

N.B.— Part I:III of the *Gazette* No. 1,502 of 15.06.2007 was not published.

Quarterly statement of Books for Oct. - December 2002, has been published in part V of this *Gazette*.

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

අංක 1,503 - 2007 ජූනි 22 වැනි සිකරාදා - 2007.06.22

No. 1,503 - FRIDAY, JUNE 22, 2007

(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 29th June, 2007, should reach the Government Press on or before 12 noon on 15th June, 2007.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2007.

### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

the new post for a specified period with a view to testing him in his new post.

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

### 4. Terms of Engagement :

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

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

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

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

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

5:1 Applications from officers of the Public service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public officers holding post in the permanent establishment in the Public Service, Heads 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

### POST OF PSYCHIATRIC SOCIAL WORKER IN THE MINISTRY OF HEALTHCARE AND NUTRITION

APPLICATIONS are invited for the post of Psychiatric Social Workers in the Ministry of Healthcare and Nutrition. Applications prepared as per form of specimen appended to this letter should be sent under registered cover to reach the Secretary, Ministry of Healthcare and Nutrition, "Suwasiripaya", No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before 30.07.2007.

The words "Post of Psychiatric Social Worker in the Ministry of Healthcare and Nutrition" should be written on the top left corner of the envelope enclosing applications.

2. *Annual Salary Scale.* - Rs. 15,785 - 10 x 290 - 15 x 325 - 11 x 400 - Rs. 27,960 In terms of P.A. Cir. No. 06/2006 (MN 5-2006).

3. *Age.* - Age should be not less than 18 and not more than 40 years. The maximum age limit will not apply for those who are already in the Public Service/Provisional Public Service.

#### 4. *Educational Qualifications :*

- Possess a Special Degree from a recognized university on Sociology or Social Anthropology or Psychology ; or
- A degree from an approved School of Social Work of tertiary level on social work ; or
- A two years Diploma from a similar school of social work with two years experience in the field of social work.

5. *Method of Recruitment.* - Appointments will be made based on the merit order of a competitive written examination.

6. *Terms of Engagement.* - The post is permanent and Pensionable and the employee should contribute to the Widows/Widowers and Orphans Pensions Scheme.

#### 7. *Service Conditions :*

- Period of probation is 3 years.
- Section 10-12 in Chapter 11 of the Establishments Code will apply.

The persons so recruited to the post should successfully complete training on Psychiatric works conducted by the National Social Development Institution for a period not less than three months during the first year of appointment and pass the examination held at the end of the training. The service of those persons whose work and conduct is unsatisfactory during the period of training and who fail in the examination is liable to be terminated.

8. The attention of the applicant is invited to the conditions published in Section (IIA) of the Part 1 of this *Gazette* regarding the appointment to the posts in the Public Service.

9. Applications of those who are already in the Public Service should be submitted through the relevant heads of institutions.

10. Applications will not be acknowledged. Applications which do not conform to the requirements of this notice in every manner will be rejected.

By orders of Public Service Commission,

Dr. H.A.P. KAHANDALIYANAGE,  
Secretary,  
Ministry of Healthcare and Nutrition.

Ministry of Healthcare and Nutrition,  
"Suwasiripaya",  
No. 385, Ven. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10,  
06th June, 2007.

### Specimen Form of Applications for the Post of Psychiatric Social Worker in the Ministry of Healthcare and Nutrition

01. (a) Name with Initials : \_\_\_\_\_.  
(b) Names denoted by initials : \_\_\_\_\_.

02. Address :-  
(a) Personal : \_\_\_\_\_.  
(b) Official : \_\_\_\_\_.

(Officers employed in the Public Provincial Public Service/Corporations should mention their official address and any change of it should be notified immediately.)

03. (a) Date of Birth : \_\_\_\_\_.  
(b) Age as at the closing date of applications :  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.

04. Sex : \_\_\_\_\_.

05. Civil Status : \_\_\_\_\_.

06. Educational Qualifications : \_\_\_\_\_.

07. Experience : \_\_\_\_\_.  
Work Station : \_\_\_\_\_. Period of Service : \_\_\_\_\_.  
From : \_\_\_\_\_ To : \_\_\_\_\_.

08. Particulars of the present employment :

- Designation : \_\_\_\_\_.
- Department/Institute : \_\_\_\_\_.
- Date of appointment : \_\_\_\_\_.
- Where permanent/temporary/pensionable/non pensionable : \_\_\_\_\_.
- Whether confirmed in the post : \_\_\_\_\_.
- Salary Scale and the present salary : \_\_\_\_\_.

09. Other qualifications : \_\_\_\_\_.

I hereby affirm that the particulars furnished by me in this application are true and accurate. I am aware that I will be disqualified and dismissed without compensation if any information contained herein is found to be false or incorrect after the appointment.

\_\_\_\_\_,  
Applicant's Signature.

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

10. *Recommendations of the Head of the Department :*

\_\_\_\_\_,  
Signature and the official seal of the  
Head of the Department.

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\_\_\_\_\_

02.Applicants should be permanent residents of the said Births, Deaths and Marriage Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

03.Both Male and Female can apply for these posts.

04.Applicants should be not less than 21 years and not more than 60 years of age.

05.Applicants should be married.

06.Details regarding educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

07.Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Applications should be sent by registered post to the address given in the Schedule on or before 15th August, 2007.

## REGISTRAR GENERAL'S DEPARTMENT

### Posts of Registrars of Marriages, Births and Deaths – Ratnapura District

L. K. RATHNASIRI,  
Registrar General.

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

Registrar General's Department,  
No. 280, Main Street,  
Colombo 11,  
29th May, 2007.

#### THE SCHEDULE

<i>District</i>	<i>Division of the Divisional Secretary</i>	<i>The Division and the Post for which Applications are called</i>	<i>The Address to which Applications, must be sent</i>
01. Ratnapura	Ratnapura	Post of Registrar of Marriage (Kandyan and General) in Kuruwita Korale Division and Birth and Death in Gileemale South Division	District Secretary/Addl. Registrar General, District Secretariat, Ratnapura
02. Ratnapura	Embilipitiya	Post of Registrar of Marriage (Kandyan and General) in Atakalan Korale Division and Birth and Death in Pallebedda Division	do.
03. Ratnapura	Kolonna	Post of Registrar of Marriage (Kandyan and General) in Kolonna Korale Division and Birth and Death in Kempane Division	do.

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## Examinations, Results of Examinations & c.

### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2007 (I)

IT is hereby notified that an Efficiency Bar Examination for the Officers in Class II of Public Management Assistants' Service will be held by the Commissioner-General of Examinations in the month of October, 2007 as per provisions of Para. 5.2 of the approved Service Minute of Public Management Assistants' Service published in the Government Gazette of the Democratic Socialist Republic of Sri Lanka bearing No. 1,372/23 dated 24.12.2004.

2.0 This examination for Officers in Class II of the Public Management Assistants' Service will be held in Colombo, Galle, Kandy, Jaffna, Batticaloa, Matara, Kurunegala, Rathnapura, Badulla and Anuradhapura. The list of relevant town and town numbers are given below. The Commissioner-General of Examinations reserves the right to cancel any center due to insufficiency of candidates or any other reason and decide an alternative considering the candidate's preference of towns :

Town	Town No.
Colombo	01
Galle	02
Kandy	03
Jaffna	04
Batticaloa	05
Matara	06
Kurunegala	07
Rathnapura	08
Badulla	09
Anuradhapura	10

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

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

4.0 *Eligibility*.- Officers who have been appointed to posts in Class II of Public Management Assistants' Service are eligible to appear for this examination.

5.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/herself. Applications should be sent by the registered post through the respective Heads of Departments to reach the Commissioner-General of Examinations, Department of Examinations, Organization and Foreign Exams Branch, Pelawatta, Battaramulla, on or before 23.07.2007. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing

date will be rejected. Incomplete applications, too, will not be accepted.

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

- The National Identity Card issued by the Department of Registration of Persons ;
- A valid Passport.

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

7.0 *Applications*.-Applications should be prepared in a paper of A4 size in such a manner that para. Nos. 01 to 05 appear on the first page. The application could be typewritten but it should be filled in correctly and legibly by candidates own handwriting.

The candidates appearing for the examination for the first time need not pay examination fees. However, stamps to the value of Rs. 90 should be affixed for the whole examination for subsequent sittings and stamps to the value of Rs.50 should be affixed if only one subject is offered. The stamps should be duly cancelled by placing signature of the candidate and the date. Under any circumstances, the fees will not be refunded or transferred in respect of any other examination.

8.0 The Commissioner-General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been accepted. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. If a candidate has not received his/her admission card at least seven (07) days before the day of examination, he/she should without delay inform the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, Battaramulla (Telegraphic Address : "Exams", Battaramulla) about the non-receipt of admission card along with the following information :

- Name of the Examination ;
- Full Name of the Candidate ;
- Full Postal Address ;
- Post Office, Registration Number and the Date of Dispatch.

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

10.0 Candidates should answer both question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who

entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language.

11.0 Officers may appear separately for each subject at different occasions at their discretion.

12.0 For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.

13.0 The Commissioner-General of Examination will release the results of the examination to the Director General of Combined Services and the lists of names of the candidates who have passed the exam will be published in the Government Gazette of Democratic Socialists Republic of Sri Lanka.

14.0 Examination Procedure.-Candidates should sit for a written examination which will consist of the following subjects :

Subjects	Marks	Duration	Subject No.
01. Office systems and procedure	100	02 Hrs.	01
02. Accounting systems adopted in the Government offices	100	02 Hrs.	02
Total	200		

14.1 Office Systems and Procedure :

This paper is intended to test the candidates knowledge of office systems adopted in government offices and his/her ability of practical application of the knowledge. This paper consists of two parts.

Part I - A paper of multiple choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered duration is 90 minutes, 75 marks.

14.2 Accounting Systems of adopted in government offices:

Candidates knowledge in Accounting Systems adopted in government office, books and records controlling Accounts and orders and instructions of the Treasury issued in relation to that and his/her ability of practical application of the knowledge will be tested. This paper consists of two parts.

Part I - A paper of multiple choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

Officers may appear separately for each subject at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. (For further details, refer to para 5:2 of Public Management Assistants' Service Minute.)

15.0 The decision of the Director General of Combined Services will be final, regarding any matter not provided for in this notification.

A. NOBERT,  
Director General of Combined Services,  
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration,  
and Home Affairs,  
Independence Square,  
Colombo 07,  
04th June, 2007.

SPECIMEN APPLICATION FORM

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2007 (I)

Serial No.

(for Office use only)

(Indicate the name and the number of the town, in which you wish to sit for the examination as per para 02 of the gazette notification)

Town	Town No.
1.	
2.	

Medium of examination

Write the relevant number in the cage (Sinhala-2, Tamil-3, English-4)

01. 1.1 Name with initials : Mr./Miss/Mrs. \_\_\_\_\_.  
(In Capital Letters)

Eg : Mr./Miss/Mrs. SILVA M. A.

1.2 Name with initials : \_\_\_\_\_.  
(In Sinhala/Tamil)

1.3 Names denoted by initials. \_\_\_\_\_.  
(In Capital Letters)

1.4 Names denoted by initials. \_\_\_\_\_.  
(In Sinhala/Tamil)

2.0 Place of work and address :

2.1 Name and Address of the Office/Department/Institution (In English Capital Letters) : \_\_\_\_\_.

2.2 Name and Address of the Office/Department/Institution (In Sinhala/Tamil) : \_\_\_\_\_.

2.3 Address to which the admission card should be sent (In Capital Letters) : \_\_\_\_\_.

3.0 Sex:-

Female - 1, Male - 0,  
(Indicate the relevant number in the cage).

4.0 National Identity Card No :

5.0 Subject/s you offer on this sitting :

Subject	Subject No.

6.0 Present Post :

- 6.1 Post :\_\_\_\_\_.
- 6.2 Number of the letter of appointment :\_\_\_\_\_.
- 6.3 Date of entry in to Class II of Public Management Assistants' Service :\_\_\_\_\_.

- 7.0 7.1 Are you sitting the examination for the first time ? :\_\_\_\_\_.
- 7.2 If not, value of the stamps affixed :\_\_\_\_\_.
- 7.3 Stamp Cage :

Stamp to the value of Rs. 90 for whole Examination and Rs. 50 for each subject.

*Note.*-The candidates should affix stamps to the relevant value and cancel them by placing their signature and date. Stamps should not overlap each other.

I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. I also certify that the Rs. .... stamps affixed here to are genuine and have not been used before. Further I agree to be bound by the rules and regulations of the examinations act and also to the decision taken by the Commissioner-General of the examinations regarding this examination.

\_\_\_\_\_,  
 Signature of Candidate.

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

*Note.*- The candidate should sign in the presence of the Head of his/her Department/Institution or an officer authorized to sign on behalf of such Head of Department.

*Attestation of the Signature*

I certify that.....who is an officer in my office and who is known to me personally placed his/her signature in my presence this.....day of .....

\_\_\_\_\_,  
 Signature and official stamp of the person attesting.

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

**CERTIFICATE OF THE HEAD OF THE DEPARTMENT**

I, certify that –

- (i) The particulars furnished by the candidate have been examined;
- (ii) The officer has \*appeared/not appeared for the examination earlier;
- (iii) \*He/she has affixed stamps to the value of Rs. ....since \*he/she has appeared for the examination ; and
- (iv) The candidate is eligible to sit the examination.

\_\_\_\_\_,  
 Signature and official stamp of the  
 Head of the Department.

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

\*(Delete inapplicable words)

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**MINISTRY OF DEFENCE, PUBLIC SECURITY,  
 LAW AND ORDER**

**National Cadet Corps**

COMPETITIVE Examination to Recruit English Teachers to Serve in Remote Schools coming under the Purview of Provincial Councils and to be commissioned under the National Cadet Corps as Probationary Officers - 2006.

The *Gazette* Notification No. 1,469 published on 27.10.2006 by the Director National Cadet Corps calling applications for the above mentioned examination is hereby cancelled.

Director,  
 National Cadet Corps.

National Cadet Corps,  
 No. 15, Dutugemunu Street,  
 Pamankada,  
 Dehiwala,  
 07th June, 2007.

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