

N.B.— Quarterly Statement of Books, July-September, 2000 has been published in Part V of this *Gazette*.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,473 – 2006 නොවැම්බර් 24 වැනි සිකුරාදා – 2006.11.24
No. 1,473 – FRIDAY, NOVEMBER 24, 2006

(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 each of the ‘Notices’ appearing in the 1st week of every month, regarding the latest dates and times of acceptance of notices for publication in the weekly *Gazette* at the end of each Part of the *Gazette of the democratic Socialist Republic of Sri Lanka*.

All notices to be published in every Part of the *Gazette* shall close at 12 noon of each Friday, *a fortnight before the date of publication*. All Departments, Corporations, Boards, etc., are advised that any notification fixing specific dates for closing times of applications in regard to vacancies, tender notices and the dates and times of auction sales, etc., should be prepared with due regard to this change, i.e., by giving adequate time both from the time of despatch of notice to the Government Press and from the date of publication thus enabling those interested in the contents of the notices to actively and positively participate.

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication e.g., Notices for publication in the weekly *Gazette* of 01st December, 2006 should reach the Government Press on or before 12 noon on 17th November, 2006.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2006.

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 form 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 or 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 traveling 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 (1 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. If 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.

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

Posts – Vacant

My No.: 76/1/15/special.

- (d) Should have earned ratings in the Annual Performance Appraisal Report to the effect that the work and conduct of the officer are satisfactory.

PROMOTION OF OFFICERS IN CLASS I OF SRI LANKA ADMINISTRATIVE SERVICE TO SPECIAL GRADE ESTABLISHED IN TERMS OF SRI LANKA ADMINISTRATIVE SERVICE MINUTE

APPLICATIONS are hereby called for promotion of officers to the posts approved in special grade indicated in Section 2 Para. 3 of the Sri Lanka Administrative Service Minute dated 28.10.2005 which has been published in *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1419/3 dated 14 November 2005 and effective from 01.01.2005.

As per the provisions of the Service Minute, promotions to special grade up to 31.12.2010 will be made under Section 17(C).

02. *Qualifications*.— Officers who have been absorbed to Class I of Sri Lanka Administrative Service as at 01.01.2005, and obtained following qualifications are eligible to apply for the promotion.

- (I) (a) Should have obtained qualifications under Section 14(1)d or 19(1)b of the Service Minute.
- (b) Should have earned on the due dates all the increments during the preceding 5 years prior to becoming eligible for promotion and have not been subject to any disciplinary punishment during the same period.
- (c) Should have earned ratings in the Annual Performance Appraisal Report to the effect that the works and conduct of such officers are satisfactory.

80% of the vacancies in special grade will be filled by promoting such officers.

Note.— Officers who have obtained qualifications prescribed in Section 14(1)(d) of this Service Minute and appointed to a post of special grade before 14.11.2005 will be considered for such promotion even though they have not completed a period of 5 years Grade I.

- (II) (a) Should have completed a service period of 10 years in Class I.
- (b) Should have obtained qualifications under Section 14(1)(b) and 19(1)(b) of the Service Minute.
- (c) Should have earned on the due date all the increments during the period of 5 years prior to his/her becoming eligible for promotions and have not been subject to any disciplinary punishment during the same period.

20% of the vacancies in special grade will be filled by promoting such officers.

Note.— Officers who have appointed to a post in special grade before 14.11.2005 but have not satisfied qualifications under Sections 14(1)(d) 19(1)(b) of the Service Minute will be considered for the vacancies filling within the interim period.

03. *Interview*.— For the purpose an interview hold consisting of three members appointed by the Public Service Commission shall interview such number of officers not exceeding their the number of vacancies to be filled.

04. *Marking Schemes*.—Total number of marks allocated is 100. Marks will be given in the following manner :

- | | |
|----------------------|--------------|
| (a) Seniority | - (50 Marks) |
| (b) Merit | - (40 Marks) |
| (c) At the interview | - (10 Marks) |

- | | |
|---------------|----------------|
| (a) Seniority | - (50 Marks) : |
|---------------|----------------|

At a rate of 2 marks for each year, marks will be given for the total period of service in Sri Lanka Administrative Service. 1 Mark will be allocated for a period more than 6 months. However, no marks will be given for a period less than 6 months. Further, no marks will be given for the period no pay leave.

- | | |
|-----------|----------------|
| (b) Merit | - (40 Marks) : |
|-----------|----------------|

(i) Post Graduate Degree/Post Graduate Diploma/other Degrees from a recognized University in Addition to the Degree through which the officer has qualified to enter Sri Lanka Administrative Service/other professional qualifications.

(25 Marks)

Phd	25 Marks
Post Graduates	20 Marks
Post Graduates Diploma (one year or more)	15 Marks
Other Degrees/Professional Qualifications	15 Marks

(Maximum marks allocates will be 25 officer should have satisfied respective qualifications before 01.01.2005. Relevant certificates should be forwarded at the interview. However marks will not be allocated for the Post Graduate Degree through which the officer becomes eligible to apply for promotion to special grade).

(ii) 02 Marks will be given for each certificate obtained by the officer during his/ her service in Sri Lanka Administrative Service following a course not less than 2 weeks from a recognized institutions in the fields of Public Administration, Management, Public Policies, Economics, Social Development or Information Technology any other subject related to the service. (15 Marks).

(Certificates should be produced).

- | | |
|---------------|----------------|
| (c) Interview | - (10 Marks) : |
|---------------|----------------|

(5) Officers in Class I who are eligible for the promotions should forward their applications prepared and perfected in accordance with the specimen attached herewith through the Heads of Department, Secretary of the respective Ministry to reach the Ministry of Public Administration and Home Affairs before 22.12.2006.

On the order of Public Service Commission,

D. DISSANAYAKE,
Secretary,

Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
06th November, 2006.

Promotions of officers in Class I of Sri Lanka Administrative Service to Special Grade

Part A

01. (i) Name in Full : _____.
- (ii) Date of birth : _____.
02. (i) Present post and date of appointment to the post : _____.
(Officer who hold a post on special Grade should attach the letter of appointment to the post)
- (ii) Department/Ministry : _____.
- (iii) Official address : _____.
03. under which sections has the officer become eligible for promotion ? :
(indicate ✓ in the relevant cage)

2 (i)	
2 (ii)	

04. Particulars of the qualifications satisfied by the officer : _____.
05. Date on which such qualifications have been satisfied : _____.
06. Particulars of salary increments earned during the period of 5 years immediately preceding to _____.

Year	Service Station/Post	Salary increments have/ have not been earned

I hereby certify that the particulars are true and correct.

Signature of the Officer.

Date : _____.

Part B

My No. : _____.

Secretary,
Ministry of _____

Promotion of Mr./Mrs./Miss _____
to Special Grade

Particulars mentioned above by the officer are true and correct.

01. (i) The officer has not obtained no pay leave during the past 5 years.
- (ii) Leave out of Sri Lanka/study leave/leave for foreign employment/no pay leave have not been obtained from 200 to
02. (i) No disciplinary action has been taken against the officer.
- (ii) Disciplinary action has been initiated against the after on/disciplinary action is in process.

03. Work/conduct and attendance of Mr./Mrs./Miss. are satisfactory. His/her leadership skills, performance and the capability to bear responsibility and leadership in relations to next promotion were taken in to consideration. I hereby recommend to promote him/her to Special Grade of Sri Lanka Administrative Service.

Performance Appraisal Reports for the past 5 years are attached herewith.

Signature and Designation of the Head
of the Department/Institution.

Date : _____.

Note.- Delete words in applicable.

Part C

My No : _____.

Secretary,
Ministry of Public Administration and Home Affairs,

(1) I hereby agree/do not agree with the recommendations made by the Head of Department/Institution on the work and conduct of Mr./Mrs./Miss. of Class 1 of Sri Lanka Administrative Service.

(2) Duties/Conduct/Special skills and performance of the officer have been evaluated.

I hereby recommend/do not recommend to promote Mr./Mrs./Miss to the Special Grade of Sri Lanka Administrative Service.

Secretary,
Ministry of _____

Date : _____.

Note.- Indicate reasons in brief if the officer is not recommended for the promotions.

- Part A - By the office
- Part B } - By the Head of Department/Institutions or
Secretary of the respective ministry as the case
may be
- Part C } -

AMENDMENT

VACANCIES - PARLIAMENT OF SRI LANKA

THE following amendment is made to the sub-section 14.1 and 14.3 of the para. 14 of the *Gazette* notification published in the *Gazette* No. 1470 of 03.11.2006 calling for application for the vacant posts on the staff of the Secretary General of Parliament.

“14.1 *Salary scale*.— Rs. 108,480 – 9 x 1320 / 10 x 1560 / 3 x 2220–142,620—per annum (On this scale, the minimum monthly remuneration with allowances will be approximately Rs. 18,000). A Furniture Polisher, on successful completion of 10 years satisfactory service, will be eligible for promotion to the post of Senior Furniture Polisher and placed on the salary scale of Rs. 113,760 – 5 x 1320 / 10 x 1560 / 6x2220–149,280 per annum. (On this scale, the minimum monthly remuneration with allowances will be approximately Rs. 19,800).

14.3 *Educational Qualifications*.— G.C.E. (O/L) Examination in 06 (six) subjects including Mathematics and Sinhala or Tamil with three (03) credit passes in not more than two sittings.”

Note.— The closing date of applications for the all posts mentioned in the above *Gazette* notification is extended upto 15th December, 2006.

Secretary General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura,
Kotte,
15th November, 2006.

11-77

Examinations, Results of Examinations &c.

ADMISSION OF APPRENTICES TO THE SRI LANKA -GERMAN RAILWAY TECHNICAL TRAINING CENTRE - 2006

APPLICATIONS are invited from Sri Lankan citizens (male/female) possessing the following minimum qualifications for admission of Apprentices to the Sri Lanka-German Railway Technical Training Centre, Ratmalana for 2006.

02. Minimum Qualifications :

- (a) *Age*.— Should be between 16-25 years as at 31.05.2006.
- (b) *Educational Qualifications*.— Passing 06 subjects at the General Certificate of Education (Ordinary Level) examination in not more than two sittings including Sinhala/Tamil Language, Mathematics and Science. (It is required to possess educational qualifications completely before 31.12.2005 and passing of 05 subjects in first sitting).

03. *Training Courses*.— The apprentices selected for the training will be given an opportunity to follow the following professions subject to the period specified. The course will be conducted only in the Sinhala Medium. 18 persons each for the following courses will be selected :

- | | |
|-------------------------------|-------------|
| (i) Diesel Engine Mechanic | 2 1/2 years |
| (ii) Welder | 03 years |
| (iii) Electrician (Power) | 3 1/2 years |
| (iv) Machine Setter (general) | 3 1/2 years |
| (v) Motor Mechanic | 4 years |

04. *Applications*.— Applicants should indicate their particulars correctly in the application forms prepared in white blank sheet of 297 m. m. x 210 (A.4) according to the specimen attached herewith. Incomplete applications will be rejected.

05. Selection for the Course :

- (i) Selection will be made by written and practical tests and only the candidates with required minimum qualifications and, who have paid examination fees mentioned in para. 07 will be called for the written test.
- (ii) The written test will be based on Mathematics, basic technical knowledge and general knowledge. The applicants who have scored the highest marks at the written test will be called for the practical test.

- (iii) The candidates who have scored the highest aggregate marks at the written and practical tests will be selected for the courses.

06. *Medium of Examination* : Medium of examination will be Sinhala, Tamil and English.

07. *Examination Fees*.— Non-refundable fee of Rs. 250 will be charged for the examination. This amount can be paid by Money Order written in favour of General Manager of Railways indicating paying-in-office as Maradana Post Office or to any Railway Station or to the Railway Chief Accountant's Office, Colombo 10, and the receipt or the Money Order thus obtained should be attached to the application. Applications received without Money Order or receipt will be rejected. It should be noted that examination fee will not be refunded either for not being able to appear for the exam or for any other reason.

08. *Examination Centres*.— A written examination will be conducted only in a Colombo Centre for those candidates who satisfy all the requirements stipulated.

09. *Signing of Agreement*.— All applicants selected for training in the Institution should sign an agreement with the National Apprentice and Technical Training Institute that they follow the training successfully during the period specified.

10. The apprentices will be paid a monthly allowance during the period of training by the Apprentice and Technical Training Authority.

11. The Department is not bound to give employment to the apprentices after training.

12. The application forms prepared in accordance with the specimen form given below should be sent to the Director, Sri Lanka German Railway Technical Training Centre, Ratmalana by registered post. “S. L. G. RTTC/2006” should be indicated on the top left hand corner of the envelope.

13. *Closing Date of Application*.— Applications will be entertained up to 22.12.2006. The applications received later will be rejected.

K. A. PEMASIRI,
General Manager Railways.

Office of the General Manager of Railways,
Sri Lanka Railways,
Colombo 10,
28th September, 2006.

Specimen Application Form

**ADMISSION OF APPRENTICES TO THE SRI LANKA -
GERMAN RAILWAY TECHNICAL
TRAINING CENTRE - 2006**

For Office use only.

1. Name in full (with Surname) in Sinhala and English : _____.
2. Address (in Sinhala) : _____.
(in English) : _____.
3. District : _____.
4. Date of Birth : _____.
5. Sex : Male/Female : _____.
6. Educational Qualifications : (G. C. E. O/L)

First sitting

Year: _____, Index No : _____.

	Subject	Grade
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Second sitting

Year: _____, Index No : _____.

	Subject	Grade
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

7. Language Medium in which the applicant prefers to sit : _____.

8. Indicate two professions in order of preference by the applicant according to the notification :

1. _____.
2. _____.

9. Money Order/Receipt No.obtained on payment of Rs. 250 to the Post Office/Railway Station.....is attached hereto.

10. I certify that the particulars given above are true and correct. I am also aware that if any particulars contained herein are found to be false, I am liable to disqualification before selection and removed from training, if detected after selection.

Signature of Applicant.

Date :

11-302

DEPARTMENT OF LABOUR

**Competitive Examination for Recruitment of
Labour Officers - 2006**

A Competitive Examination will be held in the month of March 2007 in Sinhala, Tamil and English media at Colombo by the Commissioner General of Examinations for recruitment of Labour officers for the Department of Labour.

02. Salary Scales attached to the Post :

It will be the salary scale relevant to Class II and Class I of the Labour Officers' Service as from 01.01.2006 in terms of Public Administration Circular 06/2006.

MN 5-2006 - 15,785 - 10 x 290 - 15 x 325 - 11x 400 -27,960 (Monthly)

(Should pass the 1st Efficiency Bar Examination within 3 years from the date of Appointment and 2nd Efficiency Bar Examination within 7 years from the date of Appointment or before the 8th Step of the Salary Scale.)

Note.-Recruitment will be to Class II. Officers who have passed the First and Second Efficiency Bar Examinations and completed the language proficiency (Sinhala/Tamil) oral test, confirmed in the service, completed 10 years' satisfactory service and earned increments during the 5 years preceding the date of promotion and have not been subjected to disciplinary punishments will be promoted to class I.

03. Educational and other Qualifications.-Candidates who appear for the Examination should :

- (i) be of excellent character and physically sound,
- (ii) be citizens of Sri Lanka,
- (iii) Qualifications for open Competitive Examination :

- (a) A Degree from a recognized University ; or
- (b) Professional Qualifications to be engaged in Legal Profession.

(iv) Qualifications for the Limited Competitives Examination :

(a) Confirmed in Government Service or in the Local Government Service or in the Clerical and Allied Grade or Government Management Assistant Service who has completed 10 years' Service on or prior to the closing date of Applications ; or

(b) Confirmed in Government Service or in the Local Government Service or in the Clerical or Allied Grade or Government Management Assistant Service who has completed 5 years' service on or prior to the closing date and possesses a Degree from a recognized University.

Note :

Parallel Grades :

(a) An Officer in any of the following Combined Services controlled by the Director of Combined Services :

Officers of the Government Management Assistant Service, Translator.

(Post such as Clerk, Stenographer, Typist, Book Keeper, Shroff, Store Keeper have been amalgamated to the Post of Government Management Assistant under the Government Management Assistant Service Regulation Code.)

(b) An Officer under any of the following Clerical Services : Postal, Railway, Parliament, School, Government Printing Press, Previous Public Works Department, Health.

(c) An Officer who has fulfilled the following above basic qualifications in the Local Government Service :

Officers of the Government Management Assistant Service, Clerk, Stenographer, Typist, Shroff, Book Keeper, Translator.

Final decision of the Parallel Grades is reserved by the Commissioner General of Labour.

(v) Applicant should not be less than 18 years and not more than 45 years of age on the closing date of Applications. (The maximum age limit does not apply to those already in Government Service or in the Local Government Service).

04. Scheme of Recruitment :

(a) 50% of vacancies will be filled with external candidates possessing the requisite qualifications mentioned in sub paragraph III of paragraph 3 above and on the results of a Written Examination conducted by the Commissioner General of Examinations and an Interview held by the Commissioner General of Labour for the purpose of examining the qualifications, Certificates and physical fitness of the Candidates.

(b) 50% of the vacancies will be filled from those who have become eligible under sub paragraph IV of paragraph 3 above and a Written Test will be conducted by the Commissioner General of Examinations. On the merits of total marks obtained at the Written Test, persons for not more than five times the number of vacancies stipulated herein would be called for an interview to test their service marks and their practical knowledge.

(I) *Marks for Service (Service Marks)*

At the rate of 2 marks for each Year of Service in the Government Service or in Local Government Service or Clerical or an Allied Grade or Government Management Assistant Service after the lapse of the minimum period of service requisite in the Scheme of Recruitment subject to a maximum of 50 marks.

(II) Test conducted to test the practical knowledge on labour Laws.

Viva voce held to test the practical knowledge on Labour Laws. Maximum marks will be 50.

The selection for recruitment from the Limited Competitive Examination will be effected on the merit of marks obtained at the Written Test and as set out at (I) and (II).

(c) The Merit List (Register) will be prepared by selecting the Candidates who have gained 40 or more marks for each Question Paper at both Open and Limited Competitive Examinations and adding such marks.

05. Service Conditions :

(a) This Post is permanent and pensionable under the Contributory Pension Fund. An Officer recruited to this Post as a new recruit on 01.01.2003 or thereafter should pay a contribution to the Contributory Pension Fund according to the percentage specified by the Government from time to time.

If an Officer who has been in a pensionable post prior to 01.01.2003 is recruited, such person is further entitled to a pension under the Pensions Minute and he/she should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund.

The appointment is subject to 3 year probationary period. If an Officer holding a permanent Post in Government Service is selected, he or she will be appointed to this Post subject to a period of one Year on Acting Basis.

(b) The selected candidates should be bound to serve in which ever area of the Island.

(c) The selected candidates should pass the following Efficiency Bar I Examination during the period of Probation/Acting Period.

- (i) Test on Labour Laws I and II,
- (ii) Test on the Establishment Code (Volumes I and II), Financial Regulations and Office Procedure,
- (iii) Test on spoken Sinhala/Tamil
(This Examination will be held by the Commissioner General of Examinations).

(d) As regards to other conditions of Service, you may refer the general conditions applicable to appointment to Posts in the Public Service published at the beginning of Paragraph II (a) in Part I of the *Gazette*.

06. *Scheme of Examination :*

(a) *Open Competitive Examination :*

(i) Aptitude Question paper (100 marks - 1 hour)

(This is a Question paper designed to test the knowledge in Language and Numerals, Logical capacity and ability in decision making. 50 Objective Type questions will be included in it.)

(ii) Essay and Precis Question Paper (100 marks)

(This will be a Question paper of 3 hours designed to test the knowledge of the candidates on current news and important local and foreign political economic and social changes and knowledge on Labour Organization and the Labour Charter.)

(b) *Limited Competitive Examination :*

(i) Aptitude Question paper (100 marks)

(Question paper of the type mentioned under 1 of (a) above)

(ii) Question paper on Labour Laws (100 marks)

(This is a 3 hour question paper designed to test the knowledge on Labour Laws based on the following Acts.)

1. The Wages Boards Ordinance No. 27 of 1941
2. The Shops and Office Act (Regularization of Employment and Remuneration) No.19 of 1954
3. The Industrial Disputes Act No.43 of 1950
4. The Employees' Provident Fund Act, No.15 of 1958
5. The Termination of Employment (Special Provisions) Act, No.45 of 1971
6. The Payment of Gratuities Act, No.12 of 1983

07. *Forwarding of Applications :*

(i) The Application should be in accordance with the Specimen Form at the end of this notice and it must be prepared on a single sheet of paper of 8 1/2" x 12" (A4) using both sides and perfected by the candidate himself/herself. The cages from 1 to 5 should be in the first page of the Application Form.

(ii) The Application Form should be perfected in the Language which the Candidate anticipates to appear for the Examination.

(iii) Application should be sent under registered cover to the Commissioner General of Examinations, Department of Examinations Sri Lanka, Pelawatta, Battaramulla to reach him before 12 noon 29.12.2006. Applications received after that date will be rejected. This Department is not responsible for Applications lost or delayed in post.

(iv) "Competitive Examination for Recruitment of Labour Officers 2006" should be written on the left-hand corner of the envelope where the Application is in enclosed by the candidates.

(v) The fee for the Examinations is Rs.300. This amount should be paid to the District Secretariat or Divisional Secretariat to be credited to the vote No. 4000-20-03-20-13 before the closing date of the Applications. The receipt obtained from the District Secretariat or Divisional Secretariat should be affixed to the relevant portion of the Application. Preservation of a photocopy of the receipt obtained after the payment will be beneficial.

(vi) On no account, will Examination fees be refunded unless the Examination is cancelled. Further the Examination fees paid for this Examination cannot be transferred to any other Examination.

(vii) Candidates already in Public Service applying in what ever stream set out in 'a' and 'b' of (iii) and (iv) of Para (3) above, should send their Applications through their respective Heads of Departments as appearing at the end of the Application Form should be compulsorily perfected.

(viii) Applicants should read this *Gazette Notification* compulsorily and carefully perfect the Application Forms. Please note that incomplete Application Forms will have to be rejected. The Examination fees will neither be refunded nor transferred for another Examination for any reason whatsoever. You may note that a request to appear for the Examination in a language other than the language applied for will not be considered.

(ix) Applications should not be sent to any personal address. If any applicant does not receive his/her Admission Card at least seven (7) days prior to the Examination, he/she should inform the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla with the following particulars without delay (Address for Telegrams - Examinations, Battaramulla.) :

- (i) Name of the Examination ;
- (ii) Full Name of the Candidate ;
- (iii) Address ;
- (iv) The date on which application was posted, Registration No. and the name of the Post Office from which it was posted ;
- (v) No. and Date of the Receipt on which payment was made.

(x) The Signature of the candidate should be attested by one of the following persons. A justice of Peace, A Commissioner of Oaths, An Attorney at Law, A Notary Public, A Head of Government or Assisted School, A Commissioned Officer in the three Forces, A Gazetted Officer of the Police Force, A Staff Officer, A Chief incumbent of a Buddhist Temple, any other Religious Dignitary or any other Religious Leader holding a responsible position.

- (xi) Travelling expenses or any other expenses borne by the Candidate for the appearance for the Examinations will not be paid to the Candidates.

08. *Admission to Examination :*

- (i) Admission Cards and Time Tables will be issued by the Commissioner General of Examinations to all Candidates who have forwarded their Applications and eligible to sit the Examination should handover the Admission Cards to the Supervisor of the Examination Centre. Any candidate who fails to produce this Admission Card will not be allowed to appear for the Examination.
- (ii) Candidates should sit the Examination at the Examination Centre assigned to him/her. No candidate will be allowed to sit the Examination at a Centre other than the Centre assigned to him/her.
- (iii) The admission to the Examination does not necessarily mean a recognition of a Candidate's eligibility. A Code of rules to be adhered to by the Candidates is given in the *Gazette Notification*. All Candidates are bound to comply with these rules.

09. *Identification of Candidates.* - Every Candidate is required to prove his/her identity for each subject to the satisfaction of the Supervisor. Production of one of the following documents would be sufficient for the purpose :

- (a) A valid National Identity Card issued by the Department of Registration of Personss.
- (b) A Passport valid at the time of this Examination.

The right of releasing results of Candidates who do not produce due Identity Cards will be reserved by the Commissioner General of Examinations.

Note. - Any Candidate who fails or delays to produce one of the above documents will not be admitted to sit the Examination. Candidates are therefore advised to keep relevant documents ready on time.

10. *Documents of Eligibility :*

- (i) Candidate should give all the particulars required by this Notification in their Applications. The Applications if any which do not conform to the requirements of this Notification will be rejected.
- (ii) Candidates who are called for the Interview finally, should produce their documents of Eligibility for the examination of documents at the *viva voce*. Or else they should send me by registered post without delay when such documents are called by me.
- (iii) The following documents will be necessary :

- (a) Two Testimonials from two responsible persons (Those who are already in Public Service need not furnish Testimonials.)

- (b) A Certified Copy of the Birth Registration entry of the Candidate.

N.B.—

- (i) The Special Certificate of Birth issued for use in a school or Educational purpose or a certified extract taken from the Birth Registration entry will not be accepted.
- (ii) Affidavits or Baptismal Certificates will not be accepted for Birth Certificates.
- (c) A Certificate of registration as a Sri Lankan Citizen or a Certificate of recognition to Citizenship by descent by the Government. (as proper)
- (d) Original Educational Certificates.
- (e) A Service Certificate by those who are already in Public Service. (in addition to the Certificate stated in the Application)
- (f) Identity Card.
- (iv) None of the above Certificates should be sent along with your Application but all those Certificates should be produced at the Interview to which you are summoned.
- (v) All Candidates are advised to keep all documents ready at the time when Applications are sent in. If any Candidate fails to produce these documents when summoned for the interview or whenever I call for, his/her candidature will be cancelled.

11. *Penalty for furnishing false information.*

If in accordance with regulation of this Examination a candidate is found ineligible, his candidature will be cancelled at anytime prior or during or after the Examination.

If at any time during the period of his/her service, it is proved that he/she had wilfully furnished false information or he/she had been ineligible to sit this Examination he/she would be able to be dismissed from service forthwith.

Note.— If there is any contradiction in this *Gazette Notification* published in Sinhala, Tamil and English media, please note that Sinhala Notification will be considered as accurate.

By order of the Public Service Commission.

PADMINI RATNAYAKE,
Acting Secretary,

Ministry of Labour Relations,
and Foreign Employment.
06th November, 2006.

Specimen Application Form

(For Office use only)

Limited Competitive Examination - 0
Open Competitive Examination - 1
Both - 2

(Please write the relevant No. in the cage)
(This will not be permitted to be changed)

**OPEN*/LIMITED* COMPETITIVE EXAMINATION FOR
RECRUITMENT OF LABOUR OFFICERS IN THE LABOUR
DEPARTMENT - 2006**

(*Please delete the unnecessary word)

01. 1.1 Name of Applicant with Initials : _____.
(English Capital Letters) E. g. SILVA, A. B.

1.2 Full Name : _____.
(English Capital Letters)

1.3 Full Name : _____.
(Sinhala/Tamil)

02. 2.1 Permanent Address : _____.
(English Capital Letters)
(The Admission Card will be posted to this Address)

2.2 Permanent Address: _____.
(Sinhala/Tamil)

2.3 Office Address : _____.
(English Capital Letters)

03. 3.1 National Identity Card No :

04. 4.1 Medium of Language you wish to appear for the
Examination :

Sinhala-2 / Tamil-3 / English-4

(Please write the relevant No. in the cage)
(This will not be permitted to be changed)

4.2 Sex: Male - 0
Female - 1

(Please write the relevant No. in the cage)

4.3 Community : Sinhala - 1
Sri Lanka Tamil - 2
Indian Tamil - 3
Muslim - 4
Malay - 5
Other - 6

(Please write the relevant No. in the cage)

4.4 Please state whether you appear for the Limited Competitive
Examination/Open Competitive Examination/Both.

05. 5.1 Date of Birth : Year Month Date

5.2 Age on 29.12.2006 : Years Months Days

5.3 Total period of service eligible to apply for the Examination
on 29.12.2006 :

(Only for the applicants for Limited Competitive Examination)

Years Months Days

5.4 You are a Citizen of Sri Lanka by :

Descent -1

Registration -2

(Please write the relevant No. in the cage)

06. If you are presently employed in Public Service state the Post
:_____.

07. Under which Section/Sections out of Sections (a) and (b) of
paragraph (4) of the *Gazette Notification*, do you wish to appear
for the Examination? :_____.

08. Educational Qualifications (state if only applicable to you):
:_____.

1. Degree held by you :_____.

2. Year in which Degree Examination was passed :_____.

3. Year in which you became eligible to practice as a lawyer
:_____.

09. Details of Service (only to those applicable) :

Institute	Designation	Period	
		From	To

10. If you are a Public Servant, details of punishments other than
warnings, if any :_____.

11. (a) District Secretariat/Divisional Secretariat to which
Examination fees had been paid :_____.

(b) No. and date of the Receipt for payment of Examination
Fees :_____.

(Please paste the Receipt of Examination fee to the
Application firmly on one end only.)

(To paste the Receipt)

12. Applicants Declaration :———.

- (a) I certify that the particulars furnished by me in this Application is true and accurate to the best of my knowledge.
- (b) I am aware that if it is found before selection that any particulars furnished here is false and incorrect, I am liable to be made ineligible for the Post, and I am also aware that I will be dismissed from service at any time if such information is found to be false and incorrect after I am appointed to this Post.
- (c) I agree to abide by all the conditions applicable to this Examination.
- (d) I am qualified to sit the Open/Limited Competitive Examination/Both Open and Limited Competitive Examinations in terms of Paragraph 3 of the *Gazette* Notification.

Signature of the Applicant.

Date:———.

13 (a) Attestation of the Applicant's Signature :———.

I certify that Mr/Mrs/Miss..... is personally known to me and that he/she placed his/her signature before me on

Signature of the Attesting Officer.

Date :———.

Name of the Attesting Officer :———.

Post :———.

Address :———.

(b) Certificate of the Head of Department :———.

My No:-.....

I Certify that Mr/Mrs/Miss who has forwarded this Application has been an Officer holding the Post of in this Department from and that the above particulars furnished by him/her are correct. I wish to state further that if he/she is selected to this Post, he/she can be released/cannot be released from the Service.

Head of Department

Date :———.

11-603

**EFFICIENCY BAR EXAMINATION PRESCRIBED FOR
OFFICERS IN SEGMENT "B" OF CLASS II AND
EFFICIENCY BAR EXAMINATION PRESCRIBED
FOR OFFICERS IN SEGMENT "A" OF CLASS II OF
THE SRI LANKA TECHNOLOGICAL
SERVICE – YEAR 2003**

IT is hereby notified that, in accordance with the approved service minute of SLTS, the above mentioned examinations will be held by the Commissioner General of Examinations, in Colombo, on March 2007.

02. (i) These examinations will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of the examinations.
- (ii) The candidates will be subjected to the punishment imposed by the Commissioner General of Examinations, if such rules are violated by them. Rules prescribed for candidates are printed separately at the beginning of this *Gazette* notification.

03. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their applications in accordance with the specimen form and officers in the public service should forward their applications through the respective head of department and officers in the provincial public service should forward their applications through the Secretary of PSC in the provincial council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, Pellawatta, Battaramulla on or before 22nd December, 2006. The top left corner of the envelop containing the application should bear clearly the title of the examination. Applications received after the closing date of application will be rejected.

04. *Identity cards.*— Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any of the following documents will be accepted.

- (a) an identity card issued by the Department of Registration of Persons.
- (b) a valid passport.

The candidature of any applicant who is unable to furnish any of the above documents is liable to cancellation on the discretion of Commissioner General of Examinations.

05. *Application.*—

- (i) Applications should be prepared in a paper A4 in size. No. 01 to 06 should appear on the first page. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own hand writing and in the language medium in which the candidate sit this examination.

Candidates who appear for this examination for the first time are not required to pay any examination fees, but they are required to affix stamps to the value of Rs 90/- for the whole examination or Rs.50/- for a subject for subsequent sittings and duly cancel them with the signature and date. This fee will not be refunded under any circumstances. Also the transfer of such fee for any other examination will not be allowed.

- (ii) Candidates are not allowed to change the language medium selected by them in their applications. If applications are received in Sinhala, Tamil and English languages, this examination will be held in those three languages. However, candidates should answer the question papers in one and the same language selected by them.
- (iii) An officer is not allowed to sit for both Efficiency Bar Examinations at one and the same occasion. However, officer in class II segment 'B' who have completed a service period of five years and passed the 1st Efficiency Bar Examination can sit for the Efficiency Bar Examination in class II segment 'A'.

06. The Commissioner General of Examinations will issue admission cards along with a copy of the time table to all candidates whose applications have been received. A candidate sitting himself for the examination must produce his admission card with bear the candidate's signature which duly attested to the supervisor of the examination center. A candidates who fails to produce his admission card will not be permitted to sit the examination. Any candidate who do not receive the admission card at least 07 days prior to the examination should inform the Commissioner General of Examination Organizations and Foreign Examination Branch, Dept. of Examinations, Pellowatta, Battaramulla furnishing the following information. (Telegrams – Examinations, Colombo).

- (i) Name of the Examination
- (ii) Full name of the candidate
- (iii) Address
- (iv) Date of posting the application, registered number and post office

07. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in para (06) above will not be considered.

08. Officers may, if they so wish, present themselves for different subjects separately at different examinations. However, in order to secure a pass at least 40% of the marks should be obtained in respect of each question paper.

09. *Issue of the results of the examination.*— In accordance with the particulars indicated in para 3 above, the results of the candidates belonging to provincial public service will be issued to the Secretary of the respective Provincial Public Service Commission and the result of the candidates belonging to Public Service will be issued to the secretary of the respective ministry.

10. *Scheme of Examinations.*—

- (1) The Efficiency Bar Examination for officers in Class II Segment "B" will consist of 02 question papers.

- 1. Office Administration & Establishments Code (Two hours) (100 marks)
- 2. Financial Regulations (Two hours) (100 marks)

Syllabus for the first question paper:

Office Administration & Establishments Code (Subject No. 01)

This paper will be based on the following Chapters of Establishments Code.

- Chapter II Recruitment Procedure and Appointment.
- Chapter III Transfers.
- Chapter IV Grant of Monthly Pay, Temporary Status, Permanent status and Pensionability.
- Chapter V Release, Reversion, and Termination of Employment.
- Chapter VIII Overtime, Holidays, Holiday Pay & Allowances.
- Chapter XII Leave.
- Chapter XIII Railway Warrants.
- Chapter XIV Travel on duty within the Island.
- Chapter XIX Government Quarters.
- Chapter XLVII General conduct and discipline.

Syllabus for the second question paper:

Financial Regulations (Subject No. 02)

This paper will be based on the following Chapters of Financial Regulations.

- (1) **Chapter I.**
Estimates of Expenditure and Revenue.

The Consolidated Fund, Annual Estimates, Variations of Estimates.
(FRR. 1 to 68)
- (2) **Chapter III.**
Financial Management and Accountability.

Chief Accounting Officers, Accounting Officers, Revenue Officers,

Authorization, Approval, Certification, Delegation of Authority.
(FRR. 124 to 147)

(2) The Efficiency Bar Examination for officers in Class II Segment "A" will consist of 02 question papers.

3. Office Administration & Establishments Code. (Two Hours) (100 marks)

4. Financial Regulations (Two Hours) (100 marks)

Syllabus for the first question paper :

Office Administration & Establishments Code (Subject No. 03)

This paper will be based on the following Chapters of Establishments Code.

Chapter XV Travel abroad for study, training or on duty.

Chapter XVI Holiday Travel.

Chapter XXIII Special concessions and conditions regarding Officers suffering from certain types of illnesses.

Chapter XXIV Salary Loans and Advances.

Chapter XXV Concessions to members of Trade Unions.

Chapter XXVII Channels of communication.

Chapter XXVIII Administrative procedures.

Chapter XXX Right of Government over its officers.

Chapter XXXIII Legal advice and legal actions.

Chapter XLVII General conduct and discipline.

Chapter XLVIII Rules of disciplinary procedure.

Circulars issued on performance appraisal.

Syllabus for the second question paper :

Financial Regulations (Subject No. 04)

This paper will be based on the following Chapters of financial Regulations.

(1) Chapter VI

Custody of Public Money etc., Imprests and Bank Accounts.

Security of Public Money, Boards of Survey, Bank Drafts, Bank Accounts. (FRR. 315 to 396)

(2) Chapter XIII

Supplies, Works and Services.

Supplies/Purchasing, Stock Verification, Procurement procedures, Contracts, Tender procedure. (FRR. 708 to 775)

11. The decision of the Secretary, Ministry of Public Administration & Home Affairs will be the final in respect of any matter not provided for in this notification.

D. DISSANAYAKE,
Secretary,
Ministry of Public Administration
& Home Affairs.

08th November, 2006.

Ministry of Public Administration & Home Affairs
Independence Square
Colombo 07.

Specimen Form of Application

(For office use only)

Department of Examination, Sri Lanka

EFFICIENCY BAR EXAMINATION PRESCRIBED FOR
OFFICERS IN SEGMENT "B" OF CLASS II AND
EFFICIENCY BAR EXAMINATION PRESCRIBED FOR
OFFICERS IN SEGMENT "A" OF CLASS II OF THE SRI
LANKA TECHNOLOGICAL SERVICE - YEAR 2003

01. (a) Name with initials :_____.
(in English block capital letters)

(b) Name in full :_____.
(in English block capital letters)

(c) Name with initials :_____.
(in Sinhala/Tamil)

(d) Official address:(Admissions will be posted to this address):_____.
(in English)
:_____.
(in Sinhala)

(e) Medium in which you sit for the examination
(Sinhala - 2 / Tamil - 3 / English - 4) (Indicate the relevant number in the cage)

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

(g) Efficiency Bar Examination which you apply
(II 'B'- 0 / II 'A' - 1)
(Indicate the relevant number in the cage)

02. (i) Whether you belong to the provincial public service or public service

(Indicate the relevant number in the cage)

(Public Service- 1 /Western-2/Southern-3 /Central-4 /North Western-5/Sabaragamuwa-6 /Uva-7 /North Central-8 / North East-9)

Affix stamps to the value of Rs. 50/- for one subject and Rs.90/- for the whole examination and cancel them by placing the signature of the candidate and the date.

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above.

03. Subjects offered -

(a) Subject offered for the class II Segment B Efficiency Bar Examination

_____,
Signature of the candidate.

Subject	Subject No.

Date : _____.

Note.—Candidate should place his/her signature in the presence of the Head of Department or an officer duly authorized to sign on his behalf.

Attestation of candidate's signature :

(b) Subject offered for the class II Segment A Efficiency Bar Examination

I hereby certify that Mr./Mrs./Miss. is presently employed in my office and is well known to me and he/she placed his/her signature in my presence on 2006.

Subject	Subject No.

_____,
Signature of the attestor.

Certification of the head of the Department:

04. (i) Date of Birth : Year Month Day

I hereby certify that the particulars given in paragraphs 1-6 above are correct and this candidate is eligible to sit for the examination and also eligible to sit for the examination in the language medium mentioned above.

(ii) Age as at 22.12.2006 : Years Months Days

05. (i) Designation :_____.

_____,
Signature and designation of
Head of Department.

(ii) Class and Grade of Sri Lanka Technological Service :_____.
(should be included as I, II A / B)

Date:_____.

06. Department which you belong to :_____.

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