

Examinations, Results of Examinations & c.

DEPARTMENTAL EXAMINATION FOR PRELIMINARY GRADE MEDICAL OFFICERS AND DENTAL SURGEONS - SEPTEMBER 2005

IT is hereby notified that the Departmental Examination for Preliminary Grade Medical Officers and Dental Surgeons which should be passed by them before promotion to grade II in terms of section 07 of the Minute of Medical Officers in the Health Services, published in the *Gazette (Extra Ordinary)* No. 662/11 of 17.05.1991 of the Democratic Socialist Republic of Sri Lanka, will be held on 18.12.2005 in Sinhala, Tamil and English media. The venue and the time of the examination will be notified along with the Admission Card.

02. *Qualifications.*— Preliminary Grade Medical Officers and Dental Surgeons who have not completed the relevant examination can apply for this examination.

03. *Applications.*— Applications prepared by the candidates as per specimen appended to this notice should be sent under registered cover to reach The Director (Examinations), "Suwasiripaya" No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 30.11.2005 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self addressed envelope in the size of 9" x 4", affixed with stamps to the value of Rs. 5.00 should be sent along with the application. (Candidates can write their official or private address). Applications which are received late, incomplete or inaccurate will be rejected.

04. *Examination Fees* :—

- i. Candidates who sit the examination for the first time need not pay examination fees. However in every subsequent sitting they should affix stamps to the value of Rs. 25 per subject in the stamps cage provided for in the application and cancel same by placing their signature and the date.
- ii. The fees once paid will not be allowed to transfer for any other Examination or refunded under any circumstances.

05. *Admission to the Examination* :—

- i. Candidates whose applications have been accepted will be issued with Admission Cards. They should duly complete and submit same to the Supervisor at the Examination Centre. Otherwise they will not be allowed to sit the examination.
- ii. Candidates should prove their identity to the Supervisor at the examination hall. For this purpose one of the following documents will be accepted :
 - (a) National Identity Card ;
 - (b) Departmental Identity Card ;
 - (c) Driving License ;
 - (d) Passport.

06. *Scheme of the Examination.*— The examination will consist of three written question papers and a Sinhala/Tamil *Viva Voce* test. Each part will receive 100 Marks. Candidates should score a minimum of 50 marks for a pass in each part. The Examination can be completed at one sitting or at several sittings.

07. *Syllabus of the Examination.*—

07.1 *Written Examination* :

07.1.1 *Establishments Code.*— Duration 02 hours. Should answer five (05) out of eight (08) questions. Total marks 100.

Syllabus :—

(i) *Establishments Code* :

(a) Part I – Chapters II, III, V, VI, VII, VIII, IX, XI, XII, XIII, XV, XXIV, XXV, XXVII, XXVIII, XXX, XXXI, XXXII, XXXIII.

(b) Part II – Chapters XLVII and XLVIII.

(ii) General Regulations of the Department of Health Services.

(iii) Orders of the Public Service Commission.

07.1.2 *Administration of Hospitals and Dispensaries.*— Duration 1 ½ hours. Total marks 100. Should answer four (4) questions out of seven (07) questions.

Syllabus :

Health Manual :

Part I – Medical Services

Part II – Laboratory Services.

07.1.3 *Accounts.*— Duration 02 hours. Should answer 04 questions out of 07 questions. Total Marks 100.

Syllabus :

(i) *Financial Regulations.*— Part I

Chapter	I – All Sections
	II – All Sections
	III – All Sections
	IV – All Sections
	V – Sections 1,2,3,4 and 6
	VI – All Sections
	VII – Sections 1,2,3,4, and 6

02. Subjects Offered (Mark “✓” within the cages against the subjects you offer in this Examination. Mark “X” against the subjects not offered).

Tamil *Viva Voce*

The Staff Officers in the Department of Health Services will conduct this Examination in Colombo to examine the proficiency in Sinhala/Tamil Language. Total Marks 100. Skills of Officers to discuss on matters pertaining to their daily routine duties will be examined.

Dr. H. A. P. KAHANDALIYANAGE,
Director General of Health Services.

Office of the Director General of Health Services,
“Suwasiripaya”,
385, Ven. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.
07th November 2005.

Specimen form of application

For Office Use Only

Departmental Examination for Preliminary Grade Medical Officers
and Dental Surgeons – September 2005

- [illegible]

03. (a) Present Station : _____.
- (b) District of the Present Station : _____.
- (c) District in which you sit for the Examination : _____.
(If an examination centre is not available in this District you will be attached to the closest examination centre)
- (d) Whether a self-addressed envelop in the size of 9 x 4 inches with stamps affixed to the value of Rs. 5.00 has been attached to the application to post the Admission Card ? : _____.
- (e) (i) Postal Address to post the Admission Card (In Sinhala/Tamil) : _____.
- (ii) Postal Address to post the Admission Card (In English Capitals) : _____.

04. Medium you sit for the examination (Sinhala/English/Tamil) : _____

05. (a) Whether you sit for the examination for the first time : _____.
- (b) If not so, have you affixed stamps to the application ?

Stamp Cage

06. Certificate of the Candidate :

- (i) I do hereby certify that the particulars furnished by me in this application are true and accurate to my knowledge and I need not affix stamps since I sit the Examination for the first time/have affixed stamps to the value of Rs. since I repeat the Examination, * and the stamps affixed by me to the application are genuine and not used.
- (ii) I agree to abide by the rules and regulations stipulated by the Department of Health for the conduct of this Examination and if I was found ineligible in accordance with the scheme of the Examination I agree with whatever decision taken for the cancellation of my candidature.

Signature of the Candidate.

Date : 2005.

07. *Certification of Head of Institution :*

Mr./Mrs./Miss is well known to me and he/she sits the Examination for the first time/repeats the Examination* he/she* need not affix stamps/has affixed stamps to the value of Rs. to the Application and he/she* placed his/her* signature in my presence.

Signature of Head of Institution/Frank/Rubber Stamp.

Date :..... 2005.

08. *Certificate of the Head of Decentralized Unit/Specialised Campaign :*

Mr./Mrs./Miss serves as a Medical Officer/Dental Surgeon in my Division/Campaign* and the particulars furnished by him/her* in the Application are correct in accordance with the particulars available in his/her* personal file and he/she* is eligible to sit for the Examination.

Signature of Head of Decentralized
Unit/Specilised Campaign.
(Frank/Rubber Stamp)

Date :2005.

11-398

**MINISTRY OF TRADE, COMMERCE AND CONSUMER
AFFAIRS**

Department of The Registrar of Companies

POST OF ASSISTANT REGISTRAR OF COMPANIES

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Assistant Registrar of Companies in the Department of the Registrar of Companies of the Ministry of Trade, Commerce and Consumer Affairs.

Applications prepared using both sides of an A-4 size paper in conformity with the specimen form appended to the '*Gazette Notification*' should be sent through registered post to reach the Secretary, Ministry of Trade, Commerce and Consumer Affairs, 6th floor, Rakshana Mandiraya, Vauxhall Street, Colombo 02 on or before 09th December, 2005. The words 'Application for the Post of Assistant Registrar of Companies' should be written on the top left hand corner of the envelope. Applications received after the above date will be rejected.

Note :

- (i) Applications which are not in conformity with the specimen form will be rejected.
- (ii) Applicants who delay their applications until the last day, will do so at their own risk.

02. *Terms of Engagement.*— This post is permanent. Recruitment for this post will be made under the Contributory Pension Scheme.

03. *Salary.*— Following Salary Scale is applicable to this post. Rs. 157,500 - 15 x 3,780 - Rs. 214,200. (The allowances applicable for the officers of the Public Service according to the Government Circular No. 15/2000 and 24/2001 are applicable to this post.)

- (a) Should pass the first Efficiency Bar Examination before reaching the 04th salary step and should pass the second Efficiency Bar Examination before reaching the 07th salary step, from the date of appointment.
- (b) The selected candidates may be placed at a suitable step of the above salary scale with the concurrence of the Director of the Establishments, according to his experience gained at the Bar. If a candidate who is already in the Public Service is selected, his/her salary will be determined in terms of the provisions laid down in Section 09 of Chapter 07 of the Establishment Code.

04. *Qualifications Required.*— Every applicant must furnish satisfactory proof that :

- (a) He/She possesses an excellent character and is physically sound.
- (b) He/She is not less than 25 years and not more than 45 years on 09th December, 2005. This upper age limit will not apply to those applicants who are already in Public Service or Provincial Public Service.
- (c) Applicants should be Attorneys-at-Law with not less than two years experience in Civil and Criminal Law. They should also possess a practical experience and knowledge of the Company Law. Practical experience and knowledge of Business Names Law, Societies Law, Cheetu Law, Law of Agreements, Accounting and Book Keeping and a good knowledge of Sinhala, Tamil, English and Computer will be considered as additional qualifications.

Note :

- (d) Officer in the following grades who are Attorney-at-Law and have at least 5 (five) years service in the Department of the Registrar of Companies will be considered for appointments irrespective of their experience at the Bar.
 - (i) Supra class or class I or class II in Public Management Assistant Service. (Supra Grade, class I and class IIA officers in previous General Clerical Service, Typist Service and Stenographer Service).
 - (ii) Non-Graduate Translator's Service.
 - (iii) Inspectors in the Department of the Registrar of Companies.
 - (iv) Attorneys-at-Law who possess a degree in Law will also be considered for appointment irrespective of their experience at the Bar.
 - (v) Applicants must have completed all necessary qualifications on the closing date.

05. Every applicant should be already to produce any or all of the following documents when called upon to do so :-

- (a) Birth Certificates (*N. B.*— Baptismal Certificates or Birth Certificates issued for the use of an assisted school in terms of educational regulations will not be accepted.)
- (b) Degree or highest educational Certificate.
- (c) Two character Certificates one of which should be from : Director of Education or a Collage of Tutor or a Professor.
- (d) Certificate of professional and/or technical qualifications.
- (e) Certificate of the highest examination passed in Sinhala/ Tamil and English Languages.

N. B.— (i) No documents or copies of documents should be attached to the application form.

- (ii) Applications of the candidates who fail to produce relevant documents when requested to do so, will not be considered.

06. Applications from the officers in the public service should be forwarded through their Heads of Departments.

07. Applications or any other communications relating thereto must be addressed to the Secretary, Ministry of Trade, Commerce and Consumer Affairs and not personally to any other officer.

08. Attention is drawn to General conditions applicable to appointments to the posts in the Public Service, published at the beginning of Part I Section II(A) of the *Gazette*.

09. *Method of Requirement.*— Recruitment will be made based on the results of the written examination and the interview.

- (i) *Written Examination.*— This examination will be conducted in Sinhala, Tamil and English media and includes the following question papers for which 100 marks each will be allocated :

<i>Question Paper</i>	<i>Time</i>
English	02 hours
General Question Paper	02 hours
Intelligence	01 hour

Note :—

- (i) *English.*— This question paper is designed to assess the understanding and written communication ability of the candidates. The candidates who have done their studies in English medium, should sit for a question paper which is designed to assess their knowledge of Sinhala/Tamil.

- (ii) *General question paper.*— This includes the questions relating to political, social, cultural and economic environment, history and geography as well as Company Law, Business Names Law, Societies Law, Cheetus Law, Accounting and Book Keeping.

Note :

- (iii) *Intelligence Test.*— This question paper is designed to assess the logical thinking and the analytical ability of the candidate.

2. Interview :

2.1 Only the candidates those who obtain at least 40 marks for each question paper and have an aggregate of 120 marks or more than that, will be called for the interview.

2.2 The interview is conducted only for the checking of certificates and the physical fitness of the candidate.

10. The examination fee is Rs. 250. This fee should be remitted by a money order in favour of the 'Registrar of Companies'. The Money order should be attached to the application form and its number should be quoted in the space reserved in the application form.

11. The Application should be prepared in the same language, the candidate intends to sit for the examination.

12. *Producing Incorrect Information.*— If it is revealed, during the examination or after the examination or at any time that a candidate does not have the necessary qualification, he/she is liable for the cancellation of his/her candidature. If it is found out that a candidate has furnished any incorrect information knowingly, or he/she has purposely hidden important information, he/she will be liable to dismissal from the Public Service.

13. In case of any matter which these regulations have not provided for, action will be taken as determined by the Secretary, to the Ministry of Trade, Commerce and Consumer Affairs.

14. Receipt of the applications will not be acknowledged. Applications that do not conform to all the requirements will be rejected. Any complain regarding loss or delay of an application, in the post, will not be entertained. The candidates whose applications have been accepted will be called for the written examination. Admission cards will be sent through the registered post, to the candidates those who have completed all the requirements.

This notification is published by the order of the Public Service Commission.

S. WIRITHAMULLA,
Secretary,

Ministry of Trade, Commerce and Consumer Affairs.

Ministry of Trade, Commerce and Consumer Affairs,
'Rakshana Mandiraya',
Vauxhall Street,
Colombo 02.

SPECIMEN APPLICATION FORM

Ministry of Trade, Commerce and Consumer Affairs

DEPARTMENT OF THE REGISTRAR OF COMPANIES

Application for the Post of Assistant Registrar

(No documents should be attached to this application form)

01. Name in full (in Block Capitals) : _____.
02. Postal Address (any change of address should be communicated immediately) : _____.
03. (a) Date of Birth :
Year : _____, Month : _____, Date : _____.
- (b) Exact age on the closing date of applications :
Years : _____, Months : _____, Days : _____.
04. Are you citizen of Sri Lanka ? State whether by descent or by registration, State Reference number and the date of certificate of citizenship issued to you : _____.
05. Place of Birth of :
(a) Applicant : _____.
- (b) Applicant's Father : _____.
- (c) Applicant's Grand Father : _____.
- (d) Applicant's Great Grand Father : _____.

If the Applicant was born in Sri Lanka, either (b) or both (c) and (d) should be filled in, in addition to (a). If he/she has not born in Sri Lanka either (b) and (c) or and (d) should be filled in, apart from (a).

06. (a) Sex : _____.
- (b) State whether married, single, widow or widower : _____.
07. Highest Examination passed in :-
(i) Sinhala : _____.
- (ii) Tamil : _____.
- (iii) English : _____.

08. School, collage and other institution attended since the age of 12 years :

General Education	Professional Education
School or collage from to	Institution from to

09. Particulars of any sports, distinction gained and any post of responsibility that you have that hold in that sphere : _____.
10. Are you free from pecuniary embarrassment ? If not, what is the extent of your Commitments : _____.

11. Have been charged for any criminal offence in as Court of Law ?
If so, state full particulars with dates, quoting number of cases : _____.
12. Academic, Professional and Technical Qualification : _____.
(Please give details of all degree, distinctions, professional and/or Technical Qualification etc. obtained with date and class secured if any subject offered and names of institutions)
13. Present occupation and previous appointments, if any date of engagement and leaving and the annual salary received should be indicated :

Designation	From	To	Annual Salary
1.			
2.			
3.			

Important. - Course of termination of employment under Government should be indicated in cage 15 below.

14. *Special Qualifications* : Do you possess special qualifications and/or experience specified in the notification ? If so, please give full details there of with date. Please see the special requirements if any, stipulated in the *Gazette Notification* : _____.
15. Any further particulars : _____.
16. The number of the money order on which the examination fee has been paid : _____.
17. I hereby certify that the particular furnished by me in this application are true and accurate. I am also aware that if any particular contained herein are found to be false or incorrect, I am liable to disqualification before the selection and to dismissal without compensation to me if the inaccuracy is detected after the appointment.

_____,
Signature of Applicant.

Date : _____.

Report of the Head of the Department, if the candidate is in the state service :

_____,
Signature of the Head of the Department.

Date : _____.

11-501