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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,586 – 2009 ජනවාරි 23 වැනි සිකුරාදා – 2009.01.23

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PART I : SECTION (IIA) — ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All Notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such Notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after three months from the date of publication.

All Notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* Notices for publication in the weekly *Gazette* of 30th January, 2009 should reach Government Press on or before 12.00 noon on 16th January, 2008.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2009.

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

POLICE DEPARTMENT (SPECIAL TASK FORCE) RECRUITMENT SUB INSPECTOR OF POLICE

AS per the *Government Gazette* Notification No. 1,580 of 11.12.2008 in connection with the above recruitment the closing date of applications 15.01.2008 and applications has been extended 01 month till 15.02.2009.

Inspector General of Police.

01-749

SRI LANKA AIR FORCE

Officer Vacancies

VACANCIES exist for Male/Female Commissioned Officers in the Sri Lanka Regular/Volunteer Air Force in the following branches :

- (a) Electronics Engineering (EE) Branch,
- (b) Air Field Construction (AFC) Branch

2. Applications are invited from those candidates possessing the professional qualifications given below :

- (a) *Electronics Engineering (EE) Branch.*— Electronics and Telecommunication Engineering Officers (Male/Rugular) BSc Degree in Electronics and Telecommunication Engineering or NDT in Electronics and Telecommunication Engineering or Higher National Diploma in Engineering (Electronics Stream) or Diploma in Technology (Electronics/Telecommunication Engineering) from Open University of Sri Lanka or National Diploma in Engineering Science (Electronics/Telecommunication Stream) or equivalent qualifications.
- (b) *Air Field Construction (AFC) Branch.*— Civil Engineering Officers (Male - Rugular) : BSc Degree in Civil Engineering or NDT in Civil Engineering or equivalent qualifications.

Mechanical Engineering Officers (Male - Rugular) :
BSc Degree in Mechanical Engineering or NDT in Mechanical Engineering or equivalent qualifications.

Architect (Male/Female - Rugular/Volunteer) :
BSc (BE) and one year on the job training/experience.

Surveyor (Male - Rugular/Volunteer) :
BSc Degree in Surveying Science/Surveyor Diploma at ISM Diyatalawa.

3. Other Requirements :

- (a) *Nationality* : Must be a citizen of Sri Lanka.
- (b) *Civil Status* : Married and unmarried
- (c) *Gender* : Male/Female (As applicable)
- (d) *Age.*— (1) *Electronics Engineering Branch.*— Not more than 30 years as at 1st March, 2009.
(2) *Air Field Construction Branch.*— Not more than 35 years as at 1st March, 2009.
- (e) *Height* : Male - 5' 5" and above
Female - 5' 4" and above
- (f) *Weight* : $\frac{\text{BMI}=\text{Weight (Kg)}}{\text{Height (m)}^2} < 25$
- (g) *Chest* : Minimum 32" (Male)
- (h) *Vision Colour Standard* : CP2
- (i) *Visual Acuity* : Left eye 6/6 and right eye 6/6 (With or without spectacles).

4. Any candidate who may have a special skill or value to the service may at the discretion of the Commander of the Air Force be considered, even though he may not have the requisite age or height, provided he possesses the requisite academic and professional qualifications.

5. Be medically fit so as to pass such medical examinations as may be prescribed by the Commander of the Air Force.

6. Due considerations will be given to current outstanding achievements in the field of sports.

7. *Official Language Requirements.*— Selected candidates will be required to comply with any rules already made or may be made hereafter for giving effect to the Language Policy of the Republic of Sri Lanka and in particular for implementing the provisions in the Official Language Act, No. 33 of 1956.

8. Selected candidates will be Commissioned in the Sri Lanka Regular Air Force/Sri Lanka Volunteer Air Force in the Pilot Officer, Flying Officer or Flight Lieutenant rank as applicable in keeping with their qualifications and experience.

9. Selected candidates will be required to undergo training at such places as decided by the Commander of the Air Force. If at any time during training, the officer is reported on by the authorities as being unsuitable for reasons of misconduct or due to causes within his control, he will be liable to have his commission withdrawn and/or be subject to other disciplinary action in accordance with the Sri Lanka Air Force Disciplinary Regulations.

10. All officers are governed by the Air Force Act and orders issued from time to time.

11. The conditions of service for an officer of the Sri Lanka Air Force are in terms of Sri Lanka Air Force Regulations published in *Gazette* No. 10,240 of 27th April, 1951 and as amended from time to time. In terms of Section 10 of the Air Force Act, "Every officer shall hold his appointment during the President's pleasure". However

an officer has no right to resign his commission unilaterally, but under provision of Section 11 of the Air Force Act, may be allowed by the President to do so. The Provisions of any Bond/Agreement envisaging a period of obligatory service in respect of training and subsequent courses will not supersede the provisions of Section 11 of the Air Force Act, stated above. Retirement from the Air Force will be applicable under conditions specified in the Air Force Pensions and Gratuities Code.

12. All officers are liable to be posted for duty or training in any part of the world at any time.

13. A single officer is required to live in the Officers Mess. He is provided with furnished accommodation and food. Batman service will also be provided. A single officer's ration allowance and batman allowance are paid to the Mess.

14. A married officer may be provided with a married quarter if available. Recovery of rental will be as per the Establishment Code. Married officers not in occupation of married quarters will be entitled to a rental allowance as stated in para. 15(b)(15).

15.(a) Pay applicable for commissioned officers shall be as follows :

- Pilot Officer - Rs. 211,800 p. a.
- Flying Officer - Rs. 275,220 - 34 x 7,740 - Rs. 538,380 p. a.
- Flight Lieutenant - Rs. 321,660 - 28 x 7,740 - Rs. 538,380 p. a.
- Squadron Leader - Rs. 352,620 - 24 x 7,740 - Rs. 538,380 p. a.
- Wing Commander - Rs. 362,100 - 20 x 9,480 - Rs. 551,700 p. a.
- Group Captain - Rs. 441,060 - 18 x 12,600 - Rs. 667,860 p. a.

(b) *Service Allowances :-*

- (1) Cost of living allowance for Pilot Officer Rs. 3,500 and Flying Officer and above Rs. 2,875 per month.
- (2) Incentive allowance of Rs. 250 per month after five years of service.
- (3) Hardly allowance Rs. 600 per month.
- (4) Enhanced allowance Rs. 2,400 per month for those serving in operational areas.
- (5) Special allowance Rs. 3,000 per month for those serving in the Jaffna Peninsula. (Rs. 100 will be paid for each working day at only Jaffna Peninsula).
- (6) Uniform upkeep allowance Rs. 255 per month.
- (7) Batman allowance Rs. 637.50 per month (if permitted to live out).
- (8) Ration allowance Rs. 8,816.09 per month (if permitted to live out).
- (9) Qualification pay where applicable (upto a maximum of Rs. 637.50 per month).
- (10) Three sets of holiday railway warrants per year (for officer, spouse and children).
- (11) An additional set of railway warrants or the reimbursement of bus fare for officers living in Messes to travel from the Mess to the hometown once a month.

(12) Free issue of uniforms and ancillary items.

(13) Free medical facilities (including for families if applicable).

(14) Married officers permitted to live out are entitled to a free bus pass to travel from residence to place of work within 30 miles radius.

(15) Rent allowance for married officers not in occupation of a government married quarter. Pilot Officer to Group Captain and above Rs. 1,600 to Rs. 4,250 per month.

16. *Pensions/Gratuities.* - Payable in terms of the Air Force Pensions and Gratuities Code 1981 and as amended from time to time. All officers are contributors to the Widows and Orphans Pension (Armed Forces) Scheme. Rates of contributions are as per Widows and Orphans Pension (Armed Forces) Scheme Regulations 1970.

17. *Instructions to Applicants :-*

(a) Applications should be submitted in applicants own hand writing in terms of the form specified below. All cages of the application should be completed neatly with as much details as possible. Applications should be addressed to "Chief Recruiting Officer, Sri Lanka Air Force, Ekala, Kotugoda" so as to reach him not later than 1200 noon on 30th January, 2009 under registered cover. The envelope enclosing the application should be marked "Application for Commission in the Branch". Applications received after the closing date and not in accordance with the requirements of this notification and not in registered post mail will not be entertained.

(b) Candidates who are in Government Service/Corporations/Boards/Civil Establishments should forward their applications through their Heads of Department/Corporations/Boards/Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.

(c) Applicants should attach to their applications copies of :

- (1) Certificate of Registration of Birth ;
- (2) Certificate of the highest academic and professional qualifications obtained ;
- (3) Certificates of character from at least two responsible persons who are personally acquainted with the applicant.
- (4) Certificates in support of sports activities, cadetting etc.
- (5) Certificate in support of any claims made in the application.

* *Note.* - Originals of these certificates should be produced only if and when the applicant is called for the interviews.

18. 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.

19. Selection Interview :

- (a) Preliminary selections will be made amongst those candidates who fulfil the above conditions only. Candidates so selected from the Preliminary Interview will be required to undergo a medical test as may be prescribed by the Commander of the Air Force. The final selection will then be made after an interview appointed by the Ministry of Defence.
- (b) Candidates selected for interviews will be informed in writing of the place, time and date of such interviews. No travelling or other expenses will be paid in this respect.
- (c) On every occasion an applicant is summoned for an interview he is to produce his National Identity Card issued by the Department of Registration of Persons.
- (d) candidates likely to be suitable following their final interviews will be required to present themselves before an Air Force Medical Board.
- (e) Any one who desires to recommend a candidate should do so by giving his testimonial. Any form of canvassing or attempt to influence in the selection of a candidate will result in disqualification of such candidate.
- (f) Candidates who are found unsuitable for enlistment will not be notified.

W. D. R. M. J. GOONETILLEKE,
Air Marshal,
Commander of the Air Force.

Headquarters,
Sri Lanka Air Force,
P. O. Box 594,
Colombo.

**APPLICATION FOR COMMISSION IN THE SRI LANKA
REGULAR/VOLUNTEER AIR FORCE IN THE
BRANCH**

01. Nationality :_____.
- (State whether citizen of Sri Lanka by descent or by registration and if latter, quote number and date of certificate).
02. Full Name (As per the National Identity Card) :_____.
03. National Identity Card Number :_____.
04. Branch applied :_____.
05. Post applied :_____.
06. Permanent address :_____.
07. Nearest Police Station to permanent address :_____.

08. Postal address :_____.
09. Date of Birth :_____.
10. Height :_____.
11. District :_____.
12. Electorate :_____.
13. GS Division :_____.
14. Telephone number :_____.
15. Civil status :_____.
16. Particulars of School and/or University and qualifications obtained :

Name of School/ University	Type of examination	Year of examination	Subjects passed (including grading)
	Ordinary Level Advanced Level Professional Qualifications Other		

17. Particulars of employment since leaving School/University : (if applicable).

Name and address of employer	Nature of employment	Period of service	
		From	To

18. Particulars of parents :-

Full Name	Place of birth	Occupation	Present address
Father			
Mother			

19. Any special qualification for the post :_____.
20. Details of current achievements in sports. (Give details of teams and competitions participated with dates/years etc. and standards/levels achieved) :_____.
21. Other achievements of note at School/University or with outside organizations. (Give details with dates/years etc.) :_____.
22. Any previous service in the Armed Force or Volunteer Force, Cadet Corps or Boy Scout Organization :_____.
23. Have you applied earlier to join the Sri Lanka Air Force or any of the Armed Services or Police, if so give details and the outcome of such applications :_____.
24. Have you being convicted or bound over by a civil or military court, if so give details :_____.

25. If earlier employed in a Government Department or in the Public Sector/Board/Corporation (including the Central Bank, National Bank, Universities, Joint Stock Companies controlled by the Government etc.) reasons for termination of employment : _____.

26. Particulars of testimonials :-

Name	Designation	Postal Address

27. Declaration to be signed by the applicant :-

I declare on my honour that answers given to the above questions are true and correct to the best of my knowledge and belief. I have read and understood the procedure which will be adopted and the rules which will apply in respect of those candidates who are selected for commission in the Sri Lanka Air Force published in the *Gazette* of the Republic of Sri Lanka.

_____,
Signature of Applicant.

Date : _____.

01-586

SRI LANKA REGULAR AIR FORCE

Officer Cadet Vacancies

VACANCIES exist in the Sri Lanka Regular Air Force for Officer Cadets in the following branches :

- (a) General Duties Pilot Branch,
- (b) Equipment Branch,
- (c) Administrative Branch,
- (d) Administrative Regiment Branch,
- (e) Operations Air Branch,
- (f) Air Field Construction Branch.

2. Applications are invited from male candidates possessing the qualifications given below:-

- (a) BSc (Aviation Studies) Degree Entrant Qualifications (Accredited by the University of Kelaniya)

General Duties Pilot/Equipment/Administrative/ Administrative Regiment and Operations Air Branches

A minimum of six passes at the GCE O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala/Tamil language in one sitting (additional and optional subjects not considered) and ordinary passes in three subjects at the GCE A/L examination in Physical/Bio Science/Commerce Streams (as applicable) in one sitting.

- (b) National Diploma (Technology/Engineering/Engineering Science) Entrant Qualifications

Air Field Construction Branch

A minimum of six passes at the GCE O/L Examination with four Credits including Credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala/Tamil language in one sitting (additional and optional subjects not considered) and ordinary passes in three subjects at the GCE A/L Examination in the Physical Science Stream in one sitting.

- (c) Other Entrant Qualifications

General Duties Pilot/Equipment/Administrative/ Administrative Regiment and Operations Air Branches

A minimum of six passes at the GCE O/L examination with four Credits including Credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala/Tamil language in one sitting (additional and optional subjects not considered) and ordinary passes in two subjects at the GCE A/L examination in Physical/Bio Science/ Commerce Streams (as applicable) in one sitting. Students of the Arts Stream with a minimum of two ordinary passes at the GCE A/L examination are also eligible to apply for the Administrative Regiment Branch.

3. *Other Requirements.*— Candidates must fulfill the following general conditions for enlistment in the Sri Lanka Regular Air Force :

- (a) Nationality : Must be a citizen of Sri Lanka
- (b) Age : Not less than 18 years and not more than 22 years as at 15th April, 2009
- (c) Height : 5' 6" and above
- (d) Weight : BMI = $\frac{\text{Weight (Kg)}}{\text{Height (m)}^2} < 25$
- (e) Chest : 32" (Minimum)
- (f) Vision Colour Standard : CP 2
- (g) Visual Acuity : Left eye 6/6 and right eye 6/6 (without spectacles)
- (h) Civil Status : Candidates must be unmarried. No Cadet will be permitted to marry whilst under training and for a further period of one (01) year from the date of Commissioning.

4. Due consideration will be given to outstanding achievements in the field of sports.

5. Applications of candidates who do not fulfill the requirement of para 2 and 3 will be rejected. On arrival for the first interview the height and vision will be measured. Candidates whose height and vision is below the standard specified in the *Gazette* Notification and who have no exceptional skill will not be interviewed. Any candidate who may have a special skill or value to the service may at the discretion of the Commander of the Air Force be considered even though he may not have the requisite height provided he possesses the requisite academic and professional qualifications.

6. *Conditions of Service :*

- (a) The candidate is to initially enlist in the Air Force as a cadet on a regular engagement in the same manner as for other ranks and will undergo a Basic Combat Training Course. On successful completion of training, the duration of which will depend on the branch, the status allocated on his enlistment as an other rank will lapse and will receive a permanent commission in the rank of Pilot Officer.
- (b) Cadets will be required to undergo training at a place in Sri Lanka or Abroad as decided by the Commander of the Air Force in consultation with the Ministry of Defence.
- (c) During the period of training as cadets and thereafter, personnel will be subject to Air Force Law.
- (d) Every cadet will be provided all items of uniforms, equipment and medical facilities.
- (e) During the period of training, a cadet will be accommodated in an Air Force Mess and will be provided with food.
- (f) In the event of a cadet voluntarily terminating his candidature for a commission during training, the parent or guardian will be required to refund to the Republic of Sri Lanka all expenses incurred up to that time by the Republic of Sri Lanka on account of such cadet.
- (g) If at any time during his course a cadet is reported by the authorities as being unsuitable for reasons of misconduct or due to causes within his control to qualify for a commission, his parent or guardian will be required to refund to the Sri Lanka Air Force all expenses incurred on his training and will be required to enter into a bond to this effect with the Commander of the Air Force acting on behalf of the Government of Sri Lanka.
- (h) Parent or guardian will sign a declaration as given in cage 26 of the application form in respect of sub paragraphs (f) & (g) above, and forward them together with the application. Parent or guardian will be required to enter in to a bond subsequently in this form with the Republic of Sri Lanka prior to the appointment of these candidates as cadets.
- (j) Candidates who possess the requirement as per para 2 and 3 will be called for the Preliminary Interview and if successful will be called for the Officer Quality Tests. Candidates who pass the Officer Quality Tests will be called for Medical Examinations (all candidates selected will be medically examined under Sri Lanka Air Force arrangements) and if applicable Flying Aptitude Tests. Candidates who successfully complete these tests will be called for the Final Interview. The required number of candidates per branch will be selected according to merit at these interviews and tests.
- (k) A single officer is required to live in the Officers Mess. He is provided with furnished accommodation and food. Batman service will be provided. A single officer's ration allowance and batman allowance are paid to the Mess.

(l) A married officer may be provided with a married quarter if available. Recovery of rental will be as applicable to public servants.

(m) All officers are liable to be posted for duty or training in any part of the world at any time.

(n) All officers are governed by the Air Force Act and orders issued from time to time.

7. *Official Language Requirements.*— The selected candidates will be required to comply with any rules already made or may hereafter be made for giving effect to the Language Policy of the Republic of Sri Lanka and in particular for implementing the provisions the Official Language Act No. 33 of 1956.

8. *Pay and Allowances :*

(a) *Consolidated pay rate :* The scale of consolidated pay applicable to officer cadets and commissioned ranks shall be as follows:

Officer Cadet	- Rs. 180,240 p. a
Pilot Officer	- Rs. 211,800 p. a
Flying Officer	- Rs. 275,220 - 34 x 7,740 = Rs. 538,380 p. a.
Flight Lieutenant	- Rs. 321,660 - 28 x 7,740 = Rs. 538,380 p. a.
Squadron Leader	- Rs. 352,620 - 24 x 7,740 = Rs. 538,380 p. a.
Wing Commander	- Rs. 362,100 - 20 x 9,480 = Rs. 551,700 p. a.
Group Captain	- Rs. 441,060 - 18 x 12,600 = Rs. 667,860 p. a.

(b) *Other Allowances :*

- (1) Cost of living allowance for Officer Cadet/Pilot Officer Rs. 3,500 and Flying Officer and above Rs. 2,875 per month.
- (2) Incentive allowance of Rs. 250 per month after five years of service.
- (3) Hardly allowance Rs. 600 per month.
- (4) Enhanced allowance Rs. 2,400 per month for those serving in operational areas.
- (5) Enhanced allowance Rs. 3,000 per month for those serving in operational areas (Rs. 100 will be paid for each working day at only Jaffna Peninsula)
- (6) Uniform upkeep allowance Rs. 255 per month.
- (7) Batman allowance Rs. 637.50 per month (if permitted to live out).
- (8) Ration allowance Rs. 8,816.09 per month (if permitted to live out).
- (9) Qualification pay where applicable (up to a maximum of Rs. 637.50 per month)
- (10) Three sets of holiday railway warrants per year (for officer, spouse & children)
- (11) An additional set of railway warrants or the reimbursement of bus fare for officers living in Messes to travel from the Mess to the hometown once a month.
- (12) Free issue of uniforms and ancillary items.

- (13) Free medical facilities (including for families if applicable)
- (14) Married officers permitted to live-out are entitled to a free bus pass to travel from residence to place of work within 30 miles radius.
- (15) Flying pay for those in the General Duties Pilot Branch.
- (16) Rent allowances for married officers not in occupation of a Government married quarters. Pilot officer to Group Captain and above Rs. 1,600 to Rs. 4,250 per month.

9. *Pensions/Gratuities*:- Payable in terms of the Air Force Pensions and Gratuities Code 1981 and as amended from time to time. All Officers are contributors to the Widows' and Orphans' Pension (Armed Force) Scheme. Rate of contributions are as per Widows' and Orphans' Pension (Armed Forces) Scheme Regulations 1970.

10. *Instructions to Applicants :*

- (a) Applications should be submitted in applicant's own hand writing in terms of the form specified below. All cages of the application should be completed neatly with as much details as possible. Applications should be forwarded under registered cover to : "Chief Recruiting Officer, Sri Lanka Air Force, Ekala, Kotugoda" so as to reach him not later than 1200 noon on 30th January, 2009. The envelope enclosing the application should be marked "Application for Cadetship in Branch". Applications received after the closing date and not in accordance with the requirements of this notification and not in registered post mail will not be entertained.
- (b) Candidates who are in Government Service/Corporations/Boards/Civil Establishments should forward their applications through their Heads of Departments/Corporations/Boards/Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.
- (c) Candidates will be required to produce the originals of the following documents when summoned for interviews or when called upon to do so :-
 - (1) Certificate of Registration of Birth (certificate issued for the purpose of the education code will not be accepted),
 - (2) Certificates in support of the educational qualifications required for the branch applied for,
 - (3) Certificates of trade/technical training and/or experience (if any) obtained from a recognized institution,

- (4) Two recent certificates of character. One of these should be from the Principal of the last school attended and the other from a responsible person who has the know of the applicant for more than two years or from the present employer (if employed),
- (5) Certificates in support of sports activities, cadetting etc.;
- (d) Applications of candidates who fail to produce documents when requested to do so will not be considered.
- (e) No documents or original copies of documents should be attached to the application form.
- (f) The Air Force will not be responsible for loss of any originals of certificates if enclosed with the application form.

11. 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 for dismissal if discovered after selection.

12. *Selection Interviews etc.:*

- (a) Preliminary selections will be made amongst those candidates who fulfill the above conditions. Candidates so selected will be required to undergo tests as may be prescribed by the Commander of the Air Force. The final selection will then be made after an interview of those selected candidates by a selection board appointed by the Ministry of Defence.
- (b) Candidates selected for interviews will be informed in writing of the place, time and date of such interviews. Travelling or other expenses will not be paid in this respect.
- (c) On every occasion an applicant is summoned for an interview he is to produce his National Identity Card issued by the Department of Registration of Persons.
- (d) Candidates likely to be suitable for their final interviews will be required to present themselves before an Air Force Medical Board.
- (e) Any one who desires to recommend a candidate should do so by giving his testimonial. Any form of canvassing or attempt to influence in the selection of a candidate will result in disqualification of such candidate.
- (f) Candidates who are found unsuitable for enlistment will not be notified.

WDRMJ GOONETILEKE,
Air Marshal,
Commander of the Air Force.

Headquarters,
Sri Lanka Air Force,
P. O. Box 594,
Colombo.

**Application for Officer Cadet in the Branch of
the Sri Lanka Air Force**

1. Nationality: _____.
(State whether citizen of Sri Lanka by descent or by registration and if latter, quote number and date of Certificate)
2. Full Name (As per the National Identity Card) : _____.
3. National Identity Card Number : _____.
4. Permanent address : _____.
5. Postal address : _____.
6. Date of Birth : _____.
(Age as at 30.01.2009)
Years: _____, Months : _____, Days : _____.
7. Height : _____' _____"
8. Nearest Police Station to permanent Address : _____.
9. District : _____.
10. Electorate : _____.
11. G. S. Division : _____.
12. Telephone Number : _____.
13. Married or Single : _____.
14. Particulars of School and/or University and qualifications obtained :

Name of School/University	Type of examination	Year of examination	Subjects passed (including grading)
	Ordinary Level Advanced Level Other		

15. Particulars of employment since leaving School/University:- (if applicable)

Name and address of employer	Nature of employment	Period of service	
		From	To

16. Particulars of parents:-

Full Name	Place of Birth	Occupation	Present Address
Father			
Mother			

17. Any special qualification for the post : _____.

18. Details of current achievements in sports. (Give details of teams and competitions participated with dates/years etc. and standards/levels achieved) : _____.

19. Other achievements of note at School/University or with outside organizations. (Give details with dates/years etc.) : _____.

20. Any previous service in the Armed Force or Volunteer Force, Cadet Corps or Boy Scout Organization : _____.

21. Have you applied earlier to join the Sri Lanka Air Force or any of the Armed Services or Police, if so give details and the outcome of such applications : _____.

22. Have you being convicted or bound over by a civil or military court, if so give details : _____.

23. If earlier employed in a Government Department or in the Public Sector/Board/Corporation (including the Central Bank, National Bank, Universities Joint Stock Companies controlled by the Government etc.) reasons for termination of employment : _____.

24. Particulars of Testimonials :-

Name	Designation	Postal Address

25. Declaration to be signed by the applicant :-

I declare on my honour that answers given to the above questions are true and correct to the best of my knowledge and belief. I have read and understood the procedure which will be adopted and the rules which will apply in respect of those candidates who are selected for Commission in the Sri Lanka Air Force published in the *Gazette* of the Republic of Sri Lanka.

_____,
Signature of Applicant.

Date : _____.

26. Declaration to be signed by the Parent or Guardian of the applicant :

(a) I am the Parent/Guardian of who is an applicant for a Cadetship in the Sri Lanka Air Force and who has signed the declaration in cage 25 of the form of application above.

(b) I hereby undertake to be responsible in the event above named applicant being selected for a course of training for the following.

(i) To refund to the Republic of Sri Lanka in the event of the above named applicant voluntarily terminating his candidature for a Commission during his period of training all expenses incurred upto that time by the Republic of Sri Lanka on account of such applicant.

(ii) To refund to the Republic of Sri Lanka in the event of the above named applicant reported on by the authorities as being unsuitable (for reasons of misconduct or due to causes within his own control) for the issue of a Commission all the expenses incurred on his account by the Republic of Sri Lanka.

Signature of Parent/Guardian.

Date : _____.

Name : _____
(in block capitals)

Address : _____

_____,
(Signature of First Witness)

Date : _____.

Name : _____
(in block capitals)

Address : _____

_____,
(Signature of Second Witness)

Date : _____.

Name : _____
(in block capitals)

Address : _____

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Examinations, Results of Examinations &c.

COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF DIRECTOR, PHILATELIC BUREAU DEPARTMENT OF POST - 2007

Post of Group "A" Grade II of Unified Postal Service

APPLICATIONS are hereby invited from citizens of Sri Lanka for the post of Director, Philatelic Bureau, Department of Posts. Selections for this post will be made through a written Competitive Examination held in Colombo, by the Commissioner General of Examinations. Departmental candidates and candidates from other Departments and Semi-Government Institutions should forward their applications through the respective Heads of their institutions. The closing date of the applications will be 13.02.2009.

01. Age Limit :

- (i) Should not be less than 18 years and not more than 45 years of age as on 13.02.2009.
- (ii) The maximum age limit will not be applicable to those who are already in the Public Service or Provincial Public Service.

02. Medium of Examination.- Candidates should answer all question papers in one language. They will not be permitted to change the medium of examination mentioned in applications.

03. Educational Qualifications :

- (i) For external applicants.- Applicants should possess a Special Degree with a class either in Economics, Commerce, Business Administration or Public Administration from a recognized University.
- (ii) For internal applicants.- Internal applicants should be the officers of Group A Grade III Segment A, in the Unified Postal Service with a period of 10 year service in permanent capacity and who possess a Degree from a recognized University.

04. Professional and other Qualifications (for both external & internal applicants) :

- (i) Should possess a Diploma in Marketing from a Government recognized Institution and proven tract record in successful practical experience over a minimum period of three (03) years.
- (ii) Should possess a good knowledge of English. It should be proven by a certificate obtained from the Department of Examinations or from an approved Institution or at an examination. (Knowledge of French or German language will be an added qualification.)

05. Salary Scale.- Rs. 214,980 - 2 x 7,740 - 5 x 8,580 - Rs. 2,73,360 (TB 6 - 1)
(In terms of Public Administration Circular No. 09/2004.)

Efficiency bar examination should be passed before the lapse of three (03) years after assuming the appointment. Releasing from the Efficiency bar will not be effected on the age.

06. Method of Recruitment.- Vacancies will be filled from the eligible candidates on merit shown at a written competitive examination to be held by the Commissioner General of Examinations and on recommendation of an Interview Board appointed by the Public Service Commission.

07. Terms of Engagement :

- (i) This post is permanent and pensionable. Selected Officers should make contribution for the Widows'/Widower's and Orphans' Pension Scheme.
- (ii) Conditions in sections 10-12 in Chapter 11 of the Establishments Code will apply.

08. Examination Fees.- The fee for this Examination will be Rs. 300/-. But those who are already in the Public Service should pay only Rs. 150/-. This fee could be paid at the nearest Post Office and the receipt issued thereto should be pasted on the relevant cage in the application form. This examination fee is not refundable on any reason.

09. Method of Applications :

- (i) The applications should be in the form of Specimen appended to this notice and should be prepared on either sides of a paper size of 297 mm x 210 mm (A4).
- (ii) Candidates who are not in Public Service should furnish the names of two persons, personally known to him, as Referees in order to certify his/her character and competency.
- (iii) Signature of the candidates who are already serving in the Department of Posts/Public Service/Provincial Government Service should be attested by the relevant Head of the Department/Branch or by an officer authorized by him. Signature of other candidates should be attested by Justice of Peace, Commissioner of Oaths, Notary Public, Principal of a Government school, Commissioned Officer of an Armed Force, Gazetted Officer in the Police, or an Officer holding a permanent post in the Government drawing a salary of over Rs. 240,360/- per annum.
- (iv) Applications duly perfected shall be sent under registered cover to reach the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla on or before 13.02.2009. The top left hand corner of the envelope, enclosing the application, shall be marked the words "Post of Director - Philatelic Bureau of the Department of Posts". Late applications will be rejected.
- (v) No allegation that an application or related correspondence has been lost or delayed in the post will be considered. Receipt of applications will not be acknowledged. It will be useful if photocopies of the application and the receipt obtained after paying money are retained with the candidate.

10. Admission to the Examination :

- (i) The Commissioner General of Examinations will issue Admission Cards to all candidates who have forwarded their duly filled applications on or before the closing date. Issuing of an admission card to sit the examination will not be treated as his/her eligibility for the post. Candidates presenting themselves for the examination must produce their admission cards, in which their signatures have been certified, to the Supervisor of the Examination Centre. A candidate who fails to produce his/her admission card will not be permitted to sit the examination.
- (ii) All candidates are bound to abide by the general rules pertaining to Government Examinations. If a candidate does not receive his/her admission card at least seven (07) days prior to the date of the examination, he/she should at once notify it to the "Commissioner General of Examinations, Pelawatte, Battaramulla". The following particulars should also be furnished in informing the Commissioner General of Examinations of the non-receipt of the Admission card.
 - (a) Name of Examination ;
 - (b) Full Name of Candidate ;
 - (c) Full Address ;
 - (d) Date of posting the Application ;
 - (e) Registration No. and the Post Office.
- (iii) Admission to the Examination does not constitute acceptance of eligibility. The Commissioner of Examinations may however grant a candidate provisional admission to the Examination at his discretion. Such candidature will subsequently be either confirmed or cancelled.
- (iv) Identity of Candidates.- Candidates will be required to prove their identity in the Examination hall to the satisfaction of the Supervisor for each subject they offer. Any of the following documents will be accepted for this purpose :
 - (a) National Identity Card ;
 - (b) Valid Passport.
- (v) Penalty for furnishing false information.- If any of the particulars furnished by a candidate is found to be false according to the rules and regulations of the examination, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination.
- (vi) If any of the particulars furnished by a candidate is found to be false within his/her knowledge or if he/she willfully suppressed any material fact, he/she will liable to be dismissed from the Public Service.

11. Scheme of Examination and Syllabus.- Written Examination will be held in Sinhala, Tamil and English media and will consist of three question papers. 40% marks for each subject should be obtained for eligibility :

- (i) Intelligence - 100 Marks - Duration : 01 hour
15 minutes
- (ii) Marketing - 100 Marks - Duration : 02 hours
- (iii) English - 100 Marks - Duration : 02 hours

(I) Intelligence.- This paper is designed to provide an assessment of Candidate's power of logical reasoning analysis and ability to draw sound inference.

(II) Marketing.- This paper is designed to test the Candidate's knowledge in Marketing which includes Market Segmentation, Target Marketing, Market Research and Market Information, Market Planning, Communication, Product Development, Pricing, Market Coverage and Sale Strategy.

(III) English.- Content

(a) Grammar- The Following areas will be tested :

- (i) The verb Forms of the principal tenses of English
E.g.- The Simple Present Tense,
The Simple Past
The Future
The Present Perfect, etc,
- (ii) Nouns.- Countable, Uncountable
- (iii) Pronouns
- (iv) Adjectives, Degrees of Comparison
- (v) Adverbs of Frequency, Word order, Phrases and Sentences
- (vi) Prepositions
- (vii) Determiners
- (viii) Question Words
- (ix) Model Auxiliaries, Can, Could, May, Might, Should, Must, Ought to.
- (x) The Definite Articles
- (xi) Cardinals/Ordinals
- (xii) The Passive Construction
- (xiii) Relative Clauses
- (xiv) If Clause
- (xv) Reported Speech
- (xvi) There is/There are
- (xvii) Have/Has

(b) Vocabulary : The Vocabulary tested will be at of General Modern English with special emphasize on the following fields. i. e. Management, Administration and Social and Economic Development.

(c) Writing : Ability to write Essays, Departmental Reports, Official Letters, Circulars, Minutes, Memos, Filling Forms.

By order of,

Public Service Commission,

Secretary,

Ministry of Posts & Telecommunications.

Ministry of Posts & Telecommunications,
6th floor,
Postal Headquarters,
Colombo 10,
06th January, 2009.

(For office use only)

SPECIMEN APPLICATION FORM

DEPARTMENT OF POSTS

Competitive Examination for Recruitment to the Post of Director, Philatelic Bureau - 2007

Medium of Examination :

(Indicate the relevant No. in the cage)

Sinhala - 2
Tamil - 3
English - 4

01. (i) Last name with initials : Mr./Mrs./Miss : _____.
(In block letters) E.g. SILVA A. B.

(ii) Names denoted by initials : _____.
(In block letters)

02. Address : _____.
(Officers of the Postal Department should furnish their official address.+)
Address to send admission card : _____.
(In block letters)

03. Gender : Male - 0
Female - 1

(Indicate the relevant No. in cage)

04. (i) Date of Birth :

Year : Month : Date :

(ii) Age as on 13.02.2009 :

Years : Months : Days :

05. Educational Qualifications : (Details of the Degree obtained)

Degree	Year	Subjects	Class	Upper/ Lower	University

06. (i) Professional and Other Qualifications :———. (ii) Knowledge of English, French & German Languages :———.

ineligible after selection, I am liable to be dismissed from service.

_____,
Signature of Applicant.

07. Names and Addresses of the two Referees in order to certify the character and competency :

Date :———.

- (i) :———. (ii) :———.

11. Certification of Signature (Vide. 9-III of *Gazette* notification.)

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

_____,
Signature of Attestor.

08. Additional particulars required to be furnished by Officers in the Department/Public Service :

- (I) (a) Service/Department you belong :———. (b) Date of permanent Appointment :

Date :———.

Year : Month : Date :

Full Name of the Attestor :———. Designation :———. Address:———.

- (II) (a) Present Post :———. (b) Date of appointment to the Present Post

Year : Month : Date :

12. Certificate of the Head of the Department : (For those who are already in the Government Service)

I certify that the applicant, Mr./Mrs./Miss. is serving in this Department with effect from His/Her work and conduct are always satisfactory, the details furnished above were personally scrutinized and are correct according to the records available in this office, there is no disciplinary inquiry pending against him/her and he/she placed his/her signature before me.

_____,
Signature of the Head of Department or
any Authorized Officer.

09. Examination Fee :———.

Cash Receipt to prove the payment of examination fee, may be affixed partly but securely.

10. I declare that to the best of my knowledge and belief the information given in this form are true and correct and that I have affixed the receipt No. dated 2009, being payment of examination fee. I also agree to be bound by the rules and regulations governing examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination. I am also aware that if it is found that I am

Full Name of the Attestor :———. Designation :———. Address :———. Date :———.

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