

N. B.– Part IV(A) of the *Gazette* No. 2,023 of 09.06.2017 was not published.

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

අංක 2,024 – 2017 ජූනි මස 16 වැනි සිකුරාදා – 2017.06.16

No. 2,024 – FRIDAY, JUNE 16, 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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- N. B.– (i) Aravind Kumar Foundation (Incorporation) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of June 09, 2017.
- (ii) Bandula Lal Bandarigoda Foundation (Incorporation) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of June 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 07th July, 2017 should reach Government Press on or before 12.00 noon on 23rd June, 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.



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

1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade 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

### JUDICIAL SERVICE COMMISSION

### SCHEDULE

**Applications are called in terms of the Muslim Marriage and Divorce Act (Chapter 115) for the Recruitment of Quazis for the areas indicated in the following Schedule**

PERSONS with following qualifications may apply.

Any Muslim male who is a graduate of a recognized University or a Moulavi holding a certificate from an institution recognized by the Ministry in charge of Muslim Religious and Cultural Affairs or a holder of the Al-Alim certificate issued by the Department of Education or an Attorney-at-Law or a holder of other similar qualification or a retired public servant who has held office in staff grade.

A person currently holding a permanent post in the public service shall not be eligible to apply.

Applicants should be married and over 40 years, should be physically fit and of good character and standing in the community and possessing a sound knowledge of the law relating to Muslim Marriage and Divorce.

The selected candidate will be appointed for a period, which will be specified in the letter of appointment.

It is a legal requirement that a Quazi should reside in the area for which he is appointed.

A Quazi will be paid a monthly allowance of Rs. 7,500 and an all exclusive allowance of Rs. 6,250 per month for the cost of support services, stationary and postal expenses.

Applications, as per specimen below, should be sent by Registered Post to reach me on or before 15th July, 2017 with words “Quazi” written on the top left hand corner of the envelope. Originals of documents should not be forwarded with the application.

ANANDHI KANAGARATNAM,  
Senior Assistant Secretary,  
Judicial Service Commission.

Judicial Service Commission Secretariat,  
P. O. Box 573,  
Colombo 12,  
29th May, 2017.

1. Addalachenai - Applications are called by the Judicial Service Commission for the post of Quazi in the D. S. Division in Ampara District under (Chapter 115) the Muslim Marriage and Divorce Act.
2. Eravur - Applications are called by the Judicial Service Commission for the post of Quazi in the Eravurpatthu Revenue Division in the Batticaloa District under (Chapter 115) the Muslim Marriage and Divorce Act.
3. Monaragala - Applications are called by the Judicial Service Commission for the post of Quazi in Judicial Zone of Monaragala in Monaragala District under (Chapter 115) the Muslim Marriage and Divorce Act.
4. Muttur (Koddiyarpatthu) - Applications are called by the Judicial Service Commission for the post of Quazi in the Revenue Division of Koddiyarpatthu in Trincomalee District under (Chapter 115) the Muslim Marriage and Divorce Act.
5. Nawalapitiya - Applications are called by the Judicial Service Commission for the post of Quazi in Udabulathgama Revenue Division in Kandy district and Hapugastalawa area in Nuwara -Eliya District under (Chapter 115) the Muslim Marriage and Divorce Act.
6. Ninthavur - Applications are called by the Judicial Service Commission for the post of Quazi in Ninthavur D. S. Division in Ampara District under (Chapter 115) the Muslim Marriage and Divorce Act.
7. Polonnaruwa - Applications are called by the Judicial Service Commission for the post of Quazi in Judicial Zone of Polonnaruwa in Polonnaruwa District under (Chapter 115) the Muslim Marriage and Divorce Act.
8. Puttalam and Chilaw - Applications are called by the Judicial Service Commission for the post of Quazi in Puttalam and Chilaw Judicial Zone (Except the Kalpitiya D. S. Division) in Puttalam District under (Chapter 115) the Muslim Marriage and Divorce Act.

9. Anuradhapura - Applications are called by the Judicial Service Commission for the post of Quazi in Nuwaragam, Hurulugam and Talagam Revenue Divisions in Anuradhapura District under (Chapter 115) the Muslim Marriage and Divorce Act.
10. Beruwala - Applications are called by the Judicial Service Commission for the post of Quazi in Beruwala D. S. Division in Kalutara District under (Chapter 115) the Muslim Marriage and Divorce Act.
11. Hambantota - Applications are called by the Judicial Service Commission for the post of Quazi in Judicial Zone of Hambantota in Hambantota District under (Chapter 115) the Muslim Marriage and Divorce Act.
12. Hatton - Applications are called by the Judicial Service Commission for the post of Quazi in Judicial Zone of Hatton in Nuwara-Eliya District under (Chapter 115) the Muslim Marriage and Divorce Act.
13. Kegalle - Applications are called by the Judicial Service Commission for the post of Quazi in Judicial Zone of Kegalle in Kegalle District under (Chapter 115) the Muslim Marriage and Divorce Act.
14. Kinniya - Applications are called by the Judicial Service Commission for the post of Quazi in Kinniya D. S. Division in Trincomalee District under (Chapter 115) the Muslim Marriage and Divorce Act.
15. Kurunegala - Applications are called by the Judicial Service Commission for the post of Quazi in Judicial Zone of Kurunegala in Kurunegala District under (Chapter 115) the Muslim Marriage and Divorce Act.
16. Matara - Applications are called by the Judicial Service Commission for the post of Quazi in Judicial Zone of Matara in Matara District under (Chapter 115) the Muslim Marriage and Divorce Act.
17. Negombo - Applications are called by the Judicial Service Commission for the post of Quazi in Judicial Zone of Negombo in Gampaha District under (Chapter 115) the Muslim Marriage and Divorce Act.
18. Oddamawadi - Applications are called by the Judicial Service Commission for the post of Quazi in Revenue Division of Koralaipattu West in Batticaloa District under (Chapter 115) the Muslim Marriage and Divorce Act.
19. Pulmodai - Applications are called by the Judicial Service Commission for the post of Quazi in Revenue Division of Kaddukulampattu East and West in Trincomalee District under (Chapter 115) the Muslim Marriage and Divorce Act.
20. Ratnapura - Applications are called by the Judicial Service Commission for the post of Quazi in Judicial Zone of Ratnapura in Ratnapura District under (Chapter 115) the Muslim Marriage and Divorce Act.
21. Tumpane - Applications are called by the Judicial Service Commission for the post of Quazi in the D. S. Division of Tumpane in Kandy District under (Chapter 115) the Muslim Marriage and Divorce Act.
22. Refugee Population - Applications are called by the Judicial Service Commission for the post of Quazi for the Refugee Population in Puttalam District under (Chapter 115) the Muslim Marriage and Divorce Act.
23. Tangalle - Applications are called by the Judicial Service Commission for the post of Quazi in the Judicial Zone of Tangalle in Hambantota District under (Chapter 115) the Muslim Marriage and Divorce Act.
24. Gampola (Udawalpata) - Applications are called by the Judicial Service Commission for the post of Quazi in the Judicial Zone of Gampola (Udawalpata) in the Kandy District under (Chapter 115) the Muslim Marriage and Divorce Act.



13. Language which can read and write :

14. Does the Applicant posses knowledge of Muslim Law ? :  Yes  No

15. Civil Status :

16. Is wife living ? :  Yes  No

17. Past and Present Occupation (with date) :

| From | To | Occupation | Place |
|------|----|------------|-------|
|      |    |            |       |
|      |    |            |       |
|      |    |            |       |
|      |    |            |       |
|      |    |            |       |
|      |    |            |       |

18. Value of Possessed by Assets :  Rs.

19. Monthly Income :  Rs.

20. Amount of debts if any :  Rs.

21. Were you actively engaged in politics during the last ten years ? :  Yes  No

22. Are you an income tax payer ? :  Yes  No

23. Were there criminal cases against you ? or are there any pending criminal cases ? :  Yes  No

24. Particular of Court convocation if any :

25. Personal referees (They should be responsible person who known you well) :

|  |  |
|--|--|
| Name :                                 | Name :                                 |
| Address :                              | Address :                              |
| Phone No. :                            | Phone No. :                            |
| Occupation :                           | Occupation :                           |
| Period during which he has known you : | Period during which he has known you : |

I truly and sincerely attest that the above information furnished by me is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Yours faithfully.

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

**Note** : Attach all copies of the relevant certificates with this Application.

## PUBLIC SERVICE COMMISSION

### Calling Applications for recruitment to the existing vacancies in the Post of Additional Director General and Posts of Directors at National Intellectual Property Office of Sri Lanka

APPLICATIONS are hereby called from the officers who are already in the Public Service for the below mentioned posts in the National Intellectual Property Office. The said officers should fulfill the specified qualifications herein.

#### (A) Post of Additional Director General

- I. Being an officer in Class I of Sri Lanka Administrative Service, who has completed a minimum active and satisfactory service period of fifteen (15) years in the said service; and
- II. Shall have obtained a Post Graduate Degree from a University recognized by the University Grants Commission; and
- III. Shall have obtained a Credit Pass for English Language at the G.C.E (Ordinary Level) (not applicable to the applicants who have followed the Degree in English Medium); and
- IV. Shall be 55 years of age or less than that.
  - Having taken oaths as an Attorney-at-Law of the Supreme Court will be an added qualification.

#### (B) Post of Director (Legal)

- I. Shall have completed a minimum active and satisfactory service period of twelve (12) years in the Executive Grade of the Public Service (including Legal Officers); and
- II. Being an Attorney-at Law of the Supreme Court or shall have obtained a Degree in Law from a University recognized by the University Grants Commission; and
- III. Shall have obtained a Post Graduate Degree in the relevant field; and
- IV. Shall have obtained a Credit Pass for English Language at the G.C.E (Ordinary Level) (not applicable to the applicants who have followed the Degree in English Medium) ; and
- V. Shall be 55 years of age or less than that.

#### (C) Post of Director (Information and Examination)

- I. Shall have completed a minimum active and satisfactory service period of twelve (12) years in the Executive Grade of the Public Service; and
- II. Shall have obtained a Bachelor of Science (B.Sc.) Degree (Biology or Physical Science) (Having followed Computer Science/Information Technology Science as a subject in the said degree will be considered as an added qualification); and
- III. Shall have obtained a Post Graduate Degree in the relevant field; and
- IV. Shall have obtained a Credit Pass for English Language at the G.C.E (Ordinary Level) (not applicable to the applicants who have followed the Degree in English Medium); and
- V. Shall be 55 years of age or less than that.

**Note 1:** The marks awarding criteria for the post of Additional Director General and posts of Directors (02) in the Structured Interview are given in the following schedules.

**Note 2:** National Intellectual Property office is a Government Department which works in collaboration with the World Intellectual Property Organization (WIPO) and other international agencies. Thus, the officers to



be recruited will have the opportunity to participate in foreign trainings/ conferences etc. depending on the nature of the duties assigned to them. Therefore, the ability to work in English Language will be an added advantage.

Officers who are already in the Public service holding aforementioned positions and wish to join this Department should forward applications prepared as per the specimen form of application appended at the end of this notification, using both sides of the A4 papers to reach this office on or before 20.07.2017 by registered post. The post applied for should be marked on the top left-hand corner of the envelope.

It is obligatory to mention in the application whether they could be released from the present place of work with/ without a successor.

Address to which the applications should be sent:

Director General of Intellectual Property,  
National Intellectual Property Office of Sri Lanka,  
“Samagam Madura”,  
3<sup>rd</sup> Floor, No.400,  
D.R.Wijewardena Mawatha, Colombo 10.  
Telephone No. 0112-689368

As per the order of the Public Service Commission,

Secretary  
Ministry of Industry and Commerce.

#### SCHEDULE 01

Marking Scheme of the Structured Interview.

##### (A) Post of Additional Director General

| <i>Heads under which marks to be awarded</i>  | <i>Marks</i> | <i>Maximum Marks</i> |
|---|--------------|----------------------|
| <b>01. Additional Educational Qualifications</b>  |              | 20                   |
| (A) Degree in Law   |              |                      |
| (i) First Class   | 20           |                      |
| (ii) Second Class (Upper)   | 15           |                      |
| (iii) Second Class (Lower)  | 10           |                      |
| (iv) Ordinary Pass  | 05           |                      |
| (B)   |              |                      |
| (v) First Class in final year of the Law College  | 15           |                      |
| (vi) Second Class in final year of the Law College  | 10           |                      |
| (vii) Ordinary Pass in final year of the Law College  | 05           |                      |
| (Marks shall be awarded only for the highest qualification obtained – either the Degree or Attorney-at-Law qualification) |              |                      |
| <b>02. Additional Professional Qualifications</b>   |              | 15                   |
| (i) Doctorate in Law  | 15           |                      |
| (ii) Post Graduate Degree in Law (Duration of which is not less than 01 year)   | 10           |                      |
| (Marks shall be awarded to post graduate qualification in addition to the basic qualification.)                           |              |                      |

| <i>Heads under which marks to be awarded</i>   | <i>Marks</i>                            | <i>Maximum Marks</i> |
|--|---|----------------------|
| <p>III. A Post Graduate Diploma of which the duration is not less than 01 year or a Post Graduate Diploma in Law (05 marks for each Diploma with a maximum of 15 marks)</p> <p>IV. Diploma Course – Duration of which is not less than 06 months (03 marks for each Diploma with a maximum of 15 marks)</p> <p>V. Diploma Course – Duration of which is not less than 03 months (02 marks for each Diploma with a maximum of 10 marks)</p>   |   |                      |
| <p><b>03. Additional Experience</b></p> <p>I. Consequent to the basic qualification of being in the service for 15 years, each succeeding year of service will be given 05 marks with a maximum of 05 years</p> <p>II. Experience as an Attorney – at –Law in Public Service or Private Sector - 01 mark for each year with a maximum of 05 years of experience</p> <p>(Additional experience shall be confirmed by a certificate obtained from an Attorney –at- Law with a service period of not less than 20 years or President’s Counsel or a Judicial Officer)</p> | <p>25</p> <p>05</p>                     | 30                   |
| <p><b>04. Proficiency in English Language</b></p> <p>I. Post Graduate Degree/Post Graduate Diploma followed in English Medium (all relevant question papers should have been answered in English Medium)</p> <p>II. A Diploma Course in English Language (period of 01 year or 1500 hours)</p> <p>III. A Certificate Course in English Language</p> <p>-06 months/720 hours</p> <p>-03 months/360 hours</p> <p>(Marks shall be given only to the highest qualification)</p>  | <p>15</p> <p>10</p> <p>07</p> <p>05</p> | 15                   |
| <p><b>05. Literacy in Information Technology</b></p> <p>I. Shall have studied Information Technology as a main subject for the Degree</p> <p>II. Diploma in Information Technology of which the duration is not less than 01 year or 1500 hours</p> <p>III. Certificate Course in Information Technology</p> <p>06 months/720 hours</p> <p>03 months/360 hours</p> <p>(Marks shall be given only to the highest qualification)</p>   | <p>15</p> <p>10</p> <p>07</p> <p>05</p> | 15                   |
| <p><b>06. Skills demonstrated at the Interview</b></p> <p>Leadership</p> <p>Communication Skills</p> <p>Personality</p>  | <p>02</p> <p>02</p> <p>01</p>           | 05                   |
| <b>Total</b>   |   | <b>100</b>           |

**Note:**

- (I) The aforementioned qualifications in respect of all the Degrees, Post Graduate Diplomas and Post Graduate Degrees should have been obtained from a University/Institution recognized by the University Grants Commission.

- (II) The aforementioned qualifications in respect of Diploma or Certificate Courses should have been obtained from an Institution recognized by the University Grants Commission, Sri Lanka Institute of Development Administration or an Institution recognized by the Tertiary and Vocational Education Commission.
- (III) No specific mark to be obtained in order to be successful in the interview. The applicants who secure highest marks at the structured interview will be selected on the basis of their merits.

SCHEDULE 02

Marking Scheme of the Structured Interview.

(B) Post of Director (Legal)

| <i>Heads under which marks to be awarded</i>   | <i>Marks</i> | <i>Maximum Marks</i> |
|--|--------------|----------------------|
| <p><b>01. Additional Educational Qualifications</b></p> <p>Degree in Law from a recognized University</p> <ul style="list-style-type: none"> <li>- First Class 20</li> <li>- Second Class (Upper) 15</li> <li>- Second Class (Lower) 10</li> </ul> <p>First Class Pass in final year of the Law College 15<br/>                     Second Class Pass in final year of the Law College 10</p> <p>Note- 10 marks shall be given only if the final examination is passed with Honours.<br/>                     (Marks shall be awarded only for the highest qualification obtained – for either the Degree or Attorney-at-Law qualification)</p>  |              | 20                   |
| <p><b>02. Additional Professional Qualifications</b></p> <p>Doctorate in Law 15</p> <p>Post Graduate Degree in Law (Duration of which is not less than 01 year) 10<br/>                     (Marks shall be awarded only for the post graduate qualification which is in addition to the basic qualification.)</p> <p>Post Graduate Diploma in the relevant field awarded by a recognized institute - Duration of which is not less than 01 year (05 marks for each Diploma with a maximum of 15 marks)</p> <p>Diploma in the relevant field awarded by a recognized institute - Duration of which is not less than 06 months (03 marks for each Diploma with a maximum of 15 marks)</p> <p>Certificate Courses in the relevant field awarded by a recognized institute - Duration of which is not less than 03 months (02 marks for each certificate course with a maximum of 10 marks)</p> |              | 15                   |
| <p><b>03. Additional Experience</b></p> <p>Experience as an Attorney – at –Law in Public Service or Private Sector - 05 marks for each year with a maximum of 30 marks</p> <p>(except for the 12 years of service required to obtain the basic qualification)</p> <p>(Additional experience shall be confirmed by a certificate issued by an Attorney –at- Law with a service period of not less than 20 years or President’s Counsel or a Judicial Officer)</p>   |              | 30                   |

| <i>Heads under which marks to be awarded</i>   | <i>Marks</i> | <i>Maximum Marks</i> |
|--|--------------|----------------------|
| <b>04. Proficiency in English Language</b>   |              | 15                   |
| I. Post Graduate Degree/Post Graduate Diploma followed in English Medium<br>(all relevant question papers should have been answered in English Medium) | 15           |                      |
| II. A Diploma Course in English Language (period of 01 year or 1500 hours)   | 10           |                      |
| III. A Certificate Course in English Language  |              |                      |
| - 06 months/720 hours  | 07           |                      |
| - 03 months/360 hours  | 05           |                      |
| (Marks shall be given only to the highest qualification)   |              |                      |
| <b>05. Literacy in Information Technology</b>  |              | 15                   |
| I. Shall have studied Information Technology as a main subject for the Degree  | 15           |                      |
| II. Diploma in Information Technology of which the duration is not less than 01 year or 1500 hours   | 10           |                      |
| III. Certificate Course in Information Technology  |              |                      |
| 06 months/720 hours  | 07           |                      |
| 03 months/360 hours  | 05           |                      |
| (Marks shall be given only to the highest qualification)   |              |                      |
| <b>06. Skills demonstrated at the Interview</b>  |              | 05                   |
| Leadership   | 02           |                      |
| Communication Skills   | 02           |                      |
| Personality  | 01           |                      |
| <b>Total</b>   |              | <b>100</b>           |

**Note:**

- (I) The aforementioned qualifications in respect of all the Degrees, Post Graduate Diplomas and Post Graduate Degrees should have been obtained from a University/Institution recognized by the University Grants Commission.
- (II) The aforementioned qualifications in respect of Diploma or Certificate Courses should have been obtained from an Institution recognized by the University Grants Commission, Sri Lanka Institute of Development Administration or an Institution recognized by the Tertiary and Vocational Education Commission.
- (III) No specific mark to be obtained in order to be successful in the interview. The applicants who secure highest marks at the structured interview will be selected on the basis of their merits.

SCHEDULE No. 03

Marking Scheme of the Structured Interview.

(C) Post of Director (Information and Examination)

| <i>Heads under which marks to be awarded</i>   | <i>Marks</i>                            | <i>Maximum Marks</i> |
|--|---|----------------------|
| <p><b>01. Additional Educational Qualifications</b></p> <p>Bachelor of Science (B.Sc.) Degree from a recognized University</p> <p>- First Class</p> <p>- Second Class (Upper)</p> <p>- Second Class (Lower)</p>  | <p>20</p> <p>15</p> <p>10</p>           | 20                   |
| <p><b>02. Additional Professional Qualifications</b></p> <p>Doctorate in the relevant field</p> <p>Post Graduate Degree in the relevant field – Duration of which is not less than 01 year</p> <p>(Marks shall be awarded only to the post graduate qualification which is in addition to the basic qualification.)</p> <p>Post Graduate Diploma in the relevant field - Duration of which is not less than 01 year (05 marks for each Diploma with a maximum of 15 marks)</p> <p>Diploma in the relevant field awarded by a recognized institute - Duration of which is not less than 06 months (03 marks for each Diploma with a maximum of 15 marks)</p> <p>Certificate Course in the relevant field - duration of which is not less than 03 months (02 marks for each certificate course with a maximum of 10 marks)</p> | <p>15</p> <p>10</p>                     | 15                   |
| <p><b>03. Additional Service Experience</b></p> <p>Consequent to the basic qualification of having 12 years of service, each succeeding year of service will be given 05 marks with a maximum of 06 years.</p>   | 30                                      | 30                   |
| <p><b>04. Proficiency in English Language</b></p> <p>I. Post Graduate Degree/Post Graduate Diploma followed in English Medium</p> <p>(all relevant question papers should have been answered in English Medium)</p> <p>II. A Diploma Course in English Language ( period of 01 year or 1500 hours)</p> <p>III. A Certificate Course in English Language</p> <p>- 06 months/720 hours</p> <p>- 03 months/360 hours</p> <p>(Marks shall be given only to the highest qualification)</p>  | <p>15</p> <p>10</p> <p>07</p> <p>05</p> | 15                   |
| <p><b>05. Literacy in Information Technology</b></p> <p>I. Shall have studied Information Technology as a Main subject for the Degree</p> <p>II. Diploma in Information Technology of which the duration is not less than 01 year or 1500 hours</p>  | <p>15</p> <p>10</p>                     | 15                   |

| <i>Heads under which marks to be awarded</i>  | <i>Marks</i> | <i>Maximum Marks</i> |
|---|--------------|----------------------|
| III. Certificate Course in Information Technology<br>06 months/720 hours<br>03 months/360 hours<br>(Marks shall be given only to the highest qualification) | 07<br>05     |                      |
| <b>06. Skills demonstrated at the Interview</b>   |              | 05                   |
| Leadership  | 02           |                      |
| Communication Skills  | 02           |                      |
| Personality   | 01           |                      |
| <b>Total</b>  |              | <b>100</b>           |

**Note:**

- (I) The aforementioned qualifications in respect of all the Degrees, Post Graduate Diplomas and Post Graduate Degrees should have been obtained from a University/Institution recognized by the University Grants Commission.
- (II) The aforementioned qualifications in respect of Diploma or Certificate Courses should have been obtained from an Institution recognized by the University Grants Commission, Sri Lanka Institute of Development Administration or an Institution recognized by the Tertiary and Vocational Education Commission.
- (III) No specific mark to be obtained in order to be successful in the interview. The applicants who secure highest marks at the structured interview will be selected on the basis of their merits.

SPECIMEN FORM OF APPLICATION

APPLICATION FOR THE POST OF ADDITIONAL DIRECTOR GENERAL OF NATIONAL INTELLECTUAL PROPERTY OFFICE

For Office use only.   
 Number of the Application :

To be filled by the officer.

*PART (A) – PERSONAL DETAILS*

1. Name  
 1.1. Name in Full: Mr./Mrs./Miss .....  
 1.2. Name with Initials: .....

2. National Identity Card No. : 

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|

3. Date of Birth : 

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|---|---|
| D | D |
|---|---|

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|---|---|
| M | M |
|---|---|

|   |   |   |   |
|---|---|---|---|
| Y | E | A | R |
|---|---|---|---|

3.1. Age as at closing date of application : 

|   |   |
|---|---|
| D | D |
|---|---|

|   |   |
|---|---|
| M | M |
|---|---|

|   |   |   |   |
|---|---|---|---|
| Y | E | A | R |
|---|---|---|---|

4. Gender: Male  Female
5. Marital Status: Married  Unmarried
6. Postal Address(es):  
 6.1. Private : .....  
 6.2. Office : .....
7. E-mail Address(es) : .....
8. Telephone No(s)  
 8.1. Residence : .....  
 8.2. Mobile : .....  
 8.3. Office : .....

*PART (B) – SERVICE EXPERIENCE*

9. Service : .....
10. Date of Appointment and Promotions:  
 10.1. Date of appointment to all island service (class III) : .....  
 10.2. Date of appointment to all island service (class II) : .....  
 10.3. Date of appointment to all island service (class I) : .....  
 (Certified copies of the formal letter of appointment and promotions should be attached as Annexures.)
11. Information on Current Service:  
 11.1. Present place of work : .....  
 11.2. Present position : .....
12. Experience : .....

*PART (C) – EDUCATIONAL QUALIFICATIONS*

13. Particulars in respect of academic qualifications:

|    | <i>Qualification</i> | <i>University/<br/>Institution</i> | <i>Year of<br/>Graduation</i> | <i>Grade</i> | <i>Medium</i> | <i>Mark<br/>Percentage</i> | <i>If a Special<br/>Degree, the<br/>subjects<br/>followed</i> |
|----|----------------------|------------------------------------|-------------------------------|--------------|---------------|----------------------------|---|
| 01 |                      |                                    |                               |              |               |                            |   |
| 02 |                      |                                    |                               |              |               |                            |   |
| 03 |                      |                                    |                               |              |               |                            |   |
| 04 |                      |                                    |                               |              |               |                            |   |

**Note:** Please attach attested photocopies of the certificates.

*PART (D) – PROFESSIONAL QUALIFICATIONS*

14. Date of Enrolment as an Attorney-at-Law : .....

*PART (E) – OTHER QUALIFICATIONS*

15. Qualifications as per section 04 of schedule 01 of the notice calling for applications:

- 01. ....
- 02. ....
- 03. ....
- 04. ....

16. Qualifications as per section 05 of schedule 01 of the notice calling for applications:

- 01. ....
- 02. ....
- 03. ....
- 04. ....

*Declaration by the Applicant :*

I, ..... hereby declare that the particulars furnished by me in this application are true and correct. I certify that I have not been subject to dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also aware that, if any particular contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

Signature of the Applicant: .....

Date : .....

*Certification of the Head of the Department for applicants who are already in the Public Service :*

I do hereby certify that Mr./Mrs./Miss. ...., the applicant above named is serving as ..... (Designation) of the ..... (Ministry/ Department) and that the particulars furnished by him/her in paragraphs 09, 10, 11 above are true and accurate and that the actions have been taken/ have not been taken to commence any disciplinary actions or any disciplinary action is being conducted/ is not being conducted against him/ her and work, attendance, performance and conduct are satisfactory/ are not satisfactory.

I also inform that Mr./Mrs./Miss. .... can be/ cannot be released from the service with/ without a successor, if selected for this post.

.....  
Signature of the Secretary to the Ministry/  
Head of the Department and Official Seal.

Date : .....

Name : .....

Designation : .....

Ministry/ Department : .....



SPECIMEN FORM OF APPLICATION

APPLICATION FOR THE POST OF DIRECTOR (LEGAL) OF NATIONAL INTELLECTUAL PROPERTY OFFICE

For Office use only.

Number of the Application

To be filled by the officer.

Part (a) – Personal Details

1. Name :

1.1. Name in Full: Mr./Mrs./Miss .....

1.2. Name with Initials: .....

2. National Identity Card No.:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

3. Date of Birth :

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | E | A | R |
|   |   |   |   |   |   |   |   |

3.1. Age as at closing date of application :

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | E | A | R |
|   |   |   |   |   |   |   |   |

4. Gender: Male  Female

5. Marital Status: Married  Unmarried

6. Postal Address(es):

6.1. Private : .....

6.2. Office : .....

7. E-mail Address(es) : .....

8. Telephone No.(s)

8.1. Residence : .....

8.2. Mobile : .....

8.3. Office : .....

Part (b) – Service Experience

9. Service : .....

10. Date of Appointment and Promotions:

10.1. Date of appointment to all island service (class III) : .....

10.2. Date of appointment to all island service (class II) : .....

10.3. Date of appointment to all island service (class I) : .....

(Certified copies of the formal letter of appointment and promotions should be attached as Annexures.)

11. Information on Current Service:

- 11.1. Present place of work : .....
- 11.2. Present position : .....

12. Experience : .....

Part (c) – Educational Qualifications :

13. Particulars in respect of academic qualifications:

|    | <i>Qualification</i> | <i>University/<br/>Institution</i> | <i>Year of<br/>Graduation</i> | <i>Grade</i> | <i>Medium</i> | <i>Mark<br/>Percentage</i> | <i>If a Special<br/>Degree, the<br/>subjects<br/>followed</i> |
|----|----------------------|------------------------------------|-------------------------------|--------------|---------------|----------------------------|---|
| 01 |                      |                                    |                               |              |               |                            |   |
| 02 |                      |                                    |                               |              |               |                            |   |
| 03 |                      |                                    |                               |              |               |                            |   |
| 04 |                      |                                    |                               |              |               |                            |   |

**Note:** Please attach attested photocopies of the certificates.

Part (d) – Professional Qualifications :

- 14. Date of Enrolment as an Attorney-at-Law : .....

Part (e) – Other Qualifications :

15. Qualifications as per section 04 of schedule 02 of the notice calling for applications:

- 01. ....
- 02. ....
- 03. ....
- 04. ....

16. Qualifications as per section 05 of schedule 02 of the notice calling for applications:

- 01. ....
- 02. ....
- 03. ....
- 04. ....

*Declaration by the Applicant :*

I, ..... hereby declare that the particulars furnished by me in this application are true and correct. I certify that I have not been subject to dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also aware that, if any particular contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

Signature of the Applicant: .....

Date : .....

*Certification of the Head of the Department for applicants who are already in the Public Service :*

I do hereby certify that Mr./Mrs./Miss. ...., the applicant above named is serving as ..... (Designation) of the ..... (Ministry/

Department) and that the particulars furnished by him/her in paragraphs 09, 10, 11 above are true and accurate and that the actions have been taken/ have not been taken to commence any disciplinary actions or any disciplinary action is being conducted/ is not being conducted against him/ her and work, attendance, performance and conduct are satisfactory/ are not satisfactory.

I also inform that Mr./Mrs./Miss. .... can be/ cannot be released from the service with/ without a successor, if selected for this post.

.....  
 Signature of the Secretary to the Ministry/  
 Head of the Department and Official Seal.

Date : .....  
 Name : .....  
 Designation : .....  
 Ministry/ Department : .....

SPECIMEN FORM OF APPLICATION

APPLICATION FOR THE POST OF DIRECTOR (INFORMATION AND EXAMINATION) OF NATIONAL INTELLECTUAL PROPERTY OFFICE

For Office use only.

Number of the Application

|  |
|--|
|  |
|--|

To be filled by the officer.

Part (a) – Personal Details :

1. Name :

1.1. Name in Full: Mr./Mrs./Miss .....

1.2. Name with Initials: .....

2. National Identity Card No.:

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

3. Date of Birth :

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | E | A | R |
|   |   |   |   |   |   |   |   |

3.1. Age as at closing date of application :

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | E | A | R |
|   |   |   |   |   |   |   |   |

4. Gender: Male  Female

5. Marital Status: Married  Unmarried

6. Postal Address(es):

6.1. Private : .....

6.2. Office : .....

7. E-mail Address(es) : .....

- 8. Telephone No(s) :
  - 8.1. Residence : .....
  - 8.2. Mobile : .....
  - 8.3. Office : .....

*Part (b) – Service Experience*

- 9. Service : .....
- 10. Date of Appointment and Promotions:
  - 10.1. Date of appointment to all island service (class III) : .....
  - 10.2. Date of appointment to all island service (class II) : .....
  - 10.3. Date of appointment to all island service (class I) : .....

(Certified copies of the formal letter of appointment and promotions should be attached as Annexure)
- 11. Information on Current Service:
  - 11.1. Present place of work : .....
  - 11.2. Present position : .....
- 12. Experience : .....

*Part (c) – Educational Qualifications*

- 13. Particulars in respect of academic qualifications:

|    | <i>Qualification</i> | <i>University/<br/>Institution</i> | <i>Year of<br/>Graduation</i> | <i>Grade</i> | <i>Medium</i> | <i>Mark<br/>Percentage</i> | <i>If a Special<br/>Degree, the<br/>subjects<br/>followed</i> |
|----|----------------------|------------------------------------|-------------------------------|--------------|---------------|----------------------------|---|
| 01 |                      |                                    |                               |              |               |                            |   |
| 02 |                      |                                    |                               |              |               |                            |   |
| 03 |                      |                                    |                               |              |               |                            |   |
| 04 |                      |                                    |                               |              |               |                            |   |

**Note:** Please attach attested photocopies of the certificates.

*Part (d) – Other Qualifications*

- 14. Qualifications as per section 04 of Schedule 03 of the notice calling for applications:

- 05. ....
- 06. ....
- 07. ....
- 08. ....

- 15. Qualifications as per section 05 of Schedule 03 of the notice calling for applications:

- 05. ....
- 06. ....
- 07. ....
- 08. ....

*Declaration by the Applicant :*

I, ..... hereby declare that the particulars furnished by me in this application are true and correct. I certify that I have not been subject to dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also aware that, if any particular contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

Signature of the Applicant: .....

Date : .....

*Certification of the Head of the Department for applicants who are already in the Public Service :*

I do hereby certify that Mr./Mrs./Miss ....., the applicant above named is serving as ..... (Designation) of the ..... (Ministry/ Department) and that the particulars furnished by him/her in paragraphs 09, 10, 11 above are true and accurate and that the actions have been taken/ have not been taken to commence any disciplinary actions or any disciplinary action is being conducted/ is not being conducted against him/ her and work, attendance, performance and conduct are satisfactory/ are not satisfactory.

I also inform that Mr./Mrs./Miss ..... can be/ cannot be released from the service with/ without a successor, if selected for this post.

.....  
Signature of the Secretary to the Ministry/  
Head of the Department and Official Seal.

Date : .....  
Name : .....  
Designation : .....  
Ministry/ Department : .....

06-632

**Examinations, Results of Examinations & c.**

**EFFICIENCY BAR EXAMINATIONS FOR OFFICERS IN GRADE III OF CLASS I, GRADE II OF CLASS I AND GRADE I OF CLASS I OF SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE - 2017**

1.0 IT is hereby notified that Efficiency Bar Examinations for the Officers in Grade III of Class I, Grade II of Class I and Grade I of Class I of Sri Lanka Information and Communication Technology Service will be held in Colombo during weekends on 22nd of July 2017 to 23rd of July 2017, by the Director General of Sri Lanka Institute of Development Administration, under the supervision of Ministry of Public Administration and Management.

2.0 These Examinations shall be held as per the provisions of the Minute of Sri Lanka Information and Communication Technology Service published in the *Gazette Extraordinary* No. 1,894/26 dated 26.12.2014.

3.0 Efficiency Bar Examinations which are due to be held in respect of the above services will be as follows :

| Serial No. | Name of the Examination   | Code         |
|------------|---|--------------|
| 1.         | Efficiency Bar Examination for Officers in Grade III of Class I of Sri Lanka Information and Communication Technology Service | SLICT I(III) |
| 2.         | Efficiency Bar Examination for Officers in Grade II of Class I of Sri Lanka Information and Communication Technology Service  | SLICT I(II)  |
| 3.         | Efficiency Bar Examination for Officers in Grade I of Class I of Sri Lanka Information and Communication Technology Service   | SLICT I(I)   |

4.0 The candidates will be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration with regard to this examination. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules.

5.0 Application can be submitted online for this examination and accordingly candidates can fill their applications by way of opening the sub menu "Examination" from the main menu of the www.slida.lk, which is the official website of Sri Lanka Institute of Development Administration.

Filling of applications is strictly allowed during the period from 8.00 a. m. on 16th of June 2017 up to 12.00 midnight on 03rd of July 2017.

6.0 *Examination Fees.*- The officers appearing for the examination for the first time need not pay the examination fees. However, for subsequent sittings officers shall pay Rs. 500 for more than I subjects and they are required to pay Rs. 300 if they sit for only for one subject. Examination fee shall be paid by any post office all over the island (except sub post offices) to be credited to the "SLIDA" account and the number of the receipt issued shall be indicated in the relevant cages of the application. When filling the application for inland telegraphic money order (format 85) for payment of money to "SLIDA" account, "SLIDA" should be mentioned as the recipient. In the meantime, the code name of the relevant examination shall be indicated at the place for the recipient's address. (The code names should be as mentioned in Section 03).

Further, when crediting money to the account, the application shall be filled including the name of the applicant as the remitter and the N. I. C. number of the applicant at the space for the address of the remitter.

7.0 When the application filled online is submitted, the candidate will be issued a confirmation number and the candidate shall keep it for further inquiries. Candidates shall be able to get their admission card of the examination by way of following the instructions indicated in the web page to which the candidate shall have the access once the application duly perfected is sent online. The candidate shall get a printed copy of the admission card and get his signature certified by the respective Head of the Department or a deputy officer authorized by the Head for the purpose. The admission card certified in this manner shall be submitted to the Supervisor of the examination.

8.0 Any clarification regarding the process for submitting applications can be obtained through the telephone number 011-5980236 of Sri Lanka Institute of Development Administration.

Communication can be made through this line from 8.30 a. m. up to 4.30 p. m. during working days of the week from 16th June 2017 up to 03rd July 2017.

9.0 Heads of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If it is required to get their candidature confirmed, it can be done through the telephone number 011-5980236. Candidates shall not be paid traveling expenses for appearing for the examination.

10.0 *Identity of Candidates.*- Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor :

- (i) The National Identity Card issued by the Department of Registration of Persons,
- (ii) A valid passport.

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Director General of Sri Lanka Institute of Development Administration.

11.0 The examination will be held in Sinhala, Tamil and English media. The officers shall sit for this examination in the language medium in which they have sat for the examination for entering into the relevant service or in an official language. The officers who have joined the service without a competitive examination shall sit for this examination in the language medium of education or an official language. Candidates shall not be allowed change language medium applied initially.

12.0 The officers may, on their discretion can appear for each subject of the examination at different sittings.

13.0 The results of the examination shall be published in the web site of the Ministry of Public Administration and Management by the Secretary, Ministry of Public Administration and Management once the results are issued by the Director General of Sri Lanka Institute of Development Administration to the Secretary, Ministry of Public Administration and Management. The relevant Heads of Departments shall make recommendations for confirmation of service and promotions of the officers according to the results.

14.0 *Scheme of Examination.*- Subjects and the syllabus of each Efficiency Bar Examination for the officers are as follows :

14.1 Efficiency Bar Examinations for Officers in Grade III of Class I of Sri Lanka Information and Communication Technology Service (Schedule 13 of the service minute). The officers shall be in Grade III of Class I of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination :

| <i>Subject</i>   | <i>Subject No.</i> | <i>Marks</i> | <i>Duration</i> | <i>Cut-off marks prescribed for a pass</i> |
|--|--------------------|--------------|-----------------|--|
| Establishments Code and administration                       | 01                 | 100          | 03 hours        | 40   |
| Financial Regulations and Public Sector Financial Management | 02                 | 100          | 03 hours        | 40   |
| Management and Organization                                  | 03                 | 100          | 03 hours        | 40   |

14.1.1 Establishments Code and administration (Subject No. 01)

A question paper based on the following :

- (i) Organizing office and field activities and methods of organization.
- (ii) The following chapters of the Establishments Code I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII.
- (iii) Procedural Rules of Public Service Commission.

This question paper consists of essay type questions.

14.1.2 Financial Regulations and Public Sector Financial Management (Subject No. 02) One question paper based on the following :

- (a) Fiscal Governance in Sri Lanka, Constitutional Provisions Relating to Public Financial Management, Parliamentary Control Over Public Finance, Meaning of Fund, Consolidated Fund and its operation, Meaning and Methods of Appropriation, Contingencies Fund, Other Funds and their Operation, Government Revenue, Powers and Functions of the Minister of Finance, Warrants and Impress Authority, Auditor General, his powers and Functions, Committee on Public Expenditure, Committee on Public Enterprises.
- (b) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their powers and functions.
- (c) Internal Audit.
- (d) Public Expenditure Planning and Management, Identification of Organizational Objectives and Functions, Identification of Government Policies, Goals, Targets and the Programmes, Planning and Appraisal of Development Projects and Programmes and Prioritization of them, Formulation and Finalization of Annual Estimates of Revenue and Expenditure.
- (e) Variations of Approval Estimates of Expenditure, Application of Virement Procedure, Management of Public Sector Cadres and Salaries, Total Cost Estimates and Revisions, Supplementary Estimates,

- (f) Losses and Waivers of Government Properties,
- (g) Miscellaneous Accounting Matters,
- (h) Delegation of Functions for Financial Control,
- (i) Custody of Public Money and Bank Accounts Procedure,
- (j) Government procurement Procedure, procurement of Goods, Services and Works ; Composition, Appointment, Powers and Functions of Procurement Boards and Technical Evaluation Committees, Procurement Evaluation Procedure, Management of Donor Funded Projects. This question paper shall consist of essay type questions.

14.1.3 Management and organization (Subject No. 03)

One question paper based on following :

- (a) The principles of management and organization,
- (b) The application of these principles to problems and issues in the public sector,
- (c) The modern tools and techniques of management.

This question paper shall consist of essay type questions.

14.2 Efficiency Bar Examinations for Officers in Grade II of Class I of Sri Lanka Information and Communication Technology Service (Schedule 14 of the service minute). The officers shall be in Grade II of Class I of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

| <i>Subject</i>   |  | <i>Subject No.</i> | <i>Marks</i> | <i>Duration</i> | <i>Cut-off marks prescribed for a pass</i> |
|--|--|--------------------|--------------|-----------------|--|
| Office management  |  | 04                 | 100          | 01 hour         | 40   |
| E-government concept and Information Technology Management | Question paper I - Multiple Choice Questions | 05-I               | 40           | 01 hour         | 16   |
|  | Question paper II - Essay type               | 05-II              | 60           | 01 hour         | 24   |

14.2.1 Office Management (Subject No. 04)

Providing answers based on a given case in relation to management of human and physical resources of an office in public sector.

14.2.2 E-government concept and Information Technology Management (Subject No. 05)

This question paper shall consist of 02 parts.

(a) *Question Paper I - Multiple Choice Questions :*

e-government concepts will consist of evolution of the e-Government system, its' stages, basic elements of e-Government, e-Services and e-Government projects, state Information and Communication Technology Infrastructure, critical success factors of e-Government, e-Government Management Interoperability and Service Oriented Architecture.

(b) *Question Paper II - Essay type :*

Information Technology Management will consist of life cycle of Information Technology projects, Importance of each stage and requirement of specific resources, Basic principles of Information Technology management, Information Technology Resources management, Risks of Information Technology projects and minimizing them.



14.3 Efficiency Bar Examinations for Officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 15 of the service minute). The officers shall be in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

| <i>Subject</i>                                   |                                    | <i>Subject No.</i> | <i>Marks</i> | <i>Duration</i>   | <i>Cut-of marks prescribed for a pass</i> |
|--|------------------------------------|--------------------|--------------|---|---|
| Information and Communication Technology Project | Project Report                     | 06-I               | 60           | -   | 30  |
|  | Presentation of the Project Report | 06-II              | 40           | 30 minutes for the presentation including questions and answers session | 20  |

14.3.1 Project Report (Subject No. 06-I)

Preparation of a project report of not less than Fifteen Thousand (15,000) words related to the subject filed of information and Communication Technology, which can be practically applied to enhance the productivity of offices of public sector in Sri Lanka.

14.3.2 Presentation of Project Report (Subject No. 06-II)

Presentation to the panel of examiners and answering the questions raised by the panel of examiners.

The time table for each subject of each examination is as follows :

| <i>Serial No.</i>              | <i>Name of the examination</i>   | <i>Subject</i>  |                                    | <i>Subject No.</i> | <i>Date</i>  | <i>Time</i>               |
|--------------------------------|--|---|------------------------------------|--------------------|--|---------------------------|
| 01                             | Efficiency Bar Examinations for Officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service | Establishments Code and administration                          |                                    | 01                 | 22.07.2017   | 9.00 a. m. - 12.00 p. m.  |
|                                |  | Financial Regulations and Financial Management in Public Sector |                                    | 02                 | 22.07.2017   | 12.30 p. m. - 3.30 p. m.  |
|                                |  | Management and organization                                     |                                    | 03                 | 23.07.2017   | 9.00 a. m. - 12.00 p. m.  |
| 02                             | Efficiency Bar Examinations for Officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service  | Office Management   |                                    | 04                 | 22.07.2017   | 9.00 a. m. - 10.00 a. m.  |
|                                |  | e-government concept and information technology management      | Question paper I - MCQ             | 05-I               | 22.07.2017   | 10.30 a. m. - 12.30 a. m. |
| Question paper II - Essay type | 05-II  |   |                                    |                    |  |                           |
| 03                             | Efficiency Bar Examinations for Officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service   | Information and Communication Technology Project                | Project Report                     | 06-I               | Candidates will be informed the time schedule for the submission and the presentation of the project report after the closing date of application by the Director General of Sri Lanka Institute of Development Administration |                           |
|                                |  |   | Presentation of the Project Report | 06-II              |  |                           |

15.0 Any matter not referred to herein will be decided by Secretary to the Ministry of Public Administration and Management.

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

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

Ministry of Public Administration and Management,  
Independence Square,  
Colombo 07,  
01st of June, 2017.

06-682

**EFFICIENCY BAR EXAMINATIONS FOR OFFICERS IN GRADE III OF CLASS 3, GRADE II OF CLASS 3, GRADE I OF CLASS 3, GRADE II OF CLASS 2 AND GRADE I OF CLASS 2 OF SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE - 2017**

IT is hereby notified that Efficiency Bar Examinations for the officers in Grade III of Class 3, Grade II of Class 3, Grade I of Class 3, Grade II of Class 2 and Grade I of Class 2 of Sri Lanka Information and Communication Technology Service - 2017 will be held in Colombo during weekends from 23rd July, 2017 to 30th July, 2017, by the Director General of Sri Lanka Institute of Development Administration, under the supervision of Ministry of Public Administration and Management.

2.0 (a) These examinations shall be held as per the provisions of the Minute of Sri Lanka Information and Communication Technology Service published in the *Gazette Extraordinary* No. 1,894/26 dated 26.12.2014.

(b) If there are officers who have not passed the Efficiency Bar Examination, because no prescription has been made either in the procedure of recruitment of the previous post or in the letter of appointment in respect of the Efficiency Bar, they shall pass the Efficiency Bar Examination prescribed for the Grade of the relevant Class within a concessionary period of three years from the date on which above Service Minute has been published in the *Gazette* Notification.

3.0 Efficiency Bar Examinations which are due to be held in respect of the above services will be as follows :

| <i>Serial No.</i> | <i>Name of the Examination</i>  | <i>Code</i> |
|-------------------|---|-------------|
| 1                 | Efficiency Bar Examination for officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service | SLICT 3III  |
| 2                 | Efficiency Bar Examination for officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service  | SLICT 3II   |
| 3                 | Efficiency Bar Examination for officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service   | SLICT 3I    |
| 4                 | Efficiency Bar Examination for officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service  | SLICT 2II   |
| 5                 | Efficiency Bar Examination for officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service   | SLICT 2I    |

4.0 The candidates will be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration with regard to this examination. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules.

5.0 Application can be submitted online for this examination and accordingly candidates can fill their applications by way of opening the sub menu "Examination" from the main menu of the [www.slida.lk](http://www.slida.lk), which is the official website of Sri Lanka Institute of Development Administration.

Filling of applications is strictly allowed during the period from 8.00 a. m. on 16th June 2017 up to 12.00 midnight on 03rd July 2017.

6.0 *Examination Fees.*- The officers appearing for the examination for the first time need not pay the examination fees. However, for subsequent sittings officers shall pay Rs. 500 for more than I subjects and they are required to pay Rs. 300 if they sit for only for one subject. Examination fee shall be paid by any post office all over the island (except sub post offices) to be credited to the "SLIDA" account and the number of the receipt issued shall be indicated in the relevant cages of the application. When filling the application for inland telegraphic money order (format 85) for payment of money to "SLIDA" account, "SLIDA" should be mentioned as the recipient. In the meantime, the code name of the relevant examination shall be indicated at the place for the recipient's address. (The code names should be as mentioned in Section 03).

Further, when crediting money to the account, the application shall be filled including the name of the applicant as the remitter and the N. I. C. number of the applicant at the space for the address of the remitter.

7.0 When the application filled online is submitted, the candidate will be issued a confirmation number and the candidate shall keep it for further inquiries. Candidates shall be able to get their admission card of the examination by way of following the instructions indicated in the web page to which the candidate shall have the access once the application duly perfected is sent online. The candidate shall get a printed copy of the admission card and get his signature certified by the respective Head of the Department or a deputy officer authorized by the Head for the purpose. The admission card certified in this manner shall be submitted to the Supervisor of the examination.

8.0 Any clarification regarding the process for submitting applications can be obtained through the telephone number 011-5980236 of Sri Lanka Institute of Development Administration. Communication can be made through this line from 8.30 a. m. up to 4.30 p. m. during working days of the week from 16th June 2017 up to 03rd July 2017.

9.0 Heads of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If it is required to get their candidature confirmed, it can be done through the telephone number 011-5980236. Candidates shall not be paid traveling expenses for appearing for the examination.

10.0 *Identity of Candidates.*- Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor :

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

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Director General of Sri Lanka Institute of Development Administration.

11.0 The examination will be held in Sinhala, Tamil and English media. The officers shall sit for this examination in the language medium in which they have sat for the examination for entering into the relevant service or in an official language. The officers who have joined the service without a competitive examination shall sit for this examination in the language medium of education or an official language. Candidates shall not be allowed change language medium applied initially.

12.0 The officers may, on their discretion can appear for each subject of the examination at different sittings.

13.0 The results of the examination shall be published in the web site of the Ministry of Public Administration and Management by the Director General of Combined Services once the results are issued by the Director General of Sri Lanka Institute of Development Administration. The relevant Heads of Departments shall make recommendations for confirmation of service and promotions of the officers according to the results.

14.0 *Scheme of Examination.*- Subjects and the syllabus of each Efficiency Bar Examination for the officers are as follows :-

- 14.1 Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 8 of the service minute). The officers shall be in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination :

| <i>Subject</i>       | <i>Subject No.</i> | <i>Marks</i> | <i>Duration</i> | <i>Cut-off marks prescribed for a pass</i> |
|----------------------|--------------------|--------------|-----------------|--|
| Establishments Code  | 01                 | 100          | 01 hour         | 40   |
| Financial Regulation | 02                 | 100          | 01 hour         | 40   |

- 14.1.1 Establishments Code (Subject No. 01)

It is expected to measure the basic knowledge of the public officer on the Establishments Code and Procedural Rules of Public Service Commission. The question paper consists of questions for short answers and structured questions. All the questions shall be answered.

- 14.1.2 Financial Regulations (Subject No. 02)

It is expected to measure the basic knowledge of the officer on Financial Regulations and Store management and the understanding on the activities related to cash control registers. The question paper consists of questions for short answers and structured questions. All the questions shall be answered.

- 14.2 Efficiency Bar Examinations for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 9 of the service minute). The officers shall be in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

| <i>Subject</i>                           | <i>Subject No.</i> | <i>Marks</i> | <i>Duration</i> | <i>Cut-off marks prescribed for a pass</i> |
|--|--------------------|--------------|-----------------|--|
| Office Systems and Procedure             | 03                 | 100          | 02 hours        | 40   |
| Information and Communication Technology | 04                 | 100          | 03 hours        | 40   |

- 14.2.1 Office systems and procedure (Subject No. 03)

It is expected to measure the knowledge of the candidates on the office systems applied in public offices and ability to apply them. The question paper consists of structured questions. All the questions shall be answered.

- 14.2.2 Information and Communication Technology (Subject No. 04)

It is expected to test the knowledge of the candidates on the wider application of ICT and the common concepts ICT in public offices. (The method of application of ICT in government organizations. The papers will be consisted following ICT areas such as adequate knowledge on Computer Networks and Data Communication, knowledge on General Purpose Software and Specific Application Software, Knowledge on Data Security and backing up SW, Basic measure to enhance availability of computer systems and Data security).

This paper consists of two parts.

Part I - A multiple choice question paper. Duration is 01 hour. (40 marks)

Part II - Essay type question paper. Duration 02 hours (60 marks)

- 14.3 Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 10 of the service minute). The officers shall be in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to combined Service, to sit for this examination.

| <i>Subject</i>  | <i>Subject No.</i> | <i>Marks</i> | <i>Duration</i> | <i>Cut-off marks prescribed for a pass</i> |
|---|--------------------|--------------|-----------------|--|
| Information and Communication Technology (Written Test)   | 05                 | 100          | 01 hour         | 20   |
| Information and Communication Technology (Practical Test) | 06                 | 100          | 01 hour         | 20   |

14.3.1 Information and Communication Technology - Written Test (Subject No. 05)

- (i) Application of software for office activities and knowledge in this regard.
- (ii) Knowledge in computer networking.
- (iii) Knowledge in identification and rectification of errors in computer Software/Hardware.

This question paper consists of questions for short answers and essay type questions. All the questions shall be answered.

14.3.2 Information and Communication Technology - Practical Test (Subject No. 06)

- (i) Practical knowledge in using software for office activities,
- (ii) Practical knowledge in computer networking,
- (iii) Practical knowledge in identification and rectification of errors in computer Software/Hardware.

- 14.4 Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule II of the service minute). The officers shall be in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

| <i>Subject</i>        | <i>Subject No.</i> | <i>Marks</i> | <i>Duration</i> | <i>Cut-off marks prescribed for a pass</i> |
|-----------------------|--------------------|--------------|-----------------|--|
| Establishments Code   | 07                 | 100          | 02 hours        | 40   |
| Financial Regulations | 08                 | 100          | 02 hours        | 40   |

14.4.1 Establishments Code (Subject No. 07)

It is expected to test the general knowledge of the officer on provisions in Establishments Code/Procedural rules of the Public Service Commission and his/her ability to apply his/her knowledge practically. This paper shall be prepared based on Chapters of Volume I and Volume II of the Establishments Code and Procedural rules of the Public Service Commission. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

14.4.2 Financial Regulations (Subject No. 08)

It is expected to test basic knowledge and understanding of the candidate on Government Financial Regulations and the purposes of various registers and log books maintained in public office and basis knowledge of store keeping. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

- 14.5 Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule 12 of the service minute). The officers shall be in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

| <i>Subject</i>  | <i>Subject No.</i> | <i>Marks</i> | <i>Duration</i> | <i>Cut-off marks prescribed for a pass</i> |
|---|--------------------|--------------|-----------------|--|
| Office Systems and Procedure                              | 09                 | 100          | 02 hours        | 40   |
| Information and Communication Technology and e-government | 10                 | 100          | 03 hours        | 40   |

14.5.1 Office Systems and procedure (Subject No. 09)

It is expected to test the knowledge of the candidate on office systems applied in government offices and also to test the ability to apply the same. This question paper consist of multiple choice questions, questions for short answers and structured type questions. All the questions shall be answered.

14.5.2 Information and Communication Technology and e-government (Subject No. 10)

This question consists of two parts.

Part I - A multiple choice question paper. Duration is 01 hour (40 marks).

Part II - A question paper consisting of structured essay type questions. Duration is 02 hours. (60 marks)

(All questions shall be answered)

This question paper shall be designed to cover the following subject fields.

- (a) Information and Communication part of the paper consists of basic elements of IT project life cycle such as systems analysis, systems design, software development, testing user acceptance testing and related areas of Algorithms, HTML, XHTML, php, Data and Information Security, Disaster Recovery, systems, Intellectual Property Rights and Software licensing, Free and Open Source Software and web 2.0.
- (b) e-Government part of the paper consist of system of application of ICT in government organizations, application of ICT to enhance the efficiency in delivery of public services, Technology requirements for e-Government systems, basic elements of ICT and Interoperability.

The time table for each subject of each examination is as follows :

| Serial No. | Name of the examination  | Subject   | Subject No. | Date       | Time                      |
|------------|--|---|-------------|------------|---------------------------|
| 01         | Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service | Establishments Code                                       | 01          | 23.07.2017 | 9.00 a. m. - 10.00 a. m.  |
|            |  | Financial Regulations                                     | 02          | 23.07.2017 | 10.30 a. m. - 11.30 a. m. |
| 02         | Efficiency Bar Examinations for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service  | Office Systems and procedure                              | 03          | 29.07.2017 | 1.00 p. m. - 3.00 p. m.   |
|            |  | Information and Communication Technology                  | 04          | 29.07.2017 | 9.00 a. m. - 12.00 p. m.  |
| 03         | Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service   | Information and Communication Technology (Written Test)   | 05          | 30.07.2017 | 9.00 a. m. - 10.00 a. m.  |
|            |  | Information and Communication Technology (Practical Test) | 06          | 30.07.2017 | 10.30 a. m. - 11.30 a. m. |

| <i>Serial No.</i> | <i>Name of the examination</i>  | <i>Subject</i>  | <i>Subject No.</i> | <i>Date</i> | <i>Time</i>              |
|-------------------|---|---|--------------------|-------------|--------------------------|
| 04                | Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service | Establishments Code                                       | 07                 | 30.07.2017  | 9.00 a. m. - 11.00 a. m. |
|                   |   | Financial Regulations                                     | 08                 | 30.07.2017  | 11.30 a. m. - 1.30 p. m. |
| 05                | Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service  | Office systems and procedure                              | 09                 | 30.07.2017  | 1.00 p. m. - 3.00 p. m.  |
|                   |   | Information and Communication Technology and e-government | 10                 | 30.07.2017  | 9.00 a. m. - 12.00 p. m. |

15.0 Any matter not referred to herein will be decided by Director General of Combined Services.

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

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

Ministry of Public Administration and Management,  
Independence Square,  
Colombo 07,  
01st of June, 2017.

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