

- (ii) possesses an M.Sc or Ph.D. Degree in Economics, Commerce, Business Public Administration of a recognized University ; or
- (iii) is a graduate of a recognized University and possess a professional qualification in Law equivalent to that of Attorney-at-Law of the Sri Lanka Law College or other recognized institution and with at least 3 years experience in Legal, Administrative or Commercial matters ; or
- (iv) is a graduate of a recognized University with a professional qualification in Accountancy, equivalent to the Membership of the Institute of Chartered Accountants of Sri Lanka or other recognized institution and with at least 3 years experience in Legal, Administrative or Commercial matters.

Note.—These candidates should have satisfied all eligibility requirements by the closing date of applications.

06. *Age Limit.*—Not less than 18 years and not more than 45 years of age on the closing date of the applications. Upper age limit will not apply to the applicants who are already in Government or Provincial Public Service.

07. *Method of Recruitment.*—Selection will be made on the results of a written competitive examination and an interview. The Commissioner-General of Examinations will conduct a written examination in Colombo for candidates who possess the basic qualifications in accordance with the scheme and syllabus of examination. The interview will be confined only to verify the qualifications and certificates.

Examination Procedures :

- (1) Intelligence Test — 100 Marks — 1 hour paper
- (2) General Paper — 100 Marks — 2 hours paper
- (3) English Paper — 100 Marks — 2 hours paper

Syllabus :

Intelligence Test.—This is designed to provide an assessment of the candidate's power of logical reasoning and analysis and ability to draw sound inferences. the question paper will be of the multiple choice type.

General Paper.—This paper is designed to test the candidate's awareness of the commercial and economic environment both in Sri Lanka and abroad.

English Paper.—This paper is designed to assess the knowledge of candidate's in grammar, vocabulary and comprehension.

08. (i) The application should be in the language in which the candidate intends to sit the examination.

(ii) The application will not be acknowledged.

(iii) A notice will be published in the newspapers as soon as Admission Cards are issued to applicants who are advised to be on the look out for such a notice. A candidate who does not receive his Admission Card at least seven days before the day of the examination should notify the Commissioner-General of Examinations, Organization & Foreign Exams Branch, Department of Examinations, Pelawatte, Battaramulla.

- (a) Name of the Examination ;
- (b) Full Name of the Candidate ;
- (c) Address ;
- (d) Date of Posting of the application, registration Number and Post Office.

09. *Examination Fees.*—The examination fee is Rs. 250. The fees should be paid by a Money Order drawn in favour of the Director-General of Commerce, Department of Commerce, Vauxhall Street, Colombo 02. The fees are not refundable. The Money Order should be annexed to the application form and its number should be written in the relevant cage.

10. *Examination :—*

- (i) The date of examination : (Date will be notified later).
- (ii) Public Service Commission reserves the right to cancel or postpone the examination.

11. Applications from officers in the Public Service must be forwarded through the respective Heads of their Departments. They may however, notify direct to the Secretary, Ministry of Trade, Commerce and Consumer Affairs the date of dispatch by them of their application to reach him on or before the closing date.

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

13. Reference is invited to the General Conditions applicable to Appointments to Posts in the State Service published at the beginning of Part I : Section (IIA) of the *Gazette*.

14. *Admission to the Examination.*—(a) The Commissioner-General of Examinations will issue Admission Cards to all applicants who possess the required qualifications. A candidate presenting himself for the examination must produce his admission card to the Supervisor of the Examination Centre. A candidate who fails to produce his admission card will not be permitted to sit the examination.

(b) A candidate must sit the examination at the examination hall assigned to him. All candidates should handover their admission card to the Supervisor of the Examination Hall in the first day of the examination. A set of rules to be observed by all candidates is published in this *Gazette*.

Note.—The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit the examination.

15. *Identification of Candidates.*—A candidate will be required to prove his identity at the examination hall to the satisfaction of the Supervisor for each subject he offers. For this purpose any of the following document will be accepted :

- (a) a valid Identity Card issued by the Postmaster-General ;
- (b) a valid Passport ;
- (c) an Identity Card issued by the Department of Registration of Persons.

16. *Penalty for Furnishing False Information.*—If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination., If any of the particulars furnished by a candidate is found to be false within his knowledge, or if he has willfully suppressed any materials fat he will be liable to dismissal from the public Service/cancellation of appointment.

17. Any matter not provided for in these regulations will be dealt with as determined by the Secretary of the Ministry of Trade, Commerce and Consumer Affairs.

18. *Scheme of Examination.*—(a) The examination will be held in Sinhala, Tamil and English.

(b) A candidate should sit the examination in the language in which he/she passed the qualifying examination or in the Official Language.

(c) A candidate who has passed subjects at the qualifying examination in more than one language should sit the examination in the language in which he/she passed the majority of subjects at such examination or in the Official Language.

(d) A candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language should sit the examination in the language in which he/she passed the principal subject or in the Official Language.

Note.—(i) The term ‘ Qualifying Examination ’ in (b) and (c) above refers to the qualification referred to in paragraph 5.

(ii) A candidate must sit all the papers of the examination in one language.

(iii) A candidate will not be permitted to change the language of examination.

19. Candidates should be prepared to produce the following documents when called upon to do so :

- (a) Certificate of Registration of Birth. (*N.B.*—Baptismal Certificate or Certificate of Birth issued for the purpose of the Code of Regulations for Assisted Schools will not be accepted).
- (b) Degree or higher educational certificate.
- (c) Two certificates of character, one of which should be from the Director of Education—College, Tutor or Professor.
- (d) Certificates of professional and/or technical qualifications.
- (e) Certificate of highest examinations passed in Sinhala, Tamil and English.

Note.—(i) No documents or certificates of documents should be attached to the application forms.

(ii) When it is required to furnish the relevant documents, if any candidate fails to do so, such candidate would not be considered for the post.

20. *Method of Selection for Appointment.*—In the instances where several candidates have scored equal marks, suitable decision regarding such instances will be taken by the Secretary, Ministry of Trade, Commerce and Consumer Affairs. The decision will be final. The selection for appointments will be made from those who have scored highest marks at the written examination.

21. Public Service Commission reserves the right to refrain from filling the vacancies or to fill all or any of the vacancies.

By order of the Public Service Commission,

S. WIRITHAMULLA,
Secretary,
Ministry of Trade, Commerce and
Consumer Affairs.

Ministry of Trade, Commerce and Consumer Affairs,
7th Floor,
‘ Rakshana Mandiraya ’,
Colombo 02.
2004.

Annexure I

FIRST EFFICIENCY BAR EXAMINATION

This is a written examination. There are two question papers which will cover following subjects.

- (1) Finance and Management—(2 hours — 100 Marks)
 - (a) Public Finance and Tender Procedure. Knowledge on Chapters 5, 6, 13 of the Financial Regulations.
 - (b) 2nd Chapter of the Establishment Code.
- (2) Modern Economic Development in Sri Lanka, Knowledge of International Trade and Trade Policy of the Government — (2 hours — 100 marks).

Each candidate should score minimum of 40% marks for each subject to pass the examination.

The two subjects may be offered and completed on one and the same occasion or separately.

This examination will be held by the Sri Lanka Institute of Development Administration.

SPECIMEN APPLICATION FORM

POST OF ASSISTANT DIRECTOR OF COMMERCE

Medium

Index No. :
(for office use only)

(*N.B.*—The envelope enclosing the application form should be clearly marked “ Application for the Post of Assistant Director of Commerce in the Department of Commerce ” on the top left-hand corner).

01. Post applied for :_____.

General Education

02. (i) Name in Full (Last name with initials) :_____.
(in Capital Letters)

(ii) Names denoted by Initials :_____.

03. Postal Address :_____.

(Any change of address should be communicated immediately) (in Capital Letters).

04. Sex :_____.

05. (a) Date and Place of Birth :

Year :_____, Month :_____, Date :_____.

(b) Age in terms of the *Gazette Notification* :—

Years :_____, Months :_____, Days :_____.

06. Residential District :_____.

07. Ethnic Group :_____.

- (1) Sinhala
- (2) Sri Lanka Tamil
- (3) Indian Tamil
- (4) Muslims
- (5) Burghers
- (6) Malays
- (7) Others'

Please write the No. in this cage

08. State whether Married, Single, Widow or Widower :_____.

09. (a) Educational Qualifications :—

(Please give details of all degrees, distinctions, professional and technical qualifications, etc. with dates, class secured, if any, subjects offered and names of institutions).

Examination/Degree	Year	Subjects

(b) Highest Examination passed in—

(1) Sinhala (2) Tamil (3) English

(1)

(2)

(3)

10. Schools, Colleges and other Institutions attended since the age of 12 years :—

General Education

School or College	From	To
1.
2.
3.
4.
5.

Institution	From	To
1.
2.
3.
4.
5.

11. Particulars of any sports distinctions gained and any posts of responsibility that you have held in that sphere :_____.

12. (a) Are you free from pecuniary embarrassment ? If not, what is the extent of your commitments :_____.

(b) Have you been charged for any criminal offence in a Court of Law ? If so, state full particulars with dates, quoting numbers of cases :_____.

13. Present occupation and previous appointments, if any :—
(Date of engagement and the last annual salary received should be included)

Important -

Cause of termination of employment under Government should be indicated in cage 15 below._____

Post	From	To	Annual Salary (Rs.)
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			

14. Special Qualifications :_____.

(Do you possess the special qualification and/or experience specified in the Notification) :_____.

If so, please give full details thereof, with dates. Please see the special requirements, if any, stipulated in the *Gazette Notification*).

15. Any other further particulars :_____.

16. Money Order :_____.

Date :_____.

Post Office :_____.

(Annex the receipt properly)

17. I hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification before the selection and to dismissal without any 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
Public Service*

He/She can be released/cannot be released from the present post.

_____,
Signature of Head of Department/
Institution.

Designation :_____.

Date :_____.

10-720

<i>Name of the Course</i>	<i>Course Fee Rs.</i>	<i>Duration</i>
Adobe Illustrator & Macromedia Free Hand	7,000	20 Weeks
QuarkXpress	7,000	20 Weeks
Web Designing	8,500	20 Weeks
Design for Print	6,500	26 Weeks
Digital Pre-press	14,000	32 Weeks
Offset Lithography	8,000	26 Weeks
Costing & Estimating for Printers	7,500	24 Weeks
Book Binding & Finishing	6,500	36 Weeks
Sheet Fed Litho Press Operation	8,000	26 Weeks
Management for Supervisors	5,000	16 Weeks
Offset Litho Press Operations for School Leavers	15,000	14 Months
Training Programme on Two Colour/ Stream Feeder Offset Machine Operations	8,000	2 Months

Please note that the admissions will be done on first come first served basis, as only a limited number of vacancies are available.

Applications can be obtained from the Institute during office hours or by sending a self-addressed stamped envelope to Sri Lanka Institute of Printing.

Inquiries : Registrar,
Sri Lanka Institute of Printing,
No. 118, Dr. Danister de Silva Mawatha,
Colombo 08.
Telephone Nos. : 2679791 / 2686162,
Fax No. : 2686162.
E-mail : sliopdir@sri.lanka.net

SRI LANKA INSTITUTE OF PRINTING (Ministry of Information and Media)

Courses and Training Programmes in Printing/Graphics and Digital Media — 2005

LEARN FROM THE PROFESSIONALS AND BECOME
SPECIALISTS IN THE LEADING PRINT AND GRAPHICS
INDUSTRY

SRI LANKA Institute of Printing, the pioneer professional body committed to the advancement of knowledge, skills and expertise in the printing industry, is totally dedicated to strengthen the work of all practitioners within the field through capacity buildings and updating of knowledge.

The Institute was established by an Act of Parliament No. 18 of 1984 under the Ministry of Information and Media, devoted to the furtherance of scientific and technical education, and the ever-widening knowledge and skills demanded of by the Print and Graphics Industry.

<i>Name of the Course</i>	<i>Course Fee Rs.</i>	<i>Duration</i>
Computer Typesetting & Desktop Publishing	7,500	144 Hours
Computer Graphic Designing	9,000	96 Hours

SLIOP MEMORIAL SCHOLARSHIPS

The Institute will offer the following scholarships to needy students in memory of the following distinguished personalities. Applications for scholarships can be obtained from the SLIOP Office.

- (1) Felix R de Soysa Memorial Scholarship—Costing & Estimating
- (2) Kevin De Silva Memorial Scholarship—Offset Lithography
- (3) L. W. P. Peiris Memorial Scholarship—For the highest achiever
- (4) M. T. Ramzjan Memorial Scholarship—Digital Pre-press
- (5) Reggie Candappa Memorial Scholarship—Design for Print.