

N. B.– The list of Jurors in Kegalle District Jurisdiction areas in year 2019 has been published in Part VI of this *Gazette* in Sinhala, Tamil and English languages.

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

අංක 2,110 – 2019 පෙබරවාරි මස 08 වැනි සිකුරාදා – 2019.02.08

No. 2,110 – FRIDAY, FEBRUARY 08, 2019

(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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#### 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 01st March, 2019 should reach Government Press on or before 12.00 noon on 15th February, 2019.

#### 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.

Department of Govt. Printing,  
Colombo 08,  
01st January, 2019.



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

### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Rules and Instructions for Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Posts – Vacant**  
**PUBLIC SERVICE COMMISSION**

**Land Commissioner General's Department**

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

APPLICATIONS are hereby called from the citizens of Sri Lanka who have possessed following qualifications for the post of Legal Officer in the Land Commissioner General's Department.

1. *Method of Recruitment.*– Candidates; who secure highest marks on the results of a structured interview conducted by an interview board appointed by the Public Service Commission, out of the candidates who have possessed the qualification prescribed in the notification shall be recruited depending on the number of vacancies, for this purpose, a structured interview shall be conducted in accordance with the marking scheme (mentioned under No.06 below) approved by the Public Service Commission.

2. *Required Qualifications :*

- (i) *Educational/Professional qualifications.*– Shall have possessed a degree in law from a university recognized by the University Grants Commission or taken oaths as an Attorney at Law at the Supreme Court.
- (ii) *Experience.*– Shall have possessed an active professional experience of not less than three years after taking oaths as an Attorney at Law of the Supreme Court
- (iii) *Physical Fitness.*– Every candidate shall be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties in the post.
- (iv) *Other :*
  - Shall be a citizen of Sri Lanka
  - Shall be of an excellent moral character
  - Shall have satisfied all the qualifications each and every way required for recruitment to the post as at the closing date of application.

3. *Conditions for engagement in service and service conditions :*

- i. This post is permanent
- ii. This post is pensionable and shall be subjected to any policy decision that will be taken by the government in respect of the pension scheme entitled to you. Further, you shall contribute to the Widow/ Widowers' and Orphans' Pension Scheme. You shall contribute to that at such percentage as may be determined from time to time by the Government.
- iii. The appointment shall be subjected to a probation period of three years. The officer shall pass the First Efficiency Bar Examination mentioned in the procedure of recruitment within three (03) years from the date of recruitment to Grade III of Legal Officer.
- iv. You shall acquire the language proficiency of relevant level within five (05) years from the date of recruitment to the post as per Public Administration Circular No. 01/2014 dated 21.01.2014 and circulars issued consequently.
- v. This appointment shall be subjected to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other Departmental Orders.

4. *Age limit.*– The candidates shall not be less than 21 years and not more than 45 years as at the closing date of the application.

5. *Salary Scale.*– This post is entitled to the monthly salary scale of Rs. 47,615-10x1,335-8x1,630-17x2,170-110,895/- (SL-1-2016) as per the schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016. Your salary is paid in accordance with the provisions of the said Circular as stated by its schedule II.

06. *The structured interview shall be on the basis of following marking scheme :*

	<i>Subject</i>		<i>Maximum Marks</i>
01	<p><b>Additional Educational Qualifications</b> Degree in Law from a university recognized by University Grants Commission</p> <ul style="list-style-type: none"> <li>- First Class</li> <li>- Second Class Upper Division</li> <li>- Second Class Lower Division</li> </ul> <p>First class division in the final year of Law College Second class division in the final year of Law College</p> <p><i>Note</i>-10 marks shall be allocated if the candidate has passed the final examination with a merit pass (Marks shall be allocated for the maximum qualification only - Either for Degree or Law College qualifications)</p>	20 15 10  15 10	<b>20</b>
02	<p><b>Additional Professional Qualifications</b></p> <p>Doctorate in Law</p> <p>Post Graduate Degree in Law with a duration not less than 1 year</p> <p>Post Graduate Diploma with a duration not less than 1 year in relevant field awarded from a recognized institution or Post Graduate Diploma in Law. [Five (05) marks for each Diploma - Maximum marks 15]</p> <p>Diploma with a duration not less than 6 months in relevant field awarded from a recognized institution. [Three (03) marks for each Diploma - Maximum marks 15]</p> <p>Certificate course with a duration not less than 3 months in relevant field awarded from a recognized institution. [Two (02) marks for each course - Maximum marks 10]</p>	15  10	<b>15</b>
03	<p><b>Additional Experience</b> Experience as an Attorney at Law in Public or Private sector</p> <ul style="list-style-type: none"> <li>- Five (05)marks per each year - Maximum marks 30</li> <li>- More than six (06) months and less than one (01) year - 02 marks</li> </ul> <p>(Excluding the period of 03 years which shall be completed to obtain basic qualification as a lawyer)</p> <p>(Additional experience shall be confirmed by a certificate obtained from an Attorney at Law or a President's counsel or a Judge possessing a service period of not less than 20 years, official frank shall compulsorily be placed)</p>		<b>30</b>

	<i>Subject</i>		<i>Maximum Marks</i>
04	<p><b>Knowledge in Information Technology</b></p> <p>Information Technology shall have been studied as a main subject for a degree from a university recognized by the University Grants Commission</p> <p>Diploma Course in Information Technology from a recognized government institution of which the duration is not less than one year or 1500 hours</p> <p>Certificate course in Information Technology from a recognized government institution.</p> <p>- 06 months/720 hours - 03 months/360 hours (Marks shall be allocated for the maximum qualification only)</p>	<p>15</p> <p>10</p> <p>07 05</p>	<b>15</b>
05	<p><b>Proficiency in English Language</b></p> <p>Post Graduate Degree/Degree/ Post Graduate Degree in Law/ Degree in Law followed in English medium. (Shall have answered all the question papers in English medium)</p> <p>A Diploma course in English from a University recognized by the University Grants Commission or an institution recognized by the government. (Duration- one year or 1500 hours)</p> <p>A certificate course in English from a university recognized by the University Grants Commission or an institution recognized by the government</p> <p>- 06 months/720 hours - 03 months/360 hours</p>	<p>15</p> <p>10</p> <p>07 05</p>	<b>15</b>
06	<b>Competence proved at the interview</b>		<b>05</b>
	<b>Total</b>		<b>100</b>

07. *Identity of Candidates.*– Only the candidates who have submitted applications complete in every aspect shall be called for the structured interview.

Originals of all the certificates and duly certified copies shall be submitted at the interview.

Any of the followings shall be accepted to prove the identity at the interview:

1. National Identity Card issued by the Department of Registration of Persons-
2. The valid Passport.

08. *Submission of the Application :*

- (a) The applications shall be sent by Registered Post on or before 08.03.2019 to reach the following address. The applications received after the said date will be rejected.

**Land Commissioner General,  
Land Commissioner General's Department,  
No. 1200/6, Rajamalwatta Road,  
Battaramulla**

(b) “The application for the post of Legal Officer in the Land Commissioner General's Department” shall be indicated on the top left-hand corner of the envelope enclosing the application.

(c) The Candidate's signature in the application form shall be attested by a Principal of a Government School / Justice of Peace/ Commissioner of Oaths/ Attorney-at-Law/ Notary Public/ Commissioned Officer in the Armed Forces/ Police officer holding a post which was published in the gazette or an Officer holding a permanent post in the Public Service with a consolidated monthly salary of over Rs. 47,615.

(d) The candidates who are already in Public Service or Provincial Public Service shall forward their applications through the respective Head of Department.

(e) A specimen of the application form which shall be submitted has been given at the end of the notice. Applications shall be prepared by the candidate using an A-4 size paper with its first page from No.01 to 08, second page from No.09 to 13 and third page from No.14 to 15.2. The candidates shall complete the applications in their own hand writings.

09. *Providing false information.*– If any information stated in the application is found to be false and incorrect prior to recruitment, your candidature shall be cancelled. If such false or incorrect information is found after recruitment, you shall be dismissed from the service subject to relevant procedures.

**10. The Public Service commission shall reserve the right to fill or not to fill the vacancies.**

On the order of Public Service Commission,

Secretary,  
Ministry of Lands and Parliamentary Reforms,  
Battaramulla.

SPECIMEN APPLICATION

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

(For official use only)

01. Name with Initials (Mr./Mrs./Mis.) : \_\_\_\_\_.

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

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

01.1 Name denoted by Initials (Write clearly) :

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

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

02. N. I. C. Number : \_\_\_\_\_.

03. Date of Birth :

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

03.1 Age as at the closing date of application :

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

04. Sex (Male - M/Female - F) :

05. Marital Status : \_\_\_\_\_.

06. Permanent Address : \_\_\_\_\_.

07. Telephone Number :

Land Line : \_\_\_\_\_.

Mobile : \_\_\_\_\_.

08. Particulars about Degree in Law :

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

(ii) Date the Degree was offered : \_\_\_\_\_.

09. Date you gave oaths as an Attorney at Law of the Supreme Court : \_\_\_\_\_.

10. Active experience as an Attorney at Law (No. of years) : \_\_\_\_\_.

11. Qualifications as per No.06 of the notice to call applications :

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

12. Have you ever been convicted by any offence in a court of law? :

Yes/No

12.1. If "Yes", give particulars :\_\_\_\_\_.

**13. Certification from Candidate :**

(a) I declare that the information provided by me in this form is true and correct to the best of my knowledge.

(b) I am aware that my candidature shall be subjected to cancellation if any information stated in the application is found to be false prior to recruitment, and I shall be dismissed from the service if such is found after recruitment.

(c) No change shall be made to any particulars provided herein.

\_\_\_\_\_  
Candidate's Signature.

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

**14. Attestation of the Candidate's signature :**

I certify that Mr./Mrs./Ms. .... who is submitting this application is personally known to me, and He/She has placed his/her signature in my presence on ..... under the above paragraph No.13.

\_\_\_\_\_  
Signature of the attester.

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

Name of Attester :\_\_\_\_\_.

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

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

(Please confirm by official frank)

15. Recommendation of the Head of the Department (Only for the candidates who are already in Public Service / Provincial Public Service)

15.1. According to the personal file of the officer, his/her duties, conduct, attendance are satisfactory/not satisfactory within immediately preceding 05 years from the closing date of application.

All the salary increments have /have not been earned. Any disciplinary action has/has not been taken against the said officer

15.2. If the said officer is selected to an applied post, he/she shall be/shall not be released from the present post. I recommend /do not recommend the application.

\_\_\_\_\_  
Signature of the Head of the Department  
& Official frank.

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

02-260

**DEPARTMENT OF CULTURAL AFFAIRS**

**Posts Vacant**

APPLICATIONS are invited from the qualified candidates of Sri Lanka for the following vacant posts in the Department of Cultural Affairs.

Post	Number of vacancies
Data Entry Operator	04
Project Coordinator	01
Book Store Keeper	01

2. *Terms of Engagement and Conditions.*— These posts are permanent and pensionable. You will be subject to a decision of the Government to be made in principle in future on the Pension Method entitled to these posts.

*Salary Code:* MN 01-2016

*Salary Scale:* Rs. 27,140 -10x300- 11x350- 10x495- 10x660- Rs. 45,540

**3. Qualifications :**

**I. Educational Qualifications :**

(a) Should have passed the General Certificate of Education (Ordinary Level) Examination in six subjects with Credit passes for language medium (Sinhala/Tamil/English), mathematics and other two subjects in one sitting.

*and*

(b) Should have passed at least one subject other than the Common General Test in General Certificate of Education (Advanced Level) Examination.

*and*



(c) 1. *Project Coordinator*.– Should have completed National Vocational Qualification (NVQ) level 04 with relevant to the field of employment or any other technical qualifications recognized by the Tertiary and Vocational Education Commission as equal in every manner to the above mentioned technical qualifications, after consultation with the Ministry of Higher Education and the institutions which issue such technical qualifications, will be a special qualification.

2. *Data Entry Operator*.– Should have possessed certificates after completion of a computer course not less than 720 hours, from an institution recognized by the Tertiary and Vocational Education Commission.

II. *Professional Qualifications*.– Having followed a course on word Processing/Type writing/stenography, recognized by the Tertiary and Vocational Education Commission will be a special qualification.

III. *Experience*.– Experience in the relevant field will be a Special qualification.

IV. *Physical Qualifications*.– Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties in the post.

V. *Other Qualifications* : 1. Candidates should be citizens of Sri Lanka.  
2. Candidates should possess an excellent character.

04. *Age limit*.– Should be not less than 18 years and not more than 30 years. (The upper age limit is not applicable to the persons who are currently in public service)

05. *Method of Recruitment*.– Recruitments will be made on the recommendation of a Board of Interview to test the eligibility, as prescribed by the Director of Cultural Affairs. Recruitments will be made to the existing vacancies in the order of merit based on the marks obtained at the interview, after examining the qualifications.

*Interview to test the eligibility :*

<i>Headings of giving marks</i>	<i>Maximum Marks</i>	<i>Pass mark</i>
1. Additional Educational Qualifications	15	Not applicable
2. Additional Professional Qualifications	20	
3. Additional Experience	30	
4. Computer Knowledge	15	
5. English Knowledge	15	
6. Competency shown at the interview	05	
Total	100	

06. Duly filled applications, prepared in A4 sheets (8.27x11.69) as per the specimen given below should be sent to reach the Director, Department of Cultural Affairs, 8<sup>th</sup> Floor, Sethsiripaya, Battaramulla on or before 22.02.2019 by registered post. Incomplete applications and those received after the closing date will be rejected. (The post applied should be clearly written on the top left hand corner of the envelope enclosing the application.)

Director of Cultural Affairs,  
Department of Cultural Affairs,  
08<sup>th</sup> Floor, Sethsiripaya,  
Battaramulla.

## SPECIMEN APPLICATION FORM

(For Office use)

APPLICATION FOR THE POST OF ..... IN THE DEPARTMENT OF CULTURAL AFFAIRS

1. Name with initials : \_\_\_\_\_.
2. Name in full : \_\_\_\_\_.
3. Date of Birth : \_\_\_\_\_.
4. Age as at 22.02.2019: Years : \_\_\_\_\_ . Months : \_\_\_\_\_ . Days : \_\_\_\_\_.
5. National Identity Card No. :
6. Sex : \_\_\_\_\_.
7. Address : \_\_\_\_\_.
8. Telephone Number : \_\_\_\_\_.
9. Educational Qualifications :
- I. G.C.E. (Ordinary Level)  
Year : \_\_\_\_\_ . Index No. : \_\_\_\_\_.

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
01.		06.	
02.		07.	
03.		08.	
04.		09.	
05.		10.	

- II. G.C.E. (Advanced Level) :  
Year : \_\_\_\_\_ . Index No. : \_\_\_\_\_.

<i>Subject</i>	<i>Grade</i>
01.	
02.	
03.	
04.	

10. Professional Qualifications : \_\_\_\_\_.
11. Experience : \_\_\_\_\_.

I hereby confirm that the particulars furnished by me in this application are true and correct to the best of my knowledge. I am aware that if any information contained in the application is found to be incorrect I will be liable to disqualification if the inaccuracy is revealed before the selection and to dismissal if it is so revealed after the appointment.

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

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

**REGISTRAR GENERAL'S DEPARTMENT**

**Amendment made to the Division, the Post and the closing date of applications called, for the post of Registrar of Birth and Death, Tamil Medium in Registrar General's Department**

**COLOMBO DISTRICT**

I do hereby amend the division and the post appeared in the *Gazette* Notification No. 08 - 948 published by me in the *Gazette* No. 2086 and dated 31.08.2018, as Thimbirigasya, Divisional Secretariat and for the post of Registrar of Birth and Death (Tamil Medium), as depicted in the schedule, hereunder. Further, I hereby extend the closing date for submission of application until 08.03.2019.

02. Please note that all other details stated in the said notification, shall remain unchanged.

N. C. VITHANAGE,  
Registrar General.

**SCHEDULE**

<i>District</i>	<i>Divisional Secretariat</i>	<i>Applicable Division and Post</i>	<i>Address of applications to be submitted</i>
Colombo	Thimbirigasyaya	Birth and Death Registrar in the Divisional Secretariat of Thimbirigasyaya (Tamil Medium)	District Secretary, Additional Registrar General, District Secretariat, Colombo.

02-184

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

**MINISTRY OF INTERNAL & HOME AFFAIRS  
AND PROVINCIAL COUNCIL AND LOCAL  
GOVERNMENT**

**Written Examination to Test Computer Literacy  
and Efficiency Bar Examination for Officers in  
Class III of Grama Niladhari Service-2019**

IT is hereby notified that an Efficiency Bar Examination and a written test in computer skills for the officers in Class III of Grama Niladhari Service will be held by the Department of Examinations Sri Lanka, in the month of May in 2019 as per the approved recruitment procedure of Grama Niladhari Service, and the applications are called for the Examination.

2.0 This examination for officers in Class III of the Grama Niladhari Service will be held only in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. Numbers relevant to each town is indicated in the below table. Examination will be held only in the towns determined for the purpose. The list of relevant towns and town numbers are given below. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed

to change subsequently the town/ towns indicated. Any centre mentioned above can be canceled due to insufficiency of candidates and the candidates can be directed to a nearby centre.

<i>Town</i>	<i>Town No.</i>
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

Details on the divisional secretariat and the included district are indicated in the Schedule 01. The applicants

should clearly indicate the divisional secretariat and the allocated number as well as the district and the allocated number in the relevant place of the application as specified in the Schedule. Changing of such information at a later stage will not be allowed. No any request with regard to a loss caused to the applicant for incorrectly mentioning the said information will not be considered and the applications without the divisional secretariat and the division number mentioned will be rejected.

3.0 (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

(ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner-General of Examinations for violation of these rules and regulations.

4.0 *Eligibility.*– Officers who have been recruited to Grade III of Grama Niladhari Service as per the Procedure of Recruitment effective from 29.09.2010 are eligible to appear for this Examination.

5.0 *Examination Procedure.*– Candidates should sit for a written examination, which will consist of the following subjects :-

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>
1. Office systems and Accounts	01	100	2 hours
2. Subject Related Professional Knowledge	02	100	2 hours
3. Computer Test	03	100	1 1/2 hours

5.1 *Office Systems, and Accounts (Subject No. 01)*

*Office Systems*

It is intended to test the candidate's ability to apply the basic knowledge on office systems used in Grama Niladhari office and other government offices, ability to understand official letters and documents properly and to present his/ her opinions/ observations through brief notes and the ability to draft a report on subject related matters.

*Accounts*

It is intended to test the candidates of their knowledge on basic accounts and accounts systems used in the duties related to Grama Niladhari Service and other government offices, functions of cash control accounts and procurement procedures.

Part I- Consists of a short answer test. Questions should be answered in the paper itself. Should answer all questions (25 marks)

Part II- A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)

5.2 *Subject related professional Knowledge (Subject No. 02)*

This paper is designed to test knowledge of Grama Niladhari on the duties entrusted to him by various acts and regulations, ministries, departments provincial councils and other statutory institutions of the government.

Part I - Consists of a short answer test. Questions should be answered in the paper itself. Should answer all questions (25 marks)

Part II- A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)

5.3 *Computer Test (Subject No. 03)*

The objective of this is to test whether the candidates is having following skills.

Basic concepts of Information Technology  
Windows Operating System  
Folder Management

Word Processing

File Management  
Basic skills, screen familiarization, editing texts, Aligning text, fonts and attributes, indenting paragraphs, change of line spacing,  
Tab setting, finding and replacing text, spelling and grammar, thesaurus, working with columns, page setup,

Spreadsheets	printing documents, creating tables. Sorting texts, file management, mail merging, working with macros  Basic skills, formatting, editing, columns and ranges, insertion and deletion, sorting data, creating charts, printing, @ function, working with macros, file management	have obtained certificates (of which the recognition is equivalent or higher to computer operating license) on theory and practical knowledge of computer technology issued by the institutions recognized by Tertiary Education and Vocational Education Commission as per para 08 of annex 2 of Recruitment Procedure for Grama Niladharies dated 29.09.2010 shall be exempted from the requirement of passing this computer test. Further, officers who have obtained the certificate of Computer Application Assistant (NVQ - Level 3) offered by National Apprentice and Industrial Training Authority shall also be exempted from the written test.
Data Base	Introduction, Basic skills, Designing data base and use Formats, Queries, pop up Forms, Dialog and message boxes Sorting Obtaining reports Use of macro	6.0 The examination will be held in Sinhala and Tamil medium and candidates should answer question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.
Presentation/ Illustrations	Basic Skills, editing, formatting Applying Designs, Inserting images, Clip Art and Graphs Slide Transition and effects, Animations Using Presentation Tools Preparing Masters, Printing slides and notes	7.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. The date on which the examination held for the candidate to complete all the subjects shall be treated as the date of passing the Efficiency Bar Examination.
Internet	Introduction to internet, world wide web, How to navigate, Practical internet	8.0 The results of the examination will be issued by the Commissioner General of Examination to me and action will be taken to notify the applicants the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.
Email	Introduction, basic skills, receiving mail, sending mail, responding to mails, working with attachments, creating and using nicknames, composing messages,	9.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/ her self. Applications should be sent by the Registered post through Divisional Secretariat of their Division Secretariat Division to reach the <b><u>Commissioner- General of Examinations, Organization (Establishment &amp; Foreign Examinations) Branch, Department of Examinations of Sri Lanka, P.O Box 1503, Colombo,</u></b> on or before 11th March 2019. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

This paper consists of two parts.

Part I - 40 Multiple Choice Questions/ short answer questions Time 45 Minutes (40 Marks)

Part II - 05 Semi Structured questions. Time 45 Minutes (60 Marks)

*Note.-* Officers those who have obtained computer operating license awarded by National Apprentice and Industrial Training Authority and those who

10.0 *Identity of the 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, along with the admission card issued by the Department of Examinations on which the signature has been certified should be submitted to the supervisor.

- (i) The National Identity Card,
- (ii) A valid Passport,
- (iii) A valid Driving License.

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Commissioner - General of Examinations.

11.0 *Applications*. - Applications should be prepared in a paper of A4 size using both sides of the paper in such a manner that Title Nos. 1.0 to 4.0 appears on the first page and 5.0 to 7.0 on the second page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

12.0 Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 500/= for the whole examination or two (02) subjects and Rs. 250/= for only one subject should be paid at any Post/ Sub Post Office island-wide or to a District/ Divisional Secretariat to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained in favor of the applicant should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. It will not be allowed to transfer the fee paid for this examination in favor of another. Further, no stamps or money orders for the examination fee will be accepted.

13.0 On the presumption that only the candidates who fulfill the qualifications specified under the *Gazette* notification have applied, the Commissioner- General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination. Candidates should get their signature on the admission card attested in advance

and surrender to the supervisor of the examination hall. Candidates without such admission card will not be allowed to sit the examination. A notification will be published by the Commissioner General of Examinations in newspapers and in the departmental official website as soon as the admission cards are issued to the candidates. "If there is any candidate who is yet to receive the admission card even after two or three days of such notification", it should be inquired from the Organizations (Establishment and Foreign Examinations) Branch, Department of Examinations of Sri Lanka as stipulated in the advertisement. When such an inquiry is made name of the examination applied for, full name of the applicant, National Identity card No. and address should be clearly mentioned. In case of applicants outside Colombo, it will be more effective to send a letter of request to the fax number mentioned in the said advertisement furnishing a fax number to which the admission card should be sent. It would be advisable to keep a copy of the application form kept at applicant's possession, copy of the receipt of examination fees and the receipt of registering the letter, in order to prove certain matters inquired by the Department of Examinations.

13.1 Candidate's signature in the admission card should have been attested by the Head of Establishment or an officer delegated by him. A candidate shall appear for the examination under the assigned index number at the relevant examination hall.

14.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No travelling expenses will be paid.

15.0 The candidates are subjected to the rules and regulations on the conduct of the examination imposed by the Commissioner General of Examination. The candidates are liable to be subjected to any punishments imposed by the Commissioner General of Examinations and my decision shall be the final, in respect of any matter not provided for in this notification.

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

H. T. KAMAL PATHMASIRI,  
Secretary,

Ministry of Internal and Home Affairs and  
Provincial Councils and Local Government.

Ministry of Internal and Home Affairs and  
Provincial Councils and Local Government,  
Independent Square,  
Colombo-07,  
On 19th January, 2019.

**Specimen Form of Application**

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(For office use only)

EFFICIENCY BAR EXAMINATION AND WRITTEN  
EXAMINATION TO TEST COMPUTER LITERACY  
FOR OFFICERS IN CLASS III OF GRAMA  
NILADHARI SERVICE - 2019

	<i>Town</i>	<i>Town No.</i>
First Choice	1.	
Second Choice	2.	

(Indicate the name and the number of the town in which you wish to sit for the examination, in the order of your choice, as per the Para No .2.0 in the *Gazette* Notification.)

Medium of examination :

Sinhala - 2

Tamil - 3

(Indicate the relevant number in the cage)  
(This cannot be changed subsequently)

1.0 1.1 Name in full ( In English Block Capitals):———. (Eg. HERATH MUDIYANSELAGE SAMAN KUMA GUNAWARDHANA)

1.2 Last Name With initials at the end :———. (In English Block Capitals) (Eg. GUNAWARDHANA, H.M.S.K.)

1.3 Name in full :———. (In Sinhala/ Tamil)

2.0 2.1 Address to which the admission card should be sent :———. (In English Block Capitals)

2.2 District and the District number to which the officer is attached :———.

(Indicate as per the Schedule I) (In English Block Capitals)

2.3 Divisional Secretariat and Divisional Secretariat number to which the officer is attached :———.

(Indicate as per the Schedule I) (In English Block Capitals) :———.

2.4 District and the Divisional Secretariat to which the officer is attached :———. (In Sinhala/ Tamil) :———.

3.0 3.1 National Identity Card No. :

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

3.2 Sex :-

Female - 1

Male - 0

(Indicate the relevant number in the cage.)

3.3 Date of Birth :-

Year :     Month :   Date :

3.4 Telephone No. :

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

4.0 Subject/s you offer on this sitting (Refer Para. 5.0 of the *Gazette* Notification):

<i>Index No.</i>	<i>Subject</i>	<i>Subject No.</i>
01.		
02.		
03.		

5.0 5.1 Grade :———.

5.2 Post :———.

5.3 Date of appointment to the relevant Grade :———.

6.0 *N.B.*- The receipt of the examination fee obtained from the Post/ Sub Post Office in favour of the applicant should be affixed here firmly :

--

Receipt No. :———.

Post/Sub Post Office :———.

Date :———.

Amount Rs. :———.

7.0 I declare that the above particulars are true and that I am eligible to appear for the examination in the language

medium indicated above. Further, I agree to be bound by the rules and regulations issued by the Commissioner-General of Examinations regarding this examination. And I affirm that, I sit for the said examination as my first sitting/ I have paid the relevant examination fee and the receipt has been affixed hereto.

\_\_\_\_\_,  
Signature of candidate.

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

*Certification of the Divisional Secretary*

I certify that Mr/Mrs/Miss .....  
. Grama Niladhari, who works at Grama Niladhari Division of ..... in Divisional Secretary's Division of .....and

- (i) has placed his/her signature in my presence ;
- (ii) have checked the details provided above ;
- (iii) the officer is eligible to sit for this examination :
- (iv) the officer is exempted from the examination fee since the first sitting/the receipt of the prescribed examination fee is affixed here (Delete inapplicable words)

\_\_\_\_\_,  
Signature and official stamp of the  
Divisional Secretary.

Name : \_\_\_\_\_,  
Designation : \_\_\_\_\_,  
Address: \_\_\_\_\_,  
Date: \_\_\_\_\_.

SCHEDULE I

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Colombo	1103	Colombo <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>1</td></tr></table>	0	1
0	1			
Kolonnawa	1106			
Kaduwela	1109			
Homagama	1112			
Hanwella	1115			
Padukka	1118			
Maharagama	1121			
Sri Jayawardanapura Kotte	1124			
Thimbirigasyaya	1127			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Dehiwala	1130	Colombo <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>1</td></tr></table>	0	1
0	1			
Rathmalana	1131			
Moratuwa	1133			
Kesbewa	1136			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Negombo	1203	Gampaha <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>2</td></tr></table>	0	2
0	2			
Katana	1206			
Divulapitiya	1209			
Meerigama	1212			
Minuwangoda	1215			
Wattala	1218			
Ja-Ela	1221			
Gampaha	1224			
Attanagalla	1227			
Dompe	1230			
Mahara	1233			
Kelaniya	1236			
Biyagama	1239			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Panadura	1303	Kalutara <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>3</td></tr></table>	0	3
0	3			
Bandaragama	1306			
Horana	1309			
Ingiriya	1310			
Bulathsinghela	1312			
Madurawala	1315			
Millaniya	1318			
Kalutara	1321			
Beruwala	1324			
Dodangoda	1327			
Mathugama	1330			
Agalawatta	1333			
Palindanuwara	1336			
Walallawita	1339			



<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Thumpane	2103	Kandy
Poojapitiya	2106	
Akurana	2109	
Pathadumbara	2112	
Panwila	2115	
Ududumbara	2118	
Minipe	2121	
Medadumbara	2124	
Kundasale	2127	
Gangawata Korale	2130	
Harispattuwa	2133	
Hataraliyadda	2134	
Yatinuwara	2136	
Udunuwara	2139	
Doluwa	2142	
Pathahewaheta	2145	
Delthota	2148	
Udawalatha	2151	
Gangaiyala Korale	2154	
Pasbage Korale	2157	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Benthota	3103	Galle
Balapitiya	3106	
Karandeniya	3109	
Elpitiya	3112	
Niyagama	3115	
Thawalama	3118	
Neluwa	3121	
Nagoda	3124	
Baddegama	3127	
Welivitiya Divithura	3130	
Ambalangoda	3133	
Hikkaduwa	3136	
Gravets	3139	
Bope Poddala	3142	
Akmeemana	3145	
Yakkalamulla	3148	
Imaduwa	3151	
Gonapeenuwala	3154	
Habaraduwa	3157	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Galewela	2203	Matale
Dambulla	2206	
Naula	2209	
Pallepola	2212	
Yatawatta	2215	
Matale	2218	
Ambangaga Korale	2221	
Laggala Pallegama	2224	
Wilgamuwa	2227	
Rathhota	2230	
Ukuwela	2233	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Pitabeddara	3203	Matara
Kotapola	3206	
Pasgoda	3209	
Mulatiyana	3212	
Athuruliya	3215	
Akuressa	3218	
Welipitiya	3221	
Malimbada	3224	
Kamburupitiya	3227	
Hakmana	3230	
Kirinda Puhulwella	3233	
Thihagoda	3236	
Weligama	3239	
Matara	3242	
Devinuwara	3245	
Dikwella	3248	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Kothmale	2303	Nuwara Eliya
Haguranketha	2306	
Walapane	2309	
Nuwara Eliya	2312	
Ambagamuwa	2315	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Sooriyawewa	3303	Hambanthota  <table border="1"><tr><td>0</td><td>9</td></tr></table>	0	9
0	9			
Lunugamwehera	3306			
Thissamaharama	3309			
Hambanthota	3312			
Ambalanthota	3315			
Angunakolapelessa	3318			
Weeraketiya	3321			
Katuwana	3324			
Okewela	3327			
Beliatta	3330			
Tangalle	3333			
Walasmulla	3336			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Mannar	4203	Mannar  <table border="1"><tr><td>1</td><td>1</td></tr></table>	1	1
1	1			
Manthai West	4206			
Madu	4209			
Nanaddan	4212			
Musali	4215			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Vavuniya North	4303	Vavuniya  <table border="1"><tr><td>1</td><td>2</td></tr></table>	1	2
1	2			
Vavuniya South	4306			
Vavuniya	4309			
Vengalcheddikulam	4312			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Kayts (Island North)	4103	Jaffna  <table border="1"><tr><td>1</td><td>0</td></tr></table>	1	0
1	0			
Chankanei (Walikamum West)	4106			
Sandilipay (Walikamum South West)	4109			
Thelippalei (Walikamum North)	4112			
Uduvil (Walikamum South)	4115			
Kopai (Walikamum East)	4118			
Karaweddi (Wadamarachchi South West)	4121			
Maruthankerny (Wadamarachchi East)	4124			
Point Pedro (Wadamarachchi North)	4127			
Chawakachcheri (Thenmarachchi)	4130			
Nallur	4133			
Jaffna	4136			
Velanai (Island South)	4139			
Delft	4142			
Kareinagar	4145			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Thunukkai	4403	Mullativu  <table border="1"><tr><td>1</td><td>3</td></tr></table>	1	3
1	3			
Manthai East	4406			
Pudukuduirippu	4409			
Oddusudan	4412			
Maritimepattu	4415			
Welioya	4418			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Pachchilaipalli	4503	Kilinochchi  <table border="1"><tr><td>1</td><td>4</td></tr></table>	1	4
1	4			
Kandawalai	4506			
Karachchi	4509			
Punakari	4512			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Koralepattu North	5103	Batticaloa  <table border="1"><tr><td>1</td><td>5</td></tr></table>	1	5
1	5			
Koralepattu West (Oddamawadi)	5106			
Koralepattu (Valaichchenai)	5109			
Eravurpattu	5112			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Eravurpattu Town	5115	Batticaloa <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>5</td></tr></table>	1	5
1	5			
Manmunei North	5118			
Manmunei West	5121			
Kaththankudi	5124			
Manmuneipattu	5127			
Manmunei South West	5130			
Porativupattu	5133			
Manmunei South	5136			
Koralepattu South	5139			
Koralepattu Central	5142			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Town and Gravets	5315	Trincomalee <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>7</td></tr></table>	1	7
1	7			
Thambalagamuwa	5318			
Kanthale	5321			
Kinniya	5324			
Muthur	5327			
Seruvila	5330			
Verugal/ Echchalampattuwa	5333			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Dehiaththakandiya	5203	Ampara <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>6</td></tr></table>	1	6
1	6			
Padiyathalawa	5206			
Maha Oya	5209			
Uhana	5212			
Ampara	5215			
Nawindaweli	5216			
Samanthurei	5218			
Kalmuna-Tamil	5224			
Saindamarudu	5225			
Karativu	5227			
Nindavur	5230			
Addalachchena	5233			
Eragama	5234			
Akkaraipattu	5236			
Alayadivembu	5239			
Damana	5242			
Thirukkivil	5245			
Pothuvil	5248			
Lahugala	5251			
Kalmuna - Muslim	5254			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Giribawa	6103	Kurunegala <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>8</td></tr></table>	1	8
1	8			
Galgamuwa	6106			
Ehetuwewa	6109			
Ambanpola	6112			
Kotawehera	6115			
Rasnayakapura	6118			
Nikaweratiya	6121			
Mahawa	6124			
Polpithigama	6127			
Ibbagamuwa	6130			
Ganewatta	6133			
Wariyapola	6136			
Kobeigane	6139			
Bingiriya	6142			
Bamunakotuwa	6149			
Maspotha	6151			
Kurunegala	6154			
Mallavapitiya	6157			
Mawathagama	6160			
Rideegama	6163			
Weerambagedara	6166			
Kuliyapitiya East	6169			
Kuliyapitiya West	6172			
Udubaddawa	6175			
Pannala	6178			
Narammala	6181			
Alawwa	6184			
Polgahawela	6187			
Paduwasnuwara East	6190			
Paduwasnuwara West	6193			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Padavi Sri pura	5303	Trincomalee <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>7</td></tr></table>	1	7
1	7			
Kuchchaveli	5306			
Gomarankadawala	5309			
Morawewa	5312			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Kalpitiya	6203	Puttlam
Wanathavilluwa	6206	
Karuwalagaswewa	6209	
Nawagaththegama	6212	
Puttlam	6215	
Mundalama	6218	
Mahakumbukkadawala	6221	
Anamaduwa	6224	
Pallama	6227	
Arachchikattuwa	6230	
Chilaw	6233	
Madampe	6236	
Mahawewa	6239	
Naththandiya	6242	
Wennappuwa	6245	
Dankotuwa	6248	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Padaviya	7103	Anuradhapura
Kebithigollewa	7106	
Medawachchiya	7109	
Mahawilachchiya	7112	
Nuwaragampalatha Central	7115	
Rambewa	7118	
Kahatagasdigiliya	7121	
Horoupathana	7124	
Galenbindunuwewa	7127	
Mihinthale	7130	
Nuwaragampalatha East	7133	
Nachchaduwa	7136	
Nochchiyagama	7139	
Rajanganaya	7142	
Thambuttegama	7145	
Thalawa	7148	
Thirappane	7151	
Kekirawa	7154	
Palugaswewa	7157	
Ipalogama	7160	
Galnewa	7163	
Palagala	7166	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Higurakgoda	7203	Polonnaruwa
Medirigiriya	7206	
Lankapura	7209	
Welikanda	7210	
Dimbulagala	7212	
Thamankaduwa	7215	
Elahera	7218	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Mahiyanganaya	8103	Badulla
Rideemaliyadda	8106	
Meegahakiula	8109	
Kandaketiya	8112	
Soranathota	8115	
Passara	8118	
Lunugala	8119	
Badulla	8121	
Hali Ela	8124	
Uwa Paranagama	8127	
Welimada	8130	
Bandarawela	8133	
Ella	8136	
Haputhale	8139	
Haldummulla	8142	

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Bibila	8203	Monaragala
Madulla	8206	
Medagama	8209	
Siyambalanduwa	8212	
Monaragala	8215	
Badalkumbura	8218	
Buttala	8221	
Wellawaya	8224	
Kataragama	8227	
Thanamalwila	8230	
Sewanagala	8233	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District		
Eheliyagoda	9103	Rathnapura <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>2</td><td>4</td></tr></table>	2	4
2	4			
Kuruwita	9106			
Kiriella	9109			
Rathnapura	9112			
Imbulpe	9115			
Balangoda	9118			
Opanayake	9121			
Pelmadulla	9124			
Elapatha	9127			
Ayagama	9130			
Kalawana	9133			
Niwithigala	9136			
Kahawatta	9139			
Godakawela	9142			
Weligepola	9145			
Embilipitiya	9148			
Kolonna	9151			

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District		
Rambukkana	9203	Kegalle <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>2</td><td>5</td></tr></table>	2	5
2	5			
Mawanella	9206			
Aranayake	9209			
Kegalle	9212			
Galigamuwa	9215			
Warakapola	9218			
Ruwanwella	9221			
Bulathkohupitiya	9224			
Yatyanthota	9227			
Dehiovita	9230			
Deraniyagala	9233			

02-251

### JUDICIAL SERVICE COMMISSION

#### Open Written Competitive Examination for recruitment to Grade III of the Court Registrars' Service of Sri Lanka in the Scheduled Public Officers' Service – 2018 (2019)

APPLICATIONS are called from Sri Lankan citizens who possess the required qualifications for the Open Written Competitive Examination for recruitment to Grade III of the Court Registrars' Service of Sri Lanka.

01. Recruitments are made to Grade III of the Court Registrars' Service of Sri Lanka through this examination.

*Written Examination.*- The examination consists of four (04) question papers as follows :

Subject No :	Question Paper	Time	Total Marks	Maximum marks required to pass
01.	General knowledge and Intelligence Quotient Test	02 hours	100	40
02.	Administration and Management	01 hour	100	40
03.	English Language Proficiency	1 ½ hours	100	40
04.	Substantive and Procedural Laws of Sri Lanka	01 hour	100	40

*Date of the Examination.*– The examination will be held in May 2019 at the examination centers located in the towns mentioned in Schedule 01 given below. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

The examination will be held only in the examination centers located in the towns mentioned in Schedule – I. The expected town to sit for the examination shall be selected as per said Schedule and the town expected to sit for the examination and the relevant number of the town should be mentioned correctly in the application form according to Schedule – I.

Applicants are not allowed to change the town which they have mentioned in the application form to sit the examination later. At the instances where the number of applicants apply for a certain town is not sufficient to hold an examination centre, they will be directed to the town which they have indicated as second preference or to an examination centre located in an adjoining town and in an instance where the number of applicants applied is not sufficient to hold examination centers in all or majority of proposed towns according to the number of applicants that have applied for the examination, the Commissioner General of Examinations will proceed to conduct the examination only in Colombo.

*Interview.*— A number of applicants equal to the number of vacancies allocated for said examination may be appointed following descending order beginning from the highest scorer of marks amongst the applicants who have passed all the subjects of the examination after an interview for verification of qualifications. However, the Judicial Service Commission may determine not to fill a certain number of vacancies.

#### 02. Conditions of Service :-

- 2.1 Applicants shall be appointed to Grade III of the Court Registrars' Service subject to general conditions governing the appointments in the Public Service, terms and conditions set out by the Scheduled Public Officers' Service Minute published in the *Gazette extraordinary* of Democratic Socialist Republic of Sri Lanka No : 2088/26 dated 11.09.2018, amendments already made and will be made thereto in due course to the said Service Minute, Provisions of Establishments Code and Financial Regulations.
- 2.2 This post is permanent and pensionable. Though it has been stated above that the posts in the Scheduled Public Officers' Service are pensionable, the officers that are to be recruited to Grade III of the Court Registrars' Service in future will be subjected to decisions taken by the Government and / or Judicial Service Commission in relation to the Pension Scheme applicable to them.
- 2.3 This appointment is subject to a probation period of three years. The Efficiency Bar Examination shall be passed within 06 years after recruitment to Grade III of the Court Registrars' Service of Sri Lanka as prescribed in 8:13 in the Service Minute.

2.4 Proficiency in the relevant level of the other language prescribed for Grade III of Court Registrars' Service should be achieved within 05 years after appointment in terms of the Public Administration Circular 01/2014 and amendments done there to and Judicial Service Commission Circular No: 396 and amendments done there to.

2.5 The appointments of the applicants who fail to assume duties in the post to which they are appointed on the due date and / or applicants who refuse or neglect to assume duties in a post or in an area into which they are appointed, shall be cancelled at the discretion of the Judicial Service Commission.

03. *Monthly salary scale.*— As per Judicial Service Commission Circular No : 386 dated 24/06/2016 issued subsequent to No : 03/2016 by the Judicial Service Commission, the monthly salary scale applicable to Grade III of the Court Registrars' Service of Sri Lanka in the Scheduled Public Officers' Service is (MN 7 – 2016) 41,580- 11x755- 18x1,030 - 68,425 (Initial salary step 03 – Rs. 43,090/-) and you will obtain said salary from 01.01.2020. Salary will be paid from the effective date of the appointment in terms of provisions set out in Schedule II of above circular.

04. *Recruitment Qualifications.*— Applicants shall have completed following qualifications to be recruited to Grade III of Court Registrars' Service of Sri Lanka in the Scheduled Public Officers' Service :

- (a) (i) Be a citizen of Sri Lanka.
- (ii) Applicant should be a person of an excellent moral character.
- (iii) All the applicants recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to serve in any part of the Island and to perform the duties of the post.

(b) Attorney – at – Law of the Supreme Court.

or

- (c) Shall have obtained a degree from a University recognized by the University Grants Commission or an institute recognized by the University Grants Commission as a degree awarding institute or any other qualification considered as equivalent by the Judicial Service Commission.

**Note** : Date of enrolment as an Attorney – at – Law or the effective date of the degree should be on or before the closing date of the application.

- (d) *Age* : Should be not less than 22 years and not more than 45 years of age on the closing date of applications.

“Accordingly only whose date of birth falls on 08/02/1997 or prior to said date and whose date of birth falls on 08/02/1974 or after said date will qualify to apply.”

(The upper age limit shall not be applicable to officers who are already in the Government Service, Provincial Public Service and Scheduled Public Officers’ Service)

*N.B.* : It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 08<sup>th</sup> February 2019, which is the date of the *Gazette* notification, or prior to said date.

05. *Examination Fees* – The examination fee is Rs.600/-. The receipt obtained by paying said amount to Peoples’ Bank Dam Street Branch to the credit of the account of “Secretary, Judicial Service Commission” No. 297100199025039 should be affixed using one edge of the receipt on the due place of the application so as not to be detached. ( A photo copy of the receipt should be kept with the applicant for future use.)

06. *Method of applying* :

- (a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 ½"X12" (A4) and it should be completed in applicant’s own handwriting. Computerized/ Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form). It is the responsibility of the applicant to make sure that the application form perfected by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

- (b) Application should be prepared in the language medium in which the applicant wishes to sit the examination.

- (c) Applications duly perfected should be sent by registered post to reach the address “ Secretary, Judicial Service Commission Secretariat , Colombo 12” on or before 11<sup>th</sup> March 2019.

The words “ Open Written Competitive Examination for recruitment to Grade III of the Court Registrars’ Service of Sri Lanka in the Scheduled Public Officers’ Service – 2018 (2019)” should be clearly written on the top left – hand corner of the envelope in which the application is enclosed. Any application received after the due date will be rejected.

- (d) Applicant’s signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, an Attorney – at – Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or a Staff Officer holding a permanent post in the Public Service.

- (e) Incomplete applications will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.

- (f) Receipt of application will not be acknowledged. The Department of Examinations, Sri Lanka will publish a notice in News Papers and Departmental web sites once the admission cards are issued to the applicants. However, if admission cards are not received even after 02 or 03 days of such advertisement, steps should be taken to notify the Department of Examinations, Sri Lanka in the manner specified in the advertisement. When informing, the name of the examination applied for, full name of the applicant, address and national identity card number should be mentioned. It would be advisable for applicants outside Colombo to fax a letter of request along with a fax number of the applicant to the Department of Examinations through the fax number 011 – 2784232 for sending a copy of the admission. Further to that it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the postal article of sending the application to prove any information requested by the Department of Examinations.

Refund or transfer of examination fees for another examination will not be allowed under any circumstances while money orders and stamps will not be accepted in respect of the fee.

Applicants shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting the examination and issuance of results and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

07. *Admission to the examination :*

- (a) The Commissioner General of Examinations will issue admission cards to all applicants who have sent applications which are complete in every aspect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) An applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card relevant to the prescribe examination centre ordered to attested and present it to the head of the examination hall on the first day they sit the examination. A set of rules to be observed by all applicants is published at the beginning of this *Gazette* notification. Applicants shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting the examination. If an applicant violates these rules he/she is liable for a punishment imposed by the Commissioner General of Examinations.

**Note:-** The issuance of an admission card to an applicant does not necessarily mean that he/she has the required qualifications to sit the examination.

08. Identity of the Applicants.– Applicants will be required to prove their identify in the examination hall to the satisfaction of the Supervisor for each subject they offer. For this, any of the following documents will be accepted.

- (a) National Identity Card
- (b) A valid passport
- (c) A valid driving license.

09. *Penalty for furnishing false information.*– If it is found that any applicant is not eligible, his/her candidature can be cancelled at any time before, during or after the examination. If any of the particulars furnished by the applicant is found to be false with his/her knowledge or if he/she has willfully suppressed any important fact, he/she will be liable to dismissal from the Public Service.

10. Any matter not provided for in these rules will be dealt with as determined by the Secretary, of Judicial Service Commission subject to the instructions of the Judicial Service Commission.

11. (a) Examination will be held in Sinhala and Tamil media.
- (b) An applicant should sit the examination in the language medium through which he/she obtained the qualifying degree or in the official language.
- (c) When an applicant has passed the qualifying degree in two languages or more he/she should sit the examination in the language in which he/she appeared for the majority of the subjects related to his/her degree or in any official language.
- (d) An applicant who has obtained a Special Degree in which he/she has passed the main subject in one language and additional subjects in another language, should sit the examination in the language he/she passed the main subject or in any official language.

**Note:** (i) An applicant should answer all the question papers in one and the same language.

(ii) An applicant is not allowed to change the language medium indicated in the application.

(iii) *Examination Results:-* Issuance of results to applicants will be made by the Commissioner General of Examinations by post or via the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

12. *Syllabus of the written examination :*

(i) *General knowledge and Intelligence Quotient Test :*

It is expected to test the applicant's knowledge of important social, economic, cultural and political current affairs and scientific technological development at local and international level. It is expected to assess the





2.10 Civil Status :  
Married-1                      Unmarried -2                        
(Indicate relevant number in the cage)

2.11 Date of Birth :  
Date :   Month :   Year :

2.12 Age as at 08.02.2019 :  
Years :   Months :   Days :

2.13 Contact Number :  
Fixed:              
Mobile :

03. Educational Qualifications :

- (a) Date of enrolment as an Attorney at-Law : \_\_\_\_\_.
- (b) If the applicant is a graduate :
  - 1. Degree : \_\_\_\_\_.
  - 2. Date of completing the degree : \_\_\_\_\_.
  - 3. Name of the University : \_\_\_\_\_.
- (c) Equivalent educational or professional qualifications :
  - 1. University / Institution : \_\_\_\_\_.
  - 2. Qualifications : \_\_\_\_\_.
  - 3. Date of fulfilling the qualifications : \_\_\_\_\_.

04. Other qualifications : \_\_\_\_\_.

05. Have you ever been convicted for any offence by any Court?  
(Indicate the mark (√) in the relevant cage) (If yes, give particulars)  
Yes                       No

06. Particulars of the receipt obtained by paying the examination fee:  
Office to which the payment was made : \_\_\_\_\_.  
Number and date of the receipt : \_\_\_\_\_.  
Amount : \_\_\_\_\_.

Affix the receipt firmly here.  
(It would be advisable to keep a photocopy with the applicant)

07. Applicants Certificate :

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any consequence that may arise as a result of incompleteness of sections and/ or provision of erroneous information. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) Further to that, I herby agree to abide by all the conditions imposed by the Commissioner General of Examinations for the purpose of holding this examination.

(d) I shall not change any information mentioned herein subsequently.

\_\_\_\_\_  
Signature of applicant.

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

08. Attestation of applicant's signature : \_\_\_\_\_.

I hereby certify that Mr./Mrs./Miss./..... who submits this application is known to me personally and that he/she placed his/her signature in my presence on ..... and further the applicant has paid the prescribed examination fee and pasted the receipt on the application.

\_\_\_\_\_  
Signature of the officer attesting the signature.

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

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

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

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

(To be confirmed by the Official Stamp)

*Certification of the Head of Department*

I hereby recommend that Mr./Mrs./Miss. .... serving in this ..... has fulfilled educational qualifications required to apply for Grade III of Court Registrars' Service of Sri Lanka that he/she could be

released from the present post if selected for this post, that he/she placed his/her signature in my presence and that I submit his/her application herewith.

\_\_\_\_\_  
Signature of the Head of Department.  
(Official Stamp)

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

SCHEDULE – I

<i>Town</i>	<i>Number of the Town</i>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara- Eliya	06
Galle	07
Matara	08
Hambantota	09

<i>Town</i>	<i>Number of the Town</i>
Jaffna	10
Mannar	11
Vavuniya	12
Mullaitivu	13
Kilinochchi	14
Bataloa	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Ratnapura	24
Kegalle	25

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