree awarding Institution;

*And*

Completion of not less than five (05) years active and satisfactory service in the post of Social Services Officer, having obtained the permanent position, in the Department of Social Services;

*Or*

Completion of not less than ten (10) years active and satisfactory service in the post of Social Services Officer, having obtained the permanent position, in the Department of Social Services;

*Note.*– Other Qualifications to be fulfilled.

- (i) All the qualifications required to apply for this examination should be fulfilled to the date of 20.03.2017.
- (ii) Should have not been subjected to any disciplinary punishment during immediately preceding five (05) years period.

- (iii) Should have earned all the due increments during immediately preceding five (05) years period.

05. *Method of application :*

- (a) Prepare the application according to the format given at the end of this paper notification using both sides of A4 size papers. It should be specially noted to prepare the applications to set paragraphs from 1.0 to 2: 12 on the first page, paragraphs from 3.0 to 4.0 to be on the second page and rest of paragraphs to be on the third page. Computerized / typed set application form could be used for this purpose. Should complete the application with legible own hand writing and incomplete applications and or applications which are not prepared in the given format will be rejected without any notice. Preservation of a photocopy of the application will be beneficial.
- (b) Applications should be completed in the medium of language in which the candidates wish to appear for the examination. Name of the Examination in the heading should be mentioned in English in addition to Sinhala or Tamil in Sinhala or Tamil medium applications.
- (c) (I) Properly completed applications should be sent through the Head of the Department to reach before the 20.03.2017 to the Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Post Box 1503, Colombo, under registered cover. The top left hand corner of the envelope should clearly carry the words “The Limited Competitive Examination for the Recruitment to the Posts of Officer - in - Charge in the Vocational Training Centers under the Department of Social Services - 2017”. The Applications received after the closing date will not be accepted.
- (II) The examination fee is Rs. 1,200/-. The examination fee should be paid at any post office in the island to the credit of revenue head 2003-02-13 of the Commissioner General of Examinations. A margin of the original receipt obtained in the candidate's

own name should be firmly pasted to the place specified in the application form. It would be advisable to retain a photocopy of this receipt. The examination fees shall not be refunded for any case and fee once paid will not be held in reserve for transferring to any other examination in future. Moreover, stamp or money order will not be accepted for the examination fee.

- (d) All the affairs connected to the examination will be the details of the posts and working places of the applicants when they applied at time of applying for the post concerned and any changers in this regard, after sending the applications will not be concerned.
- (e) Incomplete applications in every ways and means will be rejected without any notice. No complaints shall be considered to the effect that an application or documents connected there with were lost or delayed in the post. Any loss that may result by delaying the application to the last date will have to be borne by the applicant.
- (f) Department of Examinations will publish a paper notification as soon as the admission card are issued. If the admission card is not received even after 2-3 days of such notice, by any of the applicant, an inquiry should be made from the Organization and Foreign Examination Branch of the Department of Examinations in the manner stated in the paper notice. In the said inquiry, the name of the examination applied, full name of the applicant, national identity card number and address should correctly be mentioned. In case of the applicant lives outside Colombo, it is advisable to send the request by fax with the said details and a fax number of the applicant. In such cases, it is important to keep a copy of the application, a copy of the receipt of examination fees and the receipt of the registered post at hand to provide the details requested by the Department of Examinations.

06. *Entering for the Examination :*

- (a) The applicants, only those who have submitted their duly completed applications shall receive an admission card from the Commissioner General of Examinations. Without producing

the admission card, nobody will be permitted to enter the examination hall.

- (b) The candidates should appear for the examination in the examination hall in which it has been prescribed to each one. Only an admission card with the attested signature of the candidate should be presented to the supervisor of the relevant examination hall on the first day examination. All candidates are bound to abide by the rules and regulation appeared in the beginning of this *Gazette* notification. Candidates would be subject to the rules and regulations enacted by the Commissioner General of Examinations in respect to the conduct of the examinations. If these rules are violated, candidates are bound to undergo any punishment imposed by the Commissioner General of Examinations.

**Note.**— Issuing an admission card to a candidate for the examination should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to sit for the examination.

07. *The identification of the candidate.*— All candidates should prove their identity to the satisfaction of the head of the examination hall. Only one of the following documents will be accepted for this purpose.

- (a) The national Identity Card issued by the Department for the Registration of Persons.  
(b) A valid Passport

8. *Penalties for furnishing false information.*— If in accordance with regulations of this Examination a candidate is found ineligible, his/her candidature will be cancelled at any time prior to or during or after the Examination. If at any time during the period of his/her service, it is proved that he/she had willfully furnished false information or he/she had been ineligible to sit this Examination, he/she would be able to be dismissed from the service forthwith.

9. The final decision on any matter that does not include in this notice rests with the decision of the Director of Social Services subject to the instructions of the Public Service Commission.

10. *Method and medium of examination :*

- (a) The examination will be conducted in Sinhala and Tamil mediums.

(b) A candidate should appear for the examination in only one language in which she/he has obtained the degree to be qualified to appear for the examination. All question papers have to be answered in the same medium.

(c) Candidates will not be permitted to change the medium of examination given in her/his application.

11. *Method of Recruitment :*

*Written Examination.*— (The Limited Competitive Examination for the Recruitment to the Post of Officer-in-Charge) comprises of essay and structured essay questions on the case study regarding the work and personnel management - Time one hour, Marks (100). This question paper contains compulsory questions and all questions need to be answered. A 40% of minimum marks should be obtained to pass the paper.

The candidates should answer essay and structured essay typed questions prepared in association with the case study or case studies with regard to the work and personnel management such as institutional administration, management, facing issues and solving such issues, institutional productivity and efficiency for evaluating the comprehensive ability and knowledge of the candidates on the work and personnel management.

*Interview :*

Having conducted the structured interview under the structured interview board approved by the public Service Commission for the officers who have obtained of not less than 40% marks among the candidates who appeared for the written examination, the number of candidates equal to the existing vacancies will be selected on the basis of the merit of the aggregate marks scored at both written examination and structured interview.

Structured Interviews for the recruitment to the posts of Officer - in - Charge.



01.The fields to be awarded marks.

<i>Heads to be checked to award marks</i>	<i>Maximum marks</i>
<p>01. Additional Educational Qualifications (Marks will only be awarded to the qualifications obtained in addition to the basic qualifications mentioned under Number 04 of the recruitment notification.)</p> <p>1. Post Graduate Degree - 10 (Including Sociology / Administration and Management)</p> <p>2. First - Class Honours Degree - 08</p> <p>3. The Degree with Class Honours - 06 (If certain subjects have been excepted from the Efficiency Bar Examination by this means, the applicants will again not be awarded marks)</p>	10
<p>02. Additional Professional Qualifications</p> <p>In the field in connection with the post</p> <p>1. Obtaining of not less than one year diploma from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like social works/ administration/ counselling/ management - 15</p> <p>2. Obtaining a certificate for following of not less than six month course from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like sociology/ administration/ counselling /management (sign language diploma, Braille diploma) - 10</p> <p>3. Obtaining a certificate for following of not less than three month course from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like sociology / administration / counselling / management - 05</p>	15
<p>03. Additional Experiences (For each year exceeding 5 years or 10 years in which it is considered as the basic qualifications)</p> <p>I. For each one year in grade II of the post - 03 II. For each one year in grade I of the post - 05</p>	40
<p>04. Computer Literacy (Marks will be awarded to the maximum qualification)</p> <p>1. For a diploma / certificate course on computer for one year or more duration than that from an Institution recognized by the appointing authority - 05</p> <p>2. For a diploma / certificate course on computer for six month or more duration than that from an Institution recognized by the appointing authority - 03</p>	05
<p>05. English language proficiency (Marks will be awarded to the maximum qualification)</p> <p>1. Obtaining the first degree / post graduate degree / post graduate diploma in English medium / passing English as a subject for the degree / passing English as a subject for G. C. E. (Advanced Level) - 05</p>	05

<i>Heads to be checked to award marks</i>	<i>Maximum marks</i>
2. Obtaining a diploma / certificate course on English Language for one year or more from a recognized Institution or obtaining a distinction pass for the English language in G. C. E. (Ordinary Level) - 03	
3. Obtaining a diploma / certificate course on English Language for six month or more from a recognized Institution or obtaining a credit pass for the English language in G. C. E. (Ordinary Level) - 02	
4. For a certificate course on English language of not less than 03 months - 01	
06. For special activities / programs / projects performed in the professional field (District Secretary or Divisional Secretary should be recommended)	
1. Creative activities done on behalf of the disabled persons (The activities which have been initiated from the divisional level and have been developed up to the national level) - 05	20
2. Successful activities with the priority of community in association with self - esteem group / voluntary representatives - 05	
3. The projects which have been obtained national / international victories with regard to the subject scope of the disabled beneficiaries in Divisional or District level - 05	
4. Projects and programs made in creative manner in addition to the benefits and provisions provided by other Ministries and Departments for empowering the beneficiaries - 05	
5. Other special activities / programs - 05	
07. Merit shown at the interview	05

*Releasing Examination Results.* – The list of notification including the selected applicants prepared on the basis of the merits of both written examination and structured interview equal to the existing vacancies will be sent to the Secretary, Public Service Commission. Thereafter, as directed by the Public Service Commission, the result will be either sent personally to all applicants or published on [www.exams.results.gov.lk](http://www.exams.results.gov.lk) ; the official website of the Department of Examinations for results release.

(12) *Note.* – Participating in the Interview should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to grant the appointment.

As per the order of the Public Service Commission,

(13) “In case of any discrepancy arises among the phrases of this notice, which is published in Sinhala, Tamil and English languages, the Sinhala notice will be considered as the correct one”.

MAHINDA SENEVIRATHNA,  
Secretary,  
Ministry of Social Empowerment and Welfare.

Ministry of Social Empowerment and Welfare,  
1 Floor, Sethsiripaya Stage II,  
Battaramulla,  
On this day 06th February, 2017.

(For office use only)

THE LIMITED COMPETITIVE EXAMINATION FOR THE  
RECRUITMENT TO THE POSTS OF OFFICER - IN - CHARGE IN  
VOCATIONAL TRAINING CENTERS UNDER THE DEPARTMENT OF  
SOCIAL SERVICES - 2017

1.0 Medium :

Sinhala - 2

Tamil - 3

(Please write the relevant number in the box)

(The application should be completed in the  
medium of language you wish to appear for the  
examination)

2.0 Personal Information :

2.1 Name in Full : \_\_\_\_\_.

(In block letters)

(Ex: (HERATH MUDIYANSELAGE SAMAN  
KUMARA GUNAWARDHANA)

2.2 Name with last name at the beginning and initials  
of other names at the end : \_\_\_\_\_.

(In block letters)

(Ex: (GUNAWARDHANA, H. M. S. K)

2.3 Name in Full : \_\_\_\_\_.

(In Sinhala/ Tamil)

2.4 Official Address (In block letters) : \_\_\_\_\_.

(the admission is posted to this Address)

2.5 Official Address : \_\_\_\_\_.

(In Sinhala / Tamil)

2.6 Sex : Male - 0 Female - 1

(Write relevant number in the cage)

2.7 National Identity Card No. :

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2.8 Marital Status :

Unmarried - 1 Married - 2

(write relevant number in the cage)

2.9 Nationality :

(Sinhala-1, Tamil-2, Indian Tamil-3,  
Muslim -4, Others - 5)

(write relevant number in the cage)

2.10 Date of birth :

Year :

Month :

Date :

2.11 Telephone Number :

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3.0 (i) Educational Qualifications and Experience :

Educational Qualifications whether with the  
Degree / without Degree : \_\_\_\_\_.

Date on which the degree was obtained : \_\_\_\_\_.

University / Institution (Name) : \_\_\_\_\_.

Registration Number: \_\_\_\_\_.

External / Internal : \_\_\_\_\_.

Subjects studied : \_\_\_\_\_.

Class : \_\_\_\_\_.

Upper / Lower : \_\_\_\_\_.

Valid date for the Degree : \_\_\_\_\_.

The medium of language you appeared for the  
examinations : \_\_\_\_\_.

4. Experience:

(i) Date of appointment to the post of Social  
Services Officer : \_\_\_\_\_.

(ii) Date on which you have been confirmed in the  
post : \_\_\_\_\_.

(iii) The Grade in which you are serving at present  
: \_\_\_\_\_.

(iv) Date of appointment / promotion to the said  
Grade : \_\_\_\_\_.

(v) Period of service from the said appointment of  
Social Services Officer Grade I/II to the date  
of 20.03.2017 : \_\_\_\_\_.

Affix the receipt properly here

5.0 Declaration of the applicant :

I have earned all my due increments during the  
immediately preceding five (05) years period to the date  
of ..... and in accordance with the Chapter 04 b of  
the Gazette Notification, I have completed the active and

satisfactory service period to the date of ..... and during the said period I have not been subjected to any disciplinary punishment (apart from the warning). Further, I adhere to the decisions taken in connection with the holding of the examination and releasing of results by the Commissioner General of Examination.

In terms of the rules and regulations of the *Gazette* notification, I am qualified to appear for the examination, Moreover, I do hereby certify that the information furnished by me are true and accurate to the best of my knowledge and belief and I declare that I have affixed the invoice No. .... dated ..... to the given area of the application after paying the examination fee. In addition, I agree to abide by all the rules and regulations applicable to this examination enforced by the Commissioner General of Examinations. I further agree that my candidature is liable to cancelled before, during or after the examination if it is found that I am ineligible in terms of the Service Minute which carries provisions on this examination.

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

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

06. Certification of the Head of the Department : (As per the personal file of the Applicant) :

This is to certify Mr./ Mrs./ Miss. .... submitting this application is serving in the post of Social Services Officer and he / she has earned all his / her due increments during the immediately preceding five (05) years period to the date of ..... and during the said period he / she has not been subjected to any disciplinary punishment (apart from the warning) and in accordance with the Chapter 04 b of the *Gazette* Notification, he / she has completed the active and satisfactory service period of (five years / ten years) to the date of ..... and in accordance with the regulations mentioned in the *Gazette* notification, he / she has obtained the qualifications to appear for the examinations and has pasted the invoice after paying the precise examination fee. Moreover, I certify that he/ she put her signature before me.

\_\_\_\_\_,  
Signature of the Head of the Department.

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

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

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

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

Official Stamp : \_\_\_\_\_.

**GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY UNDERGRADUATE CADETSHIPS (MALE / FEMALE)**

APPLICATIONS are invited from suitably qualified Sri Lankans for Undergraduate Cadetships (Male & Female) at General Sir John Kotelawala Defence University Ratmalana and its Southern Campus Suriyawewa from **12.02.2017 to 11.03.2017**.

2. General Sir John Kotelawala Defence University has been empowered to award Degrees to those Officer Cadets who, after being enlisted to the commissioned officer ranks in the Regular Forces of the Tri-Services will successfully complete the academic & military components of studies pertaining to the degree programmes by the General Sir John Kotelawala Defence Academy Act, No. 68 of 1981 and subsequent amendments thereto.

3. The degree programmes applicable to the Officer Cadets will be conducted at,

**KDU - Ratmalana**

- (i) Bachelor of Medicine and Bachelor of Surgery (MBBS) degree (5 years)
- (ii) Bachelor of Science honours in Engineering degree (4 1/2 years)
- (iii) Bachelor of Laws (LLB) degree (4 years)
- (iv) Bachelor of Science honours in Computer Science degree (4 1/2 years)
- (v) Bachelor of Science honours in Software Engineering degree (4 1/2 years)
- (vi) Bachelor of Science honours in Computer Engineering degree (4 1/2 years)
- (vii) Bachelor of Science in Logistics Management degree (3 years)
- (viii) Bachelor of Science in Management and Technical Sciences degree (3 years)
- (ix) Bachelor of Science in Social Sciences degree (3 years)

**Southern Campus - Suriyawewa**

- (x) Bachelor of Architecture degree (5 1/2 years)
- (xi) Bachelor of Science honours in Built Environment degree (4 1/2 years)
- (xii) Bachelor of Science in Built Environment degree (3 1/2 years)
- (xiii) Bachelor of Science honours in Quantity Surveying degree (4 1/2 years)
- (xiv) Bachelor of Science honours in Surveying Sciences degree (4 1/2 years)

- (xv) Bachelor of Science honours in Information Technology degree (4 1/2 years)
- (xvi) Bachelor of Science honours in Information Systems degree (4 1/2 years)

3.1. The allocation of Officer Cadets for the three services will be based on the availability of vacancies in each service and the aggregate marks obtained at the three interviews, conducted for selection. Officer Cadets will be commissioned in the Regular Forces of the Sri Lanka Army, Navy or Air Force, after successful completion of the degree programmes.

3.2 On successful completion of the academic and military training components of the respective degree programmes, the Officer Cadets will be awarded one of the following degrees :

- (i) Bachelor of Medicine and Bachelor of Surgery (MBBS)
- (ii) Bachelor of Science Honours in Engineering
- (iii) Bachelor of Laws (LLB)
- (iv) Bachelor of Science Honours in Computer Science
- (v) Bachelor of Science Honours in Software Engineering
- (vi) Bachelor of Science Honours in Computer Engineering
- (vii) Bachelor of Science in Logistics Management
- (viii) Bachelor of Science in Management and Technical Sciences
- (ix) Bachelor of Science in Social Sciences
- (x) Bachelor of Architecture
- (xi) Bachelor of Science Honours in Built Environment
- (xii) Bachelor of Science in Built Environment
- (xiii) Bachelor of Science Honours in Quantity Surveying
- (xiv) Bachelor of Science Honours in Surveying Sciences
- (xv) Bachelor of Science Honours in Information Technology
- (xvi) Bachelor of Science Honours in Information Systems

3.3 All degree programmes are conducted only in the medium of English.

3.4 Selected candidates will be allowed to follow one of the following Bachelor's Degree Programmes in accordance with their qualifications.

(a) ***Bachelor of Medicine and Bachelor of Surgery (MBBS) – Five years (Male):***

For those who have followed **Bio-Science Stream** (Biology, Chemistry and Physics) at the G. C. E. (A/L) Examination in **2016**, obtained a minimum of three Simple passes (S), and are eligible to apply for university admission.

(b) ***Bachelor of Science (BSc) Honours in Engineering in Aeronautical /Aircraft Maintenance/Bio-Medical/ Civil/Electrical & Electronic/Electronic and Telecommunication/Marine/Mechanical/Mechatronic - Four and a half years (Male) :***

For those who have followed **Maths Stream** (Chemistry, Physics and Combined Mathematics) at the G. C. E. (A/L) Examination in **2016 or 2015**, obtained a minimum of three Simple Passes (S) and are eligible to apply for university admission.

(c) ***Bachelor of Laws (LLB) - Four years (Female) :***

For those who have obtained a minimum of three Simple Passes (S) for any three of the following subjects at the G. C. E. (A/L) Examination in 2016 or 2015 and are eligible to apply for university admission :

Accounting	Elements of Political Science	Agricultural Science
Geography	Biology	Higher Mathematics
Business Statistics	History	Business Studies
Logic and Scientific Method	Chemistry	Economics
Physics	Mathematics/Combined Mathematics	
Communication and Media Studies	Information and Communication Technology	

or

Those who have obtained minimum Simple Passes (S) for one or two subjects from the above list and for the other two subjects or one subject from the following list at the G. C. E. (A/L) examination and are eligible to apply for university admission.

Buddhism/Buddhist Civilization	Greek	Tamil
Christianity/Christian Civilization	Hinduism/Hindu Civilization	Latin
Greek and Roman Civilization	Islam/Islamic Civilization	French
Japanese	Chinese	Sinhala
English (Subject No. 73)	Pali	Arabic
Sanskrit	German	
Agro Technology	Drama and Theater	

- (d) **Bachelor of Science (BSc) Honours in Computer Science - Four and a half years (Male)**  
For those who have followed **Maths Stream** at the G. C. E. (A/L) Examination in **2016 or 2015**, obtained a minimum of Simple Passes (S), for **Combined Mathematics, Physics** and any one of the following subjects and are eligible to apply for university admission  
**Chemistry, Higher Mathematics**  
**Information and Communication Technology**
- (e) **Bachelor of Science (BSc) Honours in Software Engineering - Four and a half years (Male)**  
For those who have followed **Maths Stream** at the G. C. E. (A/L) Examination in **2016 or 2015**, obtained a minimum of Simple Passes (S), for **Combined Mathematics, Physics** and any one of the following subjects and are eligible to apply for university admission  
**Chemistry, Higher Mathematics**  
**Information and Communication Technology**
- (f) **Bachelor of Science (BSc) Honours in computer Engineering - Four and a half years (Male)**  
For those who have followed **Maths Stream** at the G. C. E. (A/L) Examination in **2016 or 2015**, obtained a minimum of Simple Passes (S), for **Combined Mathematics, Physics** and any one of the following subjects and are eligible to apply for university admission  
**Chemistry, Higher Mathematics**  
**Information and Communication Technology**
- (g) **Bachelor of Science (BSc) in Logistics Management – Three years (Male & Female) :**  
For those who have followed **Bio, Maths or Commerce Streams** at the G. C. E. (A/L) Examination in **2016 or 2015**, obtained a minimum of three Simple Passes (S) and are eligible to apply for university admission.
- (h) **Bachelor of Science (BSc) in Management & Technical Sciences - Three years (Male) :**  
For those who have followed **Bio or Maths Stream** at the G. C. E. (A/L) Examination in **2016 or 2015**, obtained a minimum of three Simple Passes (S), and are eligible to apply for university admission.
- (i) **Bachelor of Science (BSc) in Social Sciences – Three years (Male and Female) :**  
For those who have followed **any stream** at the G. C. E. (A/L) Examination in **2016 or 2015**, obtained a minimum of three Simple Passes (S), and are eligible to apply for university admission.
- (j) **Bachelor of Architecture (B Arch) - Five and a half years (Male)**  
**with two exit points in 3rd and 4th years respectively with following degrees :**

**Bachelor of Science (BSc) in Built Environment - Three and a half years (Male)**

**Bachelor of Science (BSc) Honours in Built Environment - Four and a half years (Male)**

For those who have followed three (3) of the following subjects at the G. C. E. (A/L) Examination in **2016 or 2015**, obtained a minimum of three Simple Passes (S) and are eligible to apply for university admission :

(i) At least one of the following subjects,

Biology  
Higher Mathematics  
Chemistry  
Physics  
Commined Mathematics  
Art  
Geography

*and*

(ii) The remaining subject/subjects from the following list :

Accounting	Logic and Scientific Methods
Hindu Civilization	Mathematics
Business Statistics	Sanskrit
Islamic Civilization	German
Greek and Roman Civilization	Arabic
Elements of Political Science	History
English (Subject No. 73)	Business Studies
Sinhala	Japanese
Christian Civilization	Economics
Communication and Media Studies	Pali
Hindi	French
Buddhist Civilization	Tamil
Home Economics	Information and Communication Technology
Agricultural Science	Chinese

*and*

(iii) At least a Credit Pass (C) in mathematics I or II at the G. C. E. (O/L) Examination or a Simple Pass (S) in Mathematics at the G. C. E. (A/L) Examination ;

*and*

(iv) A pass at the spatial cognition test conducted by KDU.

**(k) Bachelor of Science (BSc) Honours in Surveying Sciences - Four and a half years (Male):**

For those who have followed **Maths Stream** at the G. C. E. (A/L) Examination in **2016 or 2015**, obtained a minimum of three Simple Passes (S), and are eligible to apply for university admission.

**(l) Bachelor of Science (BSc) Honours in Quantity Surveying - Four and a half years (Male):**

For those who have followed three (3) of the following subjects at the G. C. E. (A/L) Examination in **2016 or 2015**, obtained a minimum of three Simple Passes (S), and are eligible to apply for university admission.

**At least one subject from,**

Combined Mathematics/Higher Mathematics

**and the other subject/subjects from the following list :**

Accounting	Economics	Business Statistics
Business Studies	Physics	Chemistry
Information and Communication Technology		

**In addition, candidates should satisfy the following minimum requirements at the G. C. E. (O/L) Examination.**

- (a) A Credit Pass (C) in Mathematics I or II  
(b) A Simple Pass (S) in Science I or II.

**(m) Bachelor of Science (BSc) Honours in Information Technology - Four and a half years (Male) :**

For those who have followed the G. C. E. (A/L) Examination in **any stream other than the Technology Stream in 2016 or 2015**, obtained a minimum of three Simple Passes (S), and are eligible to apply for University admission.

**(n) Bachelor of Science (BSc) Honours in Information Systems - Four and a half years (Male) :**

For those who have followed the G. C. E. (A/L) Examination in **any stream other than the Technology Stream in 2016 or 2015**, obtained a minimum of three Simple Passes (S), and are eligible to apply for University admission.

3.5 Selected candidates are required to follow a range of common and special subjects pertaining to respective Degree Programmes, including English, Management, Information Technology, Law, International Studies and Military Studies.

3.6 They are also required to undergo continuous training in Physical Development, Drill, Weapon Training and Leadership, during their Degree Programmes.

4. *Other eligibility requirements for Officer Cadets.* – The candidates should be :

- (a) A citizen of Sri Lanka.  
(b) Not less than 18 years and not more than 22 years of age on **11th March, 2017**.

*Educational Qualifications :*

- (c) The candidate should be eligible to apply for University admission having obtained a minimum of three Simple Passes (S) in the relevant stream of the G. C. E. (A/L) examination, and should have :

- (i) Passed the Common General Test ;

- (ii) Obtained a minimum of a credit (C) pass for English language at G. C. E. (Ordinary Level) Examination for all degree programmes.

- (d) The following minimum physical standards should be satisfied :

		Male	Female
<b>Height</b>	Army	5'6"	5'3"
	Navy	5'6"	5'3"
	Air Force	5'6"	5'4"
<b>Weight</b>	Army	50kg	–
	Navy	52kg	41kg
	Air Force	17<BMI<25	17<BMI<25
<b>Chest</b>		32" (unexpanded)	–

*Note.* – (If a candidate possesses National Level achievements in sports or other relevant activities, the above physical standards may be relaxed by the Secretary, Ministry of Defence and Chairman of the Board of Management, General Sir John Kotelawala Defence University).

- (e) *The candidates should conform to the required medical standards.* – Successful candidates are required to pass a medical test following the submission of a Medical Declaration Form in the prescribed format to the satisfaction of the Secretary, Ministry of Defence and Chairman of the Board of Management, General Sir John Kotelawala Defence University. If a candidate is found to have provided false information in the Medical Declaration Form, prior to the selection, such candidate shall be disqualified and liable to be discharged on the grounds of the provision of false information.

**(Medical Declaration Form can be downloaded from the University Website [www.kdu.ac.lk](http://www.kdu.ac.lk))**

- (f) **The candidate should be unmarried.** (No Officer Cadet will be permitted to get married whilst under training and until permitted to do so by Service Regulations.)

5. *Condition of Service.* – Selected candidates will be enlisted as Officer Cadets of General Sir John Kotelawala Defence University, Ratmalana or its Southern Campus,



Suriyawewa. They will be subjected to laws, regulations and orders made or given under the General Sir John Kotelawala Defence Academy Act, No. 68 of 1981 and subsequent amendments thereto. An Officer Cadet shall serve in the armed service in which he is commissioned as an Officer for a continuous and uninterrupted period of not less than (12) Twelve years from the date on which he is graduated in the respective Degree Programme.

6. At the time of enlistment selected candidates will have to enter into a Bond and an agreement with the Democratic Socialist Republic of Sri Lanka to serve for a compulsory period as aforesaid, after being graduated in the respective degree programmes.

7. Officer Cadets will be paid approximately Rs. 38,000 per month as pay and allowances. In addition, the following facilities will be provided free of charge:

- (i) Board and lodging ;
- (ii) Uniforms ;
- (iii) Batman facilities ;
- (iv) Sports and recreational facilities ;
- (v) Medical facilities.

8. On being commissioned to the Regular Forces of the Sri Lanka Army, Navy or Air Force, they will be entitled for pay and allowances appropriate to the rank in accordance with the Service pay codes.

(a) The following allowances are payable monthly :

- (i) Qualification allowance ;
- (ii) Ration allowance ;
- (iii) Disturbance allowance when ordered to live in (for married officers only) ;
- (iv) Uniform up keep allowance.

(b) Other facilities and allowances :

- (i) Accommodation when ordered to live in ;
- (ii) Limited rent allowance when living in a rented house ;
- (iii) Uniform allowance ;
- (iv) Batman allowance ;

9. Officers of the Army/Navy/Air Force will be governed by the following regulations in respect of their pay prospects and conditions of Service :-

- (i) The Army/Navy/Air Force pay code.
- (ii) Current regulations for officers of the Army/ Navy/Air Force published in the Sri Lanka Government *Gazette*.
- (iii) Current Army/Navy/Air Force Pensions and Gratuity Code published in the Sri Lanka Government *Gazette*.

10. During the course of training, Officer Cadets are required to undergo such training as may be prescribed by the Vice Chancellor, General Sir John Kotelawala Defence University and /or respective Service Commanders.

11. Officer Cadets under training are liable to be posted for training in any part of Sri Lanka or Abroad.

12. Officer Cadets under training will be required to stay in accommodation provided and follow a routine laid down by the General Sir John Kotelawala Defence University or by the respective Service establishments.

13. *Language Requirements.*– Selected candidates will be required to comply with any rules and regulations already made or that may hereafter be made for giving effect to the language policy of the Democratic Socialist Republic of Sri Lanka.

14. *Proof of Identity.*– Candidates will be required to produce proof of their National Identity. Identity cards issued by the Department of Registration of Persons or the Post Master - General valid passport or Driving License issued by the Registrar of Motor Vehicles will be accepted for this purpose.

15. *Applications.*– Application forms and the Brochures can be downloaded from the University Website [www.kdu.ac.lk](http://www.kdu.ac.lk).

16. Duly completed applications should accompany a receipt obtained by paying Rs. 1,000 (One Thousand Rupees) to any Branch of the Bank of Ceylon in favour of “The Vice Chancellor, General Sir John Kotelawala Defence University” to be credited to the Current Account Number “9405831” of the Bank of Ceylon, Idama Branch, Moratuwa. The applications without basic qualifications and not duly filled in accordance with the conditions mentioned herein will be rejected without notification and in such instances. The application fee will not be

refunded. A board appointed by Vice-Chancellor will review all applications received and shortlist according to qualifications of the candidates. Those who are shortlisted will be called for the preliminary interview.

17. The duly completed applications should be forwarded to "The Registrar, General Sir John Kotelawala Defence University, Ratmalana" under registered cover to reach him on or before 11.03.2017.

"Application for Cadetships" and the stream applied, should be written on the top left-hand corner of the envelope. Applications received after the closing date or do not conform to the requirements of this notification will be rejected.

18. Applications from officers in Government Service and Corporations or Statutory Bodies should be forwarded through the Head of the Departments/Corporations/ Statutory Bodies and they should accompany a certificate issued by the relevant institutional head to the effect that the Officer would be released if selected.

19. Applications should accompany only the certified copies of the certificate of Registration of Birth, G. C. E. (O/L), G. C. E. (A/L) result sheets with a certification for being qualified for University admission( Yes).

20. Preliminary selection will be made from among those candidates who have achieved the required standards in accordance with the evaluation criteria determined by the Selection Committee appointed by the Board of Management of the General Sir John Kotelawala Defence University. Candidates who are selected from the first

interview will be required to undergo tests as may be prescribed by the Board of Management of the General Sir John Kotelawala Defence University. The final selection will be made by the Final Selection Committee appointed by the Board of Management of the General Sir John Kotelawala Defence University.

21. Candidates who are selected for interviews and tests will be informed in writing of the venues, times and the dates of such interviews. Travelling or other expenses for this purpose will not be paid to applicants.

22. Anyone who desires to recommend a candidate should do so by giving him a testimonial. Any form of canvassing would be considered as a disqualification.

23. Receipt of Applications will not be acknowledged. No correspondence or inquiries will be entertained with regard to rejected applications.

24. If a disparity exists between the Sinhala language and Tamil language in the *Gazette* notification, you are hereby requested to follow the instructions as per the *Gazette* notification in Sinhala language.

Eng. KARUNASENA HETTIARACHCHI,  
Secretary,  
Ministry of Defence and  
Chairman of the Board of Management  
General Sir John Kotelawala  
Defence University.

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