

N. B.— Part IV(A) of the *Gazette* No. 1,623 of 09.10.2009 was not published.

# ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

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

අංක 1,624 - 2009 ඔක්තෝබර් 16 වැනි සිකුරාදා - 2009.10.16  
No. 1,624 - FRIDAY, OCTOBER 16, 2009

(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)*

			PAGE				PAGE
Posts - Vacant	...	...	1696	Examinations, Results of Examinations & c.	...	...	1696

#### 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 23rd October, 2009 should reach Government Press on or before 12.00 noon on 09th October, 2009.

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 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

### REGISTRAR GENERAL'S DEPARTMENT

#### Kegalle District

#### POSTS OF REGISTRARS - MARRIAGES, BIRTHS AND DEATHS

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

02. Applicants should be permanent residents of the said Births, Deaths and Marriages 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 65 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 13th November, 2009.

E. M. GUNASEKARA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbakaduwa Mawatha,  
Baththaramulla.  
16th September, 2009.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which applications are called</i>	<i>Address to which applications should be Sent</i>
Kegalle	Kegalle	Post of Medical Registrar of Births and Deaths in Kegalle Town Division	District Secretary/ Addi. Registrar General District Secretariat, Kegalle

10-429

## Examinations, Results of Examinations & c.

### MINISTRY OF LAND AND LAND DEVELOPMENT

#### Survey Department

#### OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE TRAINEE GRADE IN THE POST OF PHOTOGRAMMETRIC TECHNICIANS OF THE SRI LANKA TECHNOLOGICAL SERVICE

THE educational qualifications for recruitment to the Trainee Grade in the post of photogrammetric Technicians, published in the *Gazette* of Democratic Socialist Republic of Sri Lanka of 25th September, 2009 are revised as follows.

- (a) Should have passed the G. C. E. (O/L) examination in Six subjects in not more than two sittings with credit passes for Language or Literature, Mathematics, Science and one other subject and the G. C. E. (A/L) examination in three (03) Science subjects in one and the same sitting including two subjects among the subjects allied with the field, namely Pure Mathematics, Applied Mathematics, Combined Mathematics, Physics and Chemistry ; *or*
- (b) Should possess a National Certificate in Technology (a three year part time training course) relevant to the field, awarded by a Technical College, recognized by the Government, or have successfully completed the one year full time training course in Draughtsmanship and obtained the relevant certificate, along with the basic educational qualifications mentioned in above "(a)".

*Note.*— Among those who qualify for the Trainee Grade in the Technological service at the Open Competitive Examination, namely.

- (1) The candidates with the qualifications mentioned in the above Para "a" will be placed at the initial salary step within the salary scale of Grade III after successfully completing and passing the two year theoretical and practical training, gained according to the syllabus relevant to the service.
- (2) The candidate with the qualifications mentioned in the above para "b" will be placed at the initial salary step within the salary of Grade III after successfully completing and passing the one year theoretical and practical training, gained according to the syllabus framed relevant to the service.

Accordingly, closing date of applications for the above post has been extended up to 03.11.2009.

The applications already submitted and which do not have the qualifications referred above will be rejected.

S. M. W. FERNANDO,  
Surveyor General.

Survey Department,  
Colombo 05,  
02nd October, 2009.

10-630

### OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2009

APPLICATIONS are hereby called from qualified citizens of Sri Lanka for the Open Competitive Examination for Recruitment to the Posts in Class III of Public Management Assistants' Service.

2.0 Candidates who satisfy the prescribed qualifications will be selected on merit, on the results of a written examination to be conducted by the Commissioner General of Examinations and on the basis of district population ratio, to the posts in the Public Management Assistants' Service.

3.0 Number of persons to be appointed and effective date of appointments will be determined by the Appointing Authority. Further, the Appointing Authority reserves the right to refrain from filling some or all of the vacancies.

4.0 *Salary.*— As per the Public Administration Circular No. 06/2006(iv), dated 24.08.2007, monthly salary scale entitled to Class III, II and I of Public Management Assistants' Service is Rs. 13,990 - 10 x 145 - 11 x 170 - 6 x 240 - 14 x 320 - Rs. 23,230. Promotion to Class II should be obtained to go beyond Rs. 15,440 whilst promotion to Class I will be required to go beyond Rs. 17,310.

5.0 This post is permanent and pensionable.

6.0 *Qualifications.*— Following qualifications are applicable for the recruitment to posts in Class III of Public Management Assistants' Service.

- (a) Should be a citizen of Sri Lanka ;  
(b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications ;

- (c) Should be of good character ;  
(d) Should have fulfilled the following educational qualifications :  
(1) Should have passed the General Certificate of Education (Ordinary Level) Examination in Six (06) subjects with four (04) credit passes including Sinhala/Tamil/English Language and Mathematics at one sitting ; *and*  
(2) Should have passed in all subjects other than the Common General Paper and General English at the General Certificate of Education (Advanced Level) Examination at one sitting.  
(However, passing in three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose).

It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before 16th November, 2009.

*7.0 Selection on district population basis :*

- (a) Recruitment to the service will strictly be on a representative basis. A fixed number of vacancies will be set apart for each district in proportion to its population and in terms of Public Administration Circular No. 15/90. Only the applicants from a particular district will be entitled to compete for the number of vacancies to be filled in that district.
- (i) If the posts so allocated to a particular district are not absorbed by the district, that number of vacancies will be re-distributed among the adjoining districts within the province.
- (ii) If the total number of posts to be filled is few and the district population basis cannot be applied, selection will be made on the order of merit.
- (iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for the selection.
- (b) *Eligibility for inclusion in a district.*—At least one of the following requirements should have been fulfilled by a candidate to compete for the vacancies in any district.
- (i) The candidate should have been born in the district ; *or*
- (ii) He should have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination ; *or*
- (iii) He should have received his secondary school education within the district for five (05) continuous years.
- (c) In order to confirm the residence of the candidate under b (ii) above, candidate is bound to forward extracts from electoral registers for a period of three (03) years immediately preceding the closing date of applications and the certificate of residence issued by Grama Niladhari duly counter signed by the Divisional Secretary.

*Note.*— 1. If the father/mother of any candidate has been employed in a transferable service of the government or of a provincial public service or of a state corporation, such candidate will be allowed to choose his own, or his father's/mother's place of birth as his district. (Candidates are required to forward birth certificates of parents for this purpose).

2. No candidate will be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it should remain irrevocable.

8.0 Three percent (3%) of the existing number of vacancies will be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify will be selected for appointments.

The minimum level of marks candidates should score to be selected for appointment is 50%. A candidate selected for an appointment will be referred to a Special Medical Board and by a report obtained from a medical specialist, he/she should establish the disablement and the fact that, it does not hinder performance of duties of the respective post.

9.0 *Scheme of the examination.*—The examination will consist of two papers. This examination will be held in Sinhala, Tamil and English media. Candidates will not be allowed to change language medium applied initially.

	<i>Marks</i>	<i>Durations</i>
(i) Language proficiency	100	1 1/2 hours
(ii) Aptitude	100	1 hour

*Language Proficiency.*— This paper will consist of questions designed to test the candidates' ability of expression, comprehension, spelling and knowledge in the application of the simple rules of grammar.

*Aptitude.*— This paper will consist of questions designed to test the candidates' skill at figures, power of critical reasoning and general intelligence.

(These papers will be designed to test the aptitude and ability of the candidate to perform his official duties)

Despite this being a competitive examination, candidates are expected to secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks of the examination. Appointments will strictly be made in the order of the marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.

*10.0 Penalty for furnishing false information.*— The candidate should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a candidate is false, he/she is liable to dismissal at any time from the public service.

*11.0 Examination Fees.*— Examination fee is Rs. 250. This fee can be paid to any Divisional or District Secretariat to be credited to revenue head 4000-20-03-20-13 of the Commissioner General of Examinations. The receipt obtained should be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of this receipt with the candidate). Under no circumstance the examination fee will be refunded. Money orders and stamps will not be accepted.

*12.0 Applications.*— Applications should be prepared in the following manner using a paper of size A4 (21x29cm) (normal halfsheets).

- (a) Paragraphs from 1 to 3 should appear on the first side of the page.
- (b) Paragraphs No. 4 onwards should appear on the other pages.
- (c) The title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms.

Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Applications of those who have not paid examination fees on or before due date will also be rejected. Candidates should be responsible for any loss incurred by them due to incompleteness of applications. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and further, it would be advisable to keep a photocopy of the completed application form.

*Note.*— Candidates are not allowed to change the town in which they apply to sit the examination. At the instances where the number of candidates apply for a certain town, is not sufficient to hold an examination centre, they will be directed to the town which they have indicated as second preference. However, if there is not sufficient number of candidates even at the second centre, the candidates will be directed to an adjoining city.

- 12.1 All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date will be allowed to sit the competitive examination, by the Commissioner General of Examinations, on the presumption that only those who possess qualifications indicated in the *Gazette* Notification have forwarded their applications. Issuing of an admission card to a candidate to sit the competitive examination does not mean that the candidates' eligibility for the post has been accepted. If it is found at the interview that the applicant does not possess the required qualifications prescribed in the *Gazette* Notification, his or her candidature will be cancelled.
- 12.2 The words "Open Competitive Examination for recruitment to Class III of Public Management Assistants' Service - 2009" and the district for which the candidate is competing should be written on the top left-hand corner of the envelope in which the application is enclosed.
- 12.3 Candidate's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, Notary Public, Commissioned Officer in the armed forces, an officer holding a Gazetted post in the Police Service or an officer holding a permanent post in the Public Service whose annual Salary is Rs. 240,360 or above.
- 12.4 Applications duly perfected should be sent by registered post to reach the following address on or before 16th November, 2009.

Commissioner General of Examinations,  
Organization and Overseas Examinations Branch,  
Department of Examinations, Sri Lanka,  
Pelawatta,  
Battaramulla.

13.0 *Sitting the Examination.*— A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations. *i. e.* certified photocopies of the application form and the cash receipt kept at your possession, receipt of registration and in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.

14.0 Candidates should furnish one of the following documents to the Supervisor of Examination in support of their identity :—

- (i) National Identity Card issued by the Department for Registration of Persons ;
- (ii) A valid passport.

15.0 The issue of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

16.0 Any matter not referred to herein will be decided by Director General of Combined Services. All candidates are bound to comply with the general examination rules published in this *Gazette*.

B. P. P. S. ABEYGUNARATHNA,  
Director General of Combined Services,  
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07,  
29th September, 2009.

### Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF  
PUBLIC MANAGEMENT ASSISTANTS' SERVICE – 2009  
(Indicate the correct code/number clearly in the relevant cages)

(for office use only)

Language Medium of Examination :

Sinhala - 2  
Tamil - 3  
English - 4

(indicate the correct number in the cage)

- \* Indicate the town and the town number in which the candidate intends to sit the examination as per the Gazette Notification. (See the Schedule II for the towns where the examination centres are located and for the respective numbers)

<i>Town</i>	<i>Number of the Town</i>
1.	
2.	

- \* The district in which you select to compete for vacancies as per para 7.0 of the Gazette Notification. (See the Schedule I for the numbers of districts. Indicate the number and the district in the relevant cage.)

<i>District</i>	<i>District No.</i>



- \* Are you sitting this examination under the conditions laid down in para 8.0 of the gazette notification which are relevant to disability ? (Candidates may refer para 8.0 of the Gazette Notification before filling this section.)
- |     |   |   |  |
|-----|---|---|--|
| Yes | - | 1 |  |
| No  | - | 2 |  |
- (indicate the number in the cage)

1.0 Name : \_\_\_\_\_.

1.1 Name with initials : \_\_\_\_\_.  
(in English block capitals) eg. PERERA, A. B. C.

1.2 Name in Full : \_\_\_\_\_.  
(in English block capitals)

1.3 Name in Full : \_\_\_\_\_.  
(In Sinhala/Tamil)

1.4 Number of the N.I.C. : 

--	--	--	--	--	--	--	--	--	--

2.0 2.1 Permanent address : \_\_\_\_\_.  
(In English block capitals)

2.2 Permanent address : \_\_\_\_\_.  
(In Sinhala/Tamil)

2.3 Address to which the admission card should be sent : \_\_\_\_\_.  
(In English block capitals)

3.0 3.1 Sex :      Female - 1              Male - 0      



  
(Indicate relevant number in the cage)

3.2 Date of birth :  
Year : 

--	--	--	--

 Month : 

--	--

 Date : 

--	--

3.3 Age as at 16.11.2009 :  
Years : 

--	--

 Months : 

--	--

 Days : 

--	--

4.0 4.1 Since when you have been residing in the district ? : \_\_\_\_\_.

4.2 Divisional Secretary's/Assistant Government Agent's Division : \_\_\_\_\_.

4.3 Grama Niladhari Division : \_\_\_\_\_.

5.0 Educational qualifications :

5.1 Particulars of G. C. E. (O/L) Examination :

- (i) Year and Month of the Examination : \_\_\_\_\_.
- (ii) Index Number of Candidate : \_\_\_\_\_.
- (iii) Results :

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

5.2 Particulars of G. C. E. (A/L) Examination :

- (i) Year and Month of the Examination : \_\_\_\_\_.
- (ii) Index Number of Candidate : \_\_\_\_\_.
- (iii) Results :

Subject	Grade
1.	
2.	
3.	
4.	

5.3 If possessing a degree from a recognized University :

- (i) Name of the University :\_\_\_\_\_  
(ii) Degree :\_\_\_\_\_  
(iii) Year of Examination :\_\_\_\_\_.

6.0 Other Qualifications :\_\_\_\_\_.

7.0 Have you ever been convicted of any offence in a Court of Law ?  
(Indicate ✓ in the relevant cage) (Indicate particulars, if the answer is yes)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

8.0 Particulars of the receipt obtained for the examination fee :

- (i) Office to which the payment was made :\_\_\_\_\_  
(ii) Number and date of the receipt :\_\_\_\_\_  
(iii) Amount :\_\_\_\_\_.

Affix the receipt firmly here

9.0 Candidate's Certificate :

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to suffer any loss that may cause as a result of incompleteness of sections and/or provision of erroneous information. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) I hereby agree to abide by all the conditions imposed by the Commissioner General of Examinations for the purpose of holding this examination.
- (d) I shall not change any information mentioned herein subsequently.

\_\_\_\_\_,  
Signature of Applicant.

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

10.0 Attestation of Applicant's Signature :

I hereby certify that Mr./Mrs./Miss ..... who submits this application is known to me personally and that he/she placed his/her signature in my presence on ..... and further the officer has paid the prescribed examination fee and pasted the receipt on the applications.

\_\_\_\_\_,  
Signature of the Officer attesting the signature.

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

Name in full of the Officer, attesting the Signature :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

(To be confirmed by official stamp)

#### SCHEDULE - I

#### THE LIST OF THE NAMES OF DISTRICTS

<i>District</i>	<i>District Number</i>
Colombo	01
Gampaha	02
Kalutara	03
Matale	04
Kandy	05
Nuwaraeliya	06
Galle	07
Matara	08
Hambantota	09

<i>District</i>	<i>District Number</i>
Jaffna	10
Mannar	11
Mulativu	12
Vavuniya	13
Trincomalee	14
Batticaloa	15
Ampara	16
Puttalam	17
Kurunegala	18
Anuradhapura	19
Polonnaruwa	20
Badulla	21
Monaragala	22
Kegalle	23
Ratnapura	24
Kilinochchi	25

SCHEDULE - II

TOWNS WHERE EXAMINATION CENTERS WILL BE LOCATED

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
(01) Colombo	Kotahena	01
	Maradana	02
	Borella	03
	Kurunduwatta	04
	Bambalapitiya	05
	Havelock Town	06
	Nugegoda	07
	Moratuwa	08
	Piliyandala	09
	Homagama	10
	Maharagama	11
	Hanwella	12
	Avissawella	13
(02) Gampaha	Negombo	14
	Minuwangoda	15
	Divulapitiya	16
	Veyangoda	17
	Gampaha	18
	Ja-Ela	19
	Wattala	20
	Kelaniya	21
	Dompe	22
(03) Kalutara	Horana	23
	Panadura	24
	Kalutara	25
	Matugama	26
	Aluthgama	27
(04) Matale	Matale	28
	Galewela	29
	Naula	30
	Laggala Pallegama	31

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
(05) Kandy	Kandy	32
	Katugastota	33
	Teldeniya	34
	Wattegama	35
	Nugawela	36
	Galagedara	37
	Gampola	38
(06) Nuwara Eliya	Hedunuwewa	39
	Nuwara Eliya	40
	Watumulla	41
	Hatton	42
	Ginigathhena	43
(07) Galle	Ambalangoda	44
	Galle	45
	Baddegama	46
(08) Matara	Weligama	47
	Matara	48
	Kamburupitiya	49
	Hakmana	50
	Deiyandara	51
	Dikwella	52
	Akuressa	53
	Kotopola	54
(09) Hambantota	Beliatta	55
	Walasmulla	56
	Weeraketiya	57
	Tangalle	58
	Ambalantota	59
	Hambantota	60
	Tissamaharama	61
(10) Jaffna	Chavakachcheri	62
	Jaffna	63
	Thellipallai	64
	Point Pedro	65
(11) Mannar	Mannar	66
	Murukkan	67
(12) Mullativu	Mullativu	68
(13) Vavuniya	Vavuniya	69
(14) Trincomalee	Kantalai	70
	Trincomalee	71
	Muttur	72
	Padavi Parakramapura	73
	Kinniya	74
(15) Batticaloa	Batticaloa	75
	Eravur	76
	Kathankudi	77

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
(16) Ampara	Ampara	78
	Serankada	79
	Kalmunai	80
	Akkaraeipattu	81
	Sammanthurai	82
(17) Puttalam	Wennappuwa	83
	Madampe	84
	Chilaw	85
	Puttalam	86
(18) Kurunegala	Kuliyapitiya	87
	Bingiriya	88
	Narammala	89
	Polgahawela	90
	Kurunegala	91
	Ibbagamuwa	92
	Dodangaslanda	93
	Morathiha	94
	Nikaweratiya	95
	Maho	96
(19) Anuradhapura	Medawachchiya	97
	Kekirawa	98
	Anuradhapura	99
	Galenbindunuwewa	100
	Kahatagasdigiliya	101
(20) Polonnaruwa	Polonnaruwa	102
	Hingurakgoda	103
(21) Badulla	Bandarawela	104
	Welimada	105
	Badulla	106
	Passara	107
	Mahiyanganaya	108
	Girandurukotte	109
	Hasalaka	110
(22) Monaragala	Bibile	111
	Monaragala	112
	Wellawaya	113
(23) Kegalle	Kegalle	114
	Rambukkana	115
	Mawanella	116
	Ruwanwella	117
(24) Ratnapura	Eheliyagoda	118
	Ratnapura	119
	Pelmadulla	120
	Balangoda	121
	Kalawana	122
	Embilipitiya	123
(25) Kilinochchi	Kilinochchi	124
	Pallai	125

**OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO  
SRI LANKA ADMINISTRATIVE SERVICE - 2009**

IN this notice "Secretary" means the "Secretary to the Ministry of Public Administration and Home Affairs",  
"Service" means the "Sri Lanka Administrative Service".

1. *Written Examination.*— The Examination will consist of the following question papers.

- (i) General Intelligence
- (ii) Essay and Precis
- (iii) General Knowledge
- (iv) Aptitude for Management

*Date of Examination.*— This examination will be held in the towns of Colombo (Town No. 01) and Jaffna (Town No. 02) in January 2010. The town applied initially shall not be allowed to change later on. The Secretary reserves the right to postpone or cancel this examination subject to instructions given by the Public Service Commission/Cabinet of Ministers.

*Oral Test.*— The Secretary will decide the date for interview for the candidates who sat for all the papers in the written examination and obtained a higher aggregate of marks as determined by the Public Service Commission/Cabinet of Ministers as sufficient.

2. Number of persons to be appointed and effective date of appointment will be determined as per the orders of the Public Service Commission/Cabinet of Ministers.

3. *Conditions of Service.*— A selected candidate will be appointed to Class III of the service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the Minute of the Service dated 28th October, 2005, (published in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1419/3 of 14th November, 2005) and subject to any amendments made or to be made hereafter to the Minute.

3.1 Appointments of candidates who fail to report for duty on the due date and/or refuse or evade to take up duties in a post or in an area they are appointed to, are liable to be cancelled.

4. *Structure and salary scale per month :*

Special Grade	-	Rs. 42,390 - 12 x 1,310 - Rs. 58,110.
Class I	-	Rs. 36,755 - 17 x 1,050 - Rs. 53,555.
Class II	-	Rs. 30,175 - 8 x 790 - Rs. 35,705.
Class III	-	Rs. 22,935 - 10 x 645 - Rs. 29,385.

(Whilst the 1st Efficiency Bar should be passed within 03 years from the date of appointment and 2nd Efficiency Bar within 06 years from the date of appointment, proficiency of the second official language should be achieved within 05 years from the date of appointment in terms of the provisions of Public Administration Circular 07/2007 dated 28.05.2007.)

The appointments through this examination will be made to the Class III of the Sri Lanka Administrative Service.

5. *Health and Character.*— A candidate must satisfy the Secretary that he is duly qualified in respect of health and that he has an excellent moral character. He must possess good eye sight and he physically fit for service in any part of the island. Selected candidates will be called upon to undergo a medical examination.

6. *Eligibility.*— A candidate appearing for this must :—

- (i) Be a citizen of Sri Lanka ;
- (ii) Have obtained a degree from a university recognized by the University Grants Commission ;  
(a) The effective date of the certificate of degree should be 16.11.2009 or a date prior to that.
- (iii) Not have reached 28 years of age as at 16.11.2009 ;
- (iv) Have a sound moral character and be physically fit ;
- (v) No person ordained in any religious sect shall be permitted to sit this examination.

*Note :—*

- (i) No person is allowed to sit the competitive examination for recruitment to Sri Lanka Administrative Service for more than two sittings.
- (ii) Requisite qualifications for this examination should have been completed in every aspect by 16.11.2009.

7. *Examination fee.*— The fee is Rs. 300. It should be paid before the closing date of applications at any District Secretariat/ Divisional Secretariat to be credited to Revenue Head 2003-20-13. The receipt obtained from the District Secretariat/Divisional Secretariat should be pasted in the relevant cage of the application form. This fee is nonrefundable. It is advisable to keep a photocopy of the receipt with the candidate.

8. *Method of Application :*

- (a) The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size 8 1/2" x 12" (A4) using both sides. It should be specially noted that the application forms should be so prepared that cages 1.0 to 3.11 appear on the first side of the paper and cages 4.0 to 8.0 appear in the other side of the paper. Applications that do not comply with the specimen and that are not completed in every aspect, shall be rejected without notice. (It is advisable to keep a photocopy of the application with candidate.) It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice as otherwise the application may be rejected.
- (b) The application should be in the language in which the candidate intends to sit the examination.
- (c) The completed application form for the examination should be sent by registered post to reach the Commissioner-General of Examinations. (Organization and Foreign Examination Branch) Pelawatta, Battaramulla on or before 16.11.2009. The words "Open Competitive Examination for Recruitment to the Sri Lanka Administrative Service – 2009" should be clearly indicated on the top left-hand corner of the envelope enclosing the application. Any application received after the closing date will not be accepted. It is essential to mention the name of examination in English Language as well, in applications prepared in both Sinhala and Tamil media.
- (d) Candidate's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a *gazetted* post in the Police Service or an Officer holding a permanent post in Public Service whose annual initial salary is more than Rs. 240,360.
- (e) Any application, which is not complete in every aspect, is liable to be rejected. No complaint that an application has been lost or delayed in post will be considered.
- (f) Receipt of applications will not be acknowledged. A notice will be published in the newspapers by the Department of Examinations as soon as admission cards are issued to applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : i. e. a certified photocopy of the application form and the receipt kept at your possession, receipt of registration and in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission cards should be sent.

9. *Admission to the Examination :*

- (a) The Commissioner-General of Examinations will issue admission cards to all persons whose applications have been received. A candidate presenting himself for the examination must produce his admission card to the supervisor of the examination center. A candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) A candidate must sit the examination at the examination hall assigned to him. Every candidate must get his signature attested in advance and hand over the admission card to the supervisor on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published in the gazette. Candidates are subjected to rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to be subjected to a punishment imposed by him for breach of these rules.

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

10. *Identity of Candidates.*— A candidate will be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents will be accepted :-

- (a) National Identity card issued by the Department of Registration of Persons ;
- (b) A valid passport.

11. *Penalty for furnishing false information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false, or if he has willfully suppressed any material fact, he will be liable for dismissal from the Public Service.

12. Any matter not provided for in these regulations will be dealt with as determined by the Secretary subject to the instructions given by the Public Service Commission/Cabinet of Ministers.

13. *Scheme of Examination* – Medium of Examination :

- (a) The examination will be held in Sinhala, Tamil and English. The language medium of examination indicated initially shall not be allowed to change subsequently ;
- (b) A candidate should sit the examination in the language in which he passed the qualifying degree examination or in an official language ;
- (c) A candidate who has passed subjects at the qualifying degree examination in more than one language, should sit the examination in the language in which he passed the majority of subjects at such examination or in an official language ;
- (d) Candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language should sit the examination in the language in which he passed the principal subject or in an official language.

*Note :*

- (i) The term "qualifying degree" in (b) and (c) above refers to the degree qualifications referred to in Paragraph 6 (ii).
- (ii) A candidate must sit all the papers of the examination in one and the same language.
- (iii) A candidate will not be permitted to change the language medium of the examination, indicated in the application.

14. *Method of Selection.*— A written examination in the following subjects :

- |                              |                      |             |
|------------------------------|----------------------|-------------|
| (i) General Intelligence     | - Duration : 1 hour  | - 100 marks |
| (ii) Essay and Precis        | - Duration : 2 hours | - 100 marks |
| (iii) General Knowledge      | - Duration : 2 hours | - 100 marks |
| (iv) Aptitude for Management | - Duration : 2 hours | - 100 marks |

Candidates should sit all the question papers.

Oral Test (25 marks).

Candidates who have sat all the question papers of the written exam and qualified themselves shall be called for the oral test. Only the candidates who have scored 40% of marks or above for each of the papers and scored an aggregate of marks above the level determined as sufficient by the Public Service Commission/Cabinet of Ministers according to the number of vacancies existing, shall be called for the interview. If there are a sufficient number of candidates who possess above qualifications, a number equivalent to twice the number of vacancies shall be called for the oral test. (The scheme of allocating marks shall be approved by the Appointing Authority/ Public Service Commission at the early stage of recruitment).

15. The selection for appointment will be made in order of merit from among those who have sat the written examination, presented themselves for the interview and scored the highest aggregate of marks. (Facing the interview should not necessarily mean that he or she has fulfilled requisite qualifications to receive an appointment.)

16. The number of appointments to be made shall be determined by the Public Service Commission/Cabinet of Ministers.



17. *Syllabus* :

- (i) General Intelligence (Duration 1 hour - 100 marks) :  
To assess the candidate's capacity for comprehension, qualification and perception of time space relations by measuring the candidate's inferences and responses to problems presented in verbal, numerical and spatial contexts.
- (ii) Essay and Precis (Duration 2 hours - 100 marks) :  
To test the candidate's capacity for conceptualization, critical reasoning and his judgmental abilities in the development, organization and presentation of ideas and information on a topic/theme chosen by the candidate from a given set of topics/themes and the ability to comprehend a fairly complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.
- (iii) General Knowledge (Duration 2 hours - 100 marks) :  
To test the candidate's awareness and understanding of the social, cultural, educational, scientific, political, economic and any other relevant factors operating at the National, Regional and Global environment or organizations as well as of our society.
- (iv) Aptitude for Management (Duration 2 hours - 100 marks) :  
This paper is designed to assess the candidate's aptitude for sound management, as reflected in the candidate's responses to problems and situations requiring diagnosis and decision making, dealing with interpersonal relations, communicating and developing policy and strategy and managing self.

On the order of the Cabinet of Ministers.

D. DISSANAYAKA,  
Secretary,  
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07,  
30th September, 2009.

**Specimen Form of Application**

(For office use only)

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE  
SRI LANKA ADMINISTRATIVE SERVICE - 2009

<p>1.0 Medium Language medium of examination <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span></p> <p>Sinhala - 2 Tamil - 3 English - 4 (Indicate the relevant number in the cage)</p>	<p>2.0 Town The town in which the candidate intends to sit the exam <div style="border: 1px solid black; height: 20px; width: 100%;"></div></p> <p>Town No. <div style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></div></p> <p>(as per para 1 of <i>gazette</i> notification) (It will not be allowed to change the town indicated subsequently)</p>
---	---

3.0 Personal Information :

3.1 Name with initials : \_\_\_\_\_.

(In English Block Capitals)

3.2 Name in full : \_\_\_\_\_.

(In English Block Capitals)

3.3 Name in full : \_\_\_\_\_.

(In Sinhala/Tamil)

3.4 Permanent Address (admission card will be posted to this address) : \_\_\_\_\_.

(In English Block Capitals)

Eg :-	SILVA, A. B.
-------	--------------

3.5 Permanent Address : \_\_\_\_\_.

(In Sinhala/Tamil)

3.6 Sex :

(Male - 0, Female - 1)

(Indicate the relevant number in the cage)

3.7 Civil Status :

(Unmarried - 1, Married - 2)

(Indicate the relevant number in the cage)

3.8 Ethnic group :

(Sinhala - 1, Tamil - 2,

Indian Tamil - 3, Muslim - 4, Other - 5)

(Indicate the relevant number in the cage)

3.9 National Identity Card No. :

3.10 Date of Birth :

Year :

Month :

Date :

3.11 Age as at the closing date of applications :

Years :

Months :

Days :

4.0 (i) State the years in which you sat any previous examinations for recruitment to the Sri Lanka Administrative Service :

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

5.0 (i) Effective date of the Degree : \_\_\_\_\_.

(Please read Para 6(ii) of the notification carefully to see whether you are qualified in this respect)

(ii) University/Institute : \_\_\_\_\_.

(iii) Registration Number : \_\_\_\_\_.

(iv) Internal/External : \_\_\_\_\_.

(v) Degree : \_\_\_\_\_.

(vi) Subjects : \_\_\_\_\_.

(vii) Class : \_\_\_\_\_.

(viii) Upper/Lower : \_\_\_\_\_.

(ix) Index Number : \_\_\_\_\_.

(x) Language medium of Examination : \_\_\_\_\_.

6.0 Paste the cash receipt properly here.

(Paste the receipt here securely)  
(It would be advisable to keep a photocopy with the candidate)

7.0 Declaration of the candidate :

I declare that information given in this form is true to the best of my knowledge and belief and that I have affixed the receipt No. .... dated ..... being the payment of the examination fee. I also agree to be bound by the rules governing the 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. Further, I agree to be bound by the rules and regulations imposed by Commissioner-General of Examinations as conducting of the exam.

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

\_\_\_\_\_  
Signature of Applicant.

8.0 Attestation of the applicant's signature : (Para 8(d) of the *Gazette* Notification) :

I hereby certify that ..... (Full name) who submits this application is known to me personally, that he/she paid the prescribed examination fee and affixed the relevant receipt herein. He/She placed his/her signature in my presence on .....

\_\_\_\_\_  
Signature of the Officer attesting the Signature.

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

Name in full of the Officer Attesting the Signature : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

(Official Stamp)

**MINISTRY OF HIGHER EDUCATION**

**Sri Lanka Institute of Advanced Technological Education**

**PATHWAY FOR THE PROFESSIONAL DEVELOPMENT**

**ADMISSION OF STUDENTS TO THE ADVANCED TECHNOLOGICAL INSTITUTES FOR THE ACADEMIC YEAR - 2010**

APPLICATIONS are called for the Higher National Diploma and National Diploma Courses conducted by Sri Lanka Institute of Advanced Technological Education (SLIATE) for those who have successfully completed the new or old syllabuses of the G. C. E. (A/L) Examination on or before year 2008.

*How to apply.* - All duly filled applications prepared according to the specimen application form appeared below should be directed to the relevant Advanced Technological Institute/Section mentioned in the Section "A", under a registered cover with a receipt obtained by crediting of Rs. 250 to the SLIATE Account No. 025-100133397613 at Peoples Bank, Park Street Branch (Colombo) or any other branch of the Peoples Bank in Sri Lanka. The "course applied" should be clearly stated on the top left hand corner of the envelope.

Candidates wish to apply for more than one institute should submit separate applications for each institute applied, while attaching separate receipt worth Rs. 250 for each of those. Applications of which the money is credited to some other account numbers other than the account number mentioned above will be rejected.

The applications received after the closing date will not be entertained.

Addresses of the Advanced Technological Institutes/ATI Sections as well as the courses conducted of those are available in the Section 'A' and the applicants should select their academic programs from the list given in Section 'B' according to their qualifications.

*Mode of Lectures :*

Day/Full time course	:	During weekdays, daytime
Part Time Courses	:	During Week ends, day time
Part time courses are confined for those who employed in relevant fields.		

*Course fees.* - No course fees are levied for Day courses. Course fees for Higher National Diploma in English part time students will be two Thousand Rupees (Rs. 2,000) per a semester. Course fees for 1st and 2nd year Higher National Diploma in Accountancy part time students will be Two Thousand Rupees (Rs. 2,000) 3rd and 4th year Higher National Diploma in Accountancy part time students will be Three Thousand Rupees (Rs. 3,000) per a semester and it is subjected to be revised annually. (Two semesters per year)

*Interview.* - Short listed applicants will have to either sit for a written test and/or face an interview for the selections. The Selections of students will be based basically on the Z-Score or the Aggregate marks of the Advanced Level Examination. Date, time and venue of interview and the necessary documents to be submitted in the interview, will be notified in writing. When the original documents are not available, certified photocopies will be accepted with the agreement of your submitting the originals at the time of registration for the academic program.

*Hostel Facilities.* - Limited number of hostel facilities are available for girls in ATI I Naiwala/Dehiwela and for girls as well as boys in Ampara Hardy ATI. This facility is only for the full time students and the selection criteria are based on the distance between the institute and the residence of the student.

**SECTION "A"**

**ADDRESSES, TELEPHONE NUMBERS AND THE CODE NUMBERS OF THE ADVANCED TECHNOLOGICAL INSTITUTES/A.T.I. SECTIONS**

Code No.	Name of the ATI/ATI Section	Address	Telephone Nos.	
01	Advanced Technological Institute, Dehiwala	Waidya Road, Dehiwala	011-2714270	011-2738349
02.	Advanced Technological Institute, Galle	Kaluwella, Galle	091-2244550	091-2223774
03.	Advanced Technological Institute, Kandy	No. 16, Keppetipola Road, Kandy	081-2226644	081-2232097
04.	Advanced Technological Institute, Kurunegala	No. 22/1, Wilgoda Road, Kurunegala	037-2224911	037-2229583

<i>Code No.</i>	<i>Name of the ATI/ATI Section</i>	<i>Address</i>	<i>Telephone Nos.</i>	
05.	Advanced Technological Institute, Badulla	Greenland Drive, Badulla	055-2230218	055-2223818
06.	Advanced Technological Institute, Jaffna	No. 665/5, Beach Road, Jaffna	021-2222595	-
07.	Advanced Technological Institute, Naiwala	Naiwala, Essalla, Veyangoda	033-2287519	033-2292544
08.	Hardy Advanced Technological Institute, Ampara	Inginiyagala Road, Ampara	063-2222056	063-2222056
09.	Advanced Technological Institute, Trincomalee	Kanniya Road Varodayanagar, Trincomalee	026-2223232	026-2222593
10.	Advanced Technological Institute, Labuduwa	Siridamma Mawatha, Labuduwa, Akmeemana	091-2227880	091-2246179
11.	Advanced Technological Institute, Kegalle	Bandaranayake Mawatha, Kegalle	035-2221297	-
12.	Advanced Technological Institute Section, Anuradahpra	Technical College, New Town, Anuradhapura	025-2234417	-
*13.	Advanced Technological Institute Section, Ratnapura	No. 14, New Super Market, Ratnapura	045-2230780	-
14.	Advanced Technological Institute Section, Samanthurai	Main Street, Samanthurai	067-2261304	067-2261304
15.	Advanced Technological Institute Section, Batticaloa	Technical College, Manchantuduwai, Batticaloa	065-2247519	065-2247519
*16.	Advanced Technological Institute Section, Tangalle	Nautical and Fisheries Engineering College, Mahawela Road, Tangalle	047-2242327	091-2244550

\* Addresses of Rathnapura and Tangalle ATI Section, will be changed on January, 2009

Name of the courses and the code numbers of the Institutes

<i>Name of the Courses</i>	<i>Duration</i>	<i>Code number of the Institutes conduct the courses</i>
1. Higher National Diploma in Accountancy (HNDA - Day/Full time)	4 years	1,2,3,4,5,6,7,9,11,12,14,15
1.1 Higher National Diploma in Accountancy (HNDA) - Part time	4 years	1,2,3,4,5,6,9,11,12,13, 14,15,16
2. Higher National Diploma in Management (HNDM) - Day/Full time (English Medium)	3 years	1,2,3,4,5,6
3. Higher National Diploma in information Technology (HNDIT) - Day/Full time (English Medium)	2 1/2 years	3,4,5,6,7,8,9,10,11
4. Higher National Diploma in Technology - Agriculture (HNDT-Agri) Day/Full time (English Medium)	3 years	7,8,10
5. Higher National Diploma in English (HND in English) - Day/Full time	2 years	1,2,3,4,5,6,8,11
5.1 Higher National Diploma in English (HND in English) - Part time	2 years	1,2,3,4,5,6,8,9,11,12,14,15
6. Higher National Diploma in Business Studies (HNDBS)- Day/Full time (English Medium)	3 years	1,2,3,5,6
7. National Diploma in Business Finance (NDBF) - Day/Full time (English Medium)	2 years	1

*Note :-*

1. Syllabi of all academic programs are being revised. Some academic programs will be commenced in 2010 according to the revised syllabi and the duration of those courses also may be changed.
2. Medium of instruction of the Higher National Diploma in Accountancy program (Day/Full time) in Sinhala or Tamil for the first and second years and conducted only on weekdays. Third and fourth years of this academic program are conducted in weekends and the medium of instructions of its is English.
3. The first and second years of the Higher National Diploma in Management (Day/Full time) course will be conducted during daytime of the weekdays and the third year will be conducted during the weekend.
4. A pass in the General Paper is compulsory for the applicants qualified in the G. C. E. (A/L) new syllabus.
5. It is considered the Z-score or aggregate marks of the G. C. E. (A/L) Examination as the selection criteria to select for each and every academic program.

6. Preference will be given for the candidates passed in subjects or in the field relevant to the academic program.
7. For day courses, it will be given preference for those who are under 22 years.

Those who are registered as an internal student, in any University of Sri Lanka/Affiliated University College, Technical College, College of Education/Teacher Training College or any other Advanced Technological Institute will not be eligible to register as a Day/Full time student in Sri Lanka Institute of Advanced Technological Education. If any student is found following a full time course at any said government institution concurrently, their registrations in the Sri Lanka Institute of Advanced Technological Education will be cancelled. It should be noted that the registered as a student in SLIATE will lose the opportunities of registration in any University in Sri Lanka.

8. For whatever the reason no student will be transferred to any other Advanced Technological Institute after their selecting for a full time course in particular ATI or ATI section.

SECTION "B"

*QUALIFICATIONS FOR ADMISSION TO THE ABOVE COURSES*

01. Higher National Diploma in Accountancy HNDA (Day/Full time) should have one of the followings :

- (i) G.C.E. (A/L) Examination (Old Syllabus) passes in four subjects of which at least two should be credit passes obtained at the one sitting with Pure Mathematics or Accountancy as one of the subjects for which a credit pass should have been obtained ;

Where a credit pass is not available for Mathematics or Accountancy a credit pass obtained for either of these subjects at G.C.E. (O/L) will be considered as an alternative.

A credit pass in Mathematics at the G. C. E. (O/L) is considered as an alternative for a credit pass in either Pure Mathematics or Accountancy at the G. C. E. (A/L) ; or

- (ii) G. C. E. (A/L) Examination (New Syllabus) passes in three subjects at one sitting with Combined Mathematics or Accountancy as one of the three subjects of which at least, two credit passes should have been obtained.

A credit pass in Mathematics at the G. C. E. (O/L) is considered as an alternative for a credit pass in either Combined Mathematics or Accountancy at the G. C. E. (A/L) ; or

- (iii) Holders of National Certificate for Accounting Technicians conducted by the Department of Technical Education and Training ; and

- (iv) An ordinary pass in English at the G. C. E. (O/L) examination.

The selection criteria is based on the high marks obtained at the G. C. E. (A/L) examination old syllabus - four subjects or new syllabus - three subjects.

1.1 Higher National Diploma in Accountancy - HNDA (Part Time) should have one of the followings :

- (i) A degree or Intermediate Examination of a recognised university ;
- (ii) Four subjects (Old syllabus/three subjects (new syllabus) in G. C. E. (A/L) Examination in one sitting ;
- (iii) Successfully completion of National Certificate in Accounting Technician, conducted by the Department of Technical Education and Training.
- (iv) Successfully completion of National Certificate in Business Studies (Accountancy Group) conducted by the Department of Technical Education and Training. Successfully completion of National Certificate in Accounting conducted by the Department of Technical Education and Training.

N. B. -

- (a) Practical Experience - Applicant should be employed in the relevant field in a Government Institution/Public Authority or a recognised firm.
- (b) Those who possess the following qualification will be exempted from the 1st year and will be admitted to the 2nd year subject to satisfying other entry requirements and availability of places :
  - (i) National Diploma in Business Studies/Business Finance ;
  - (ii) Higher National Diploma in Commerce/Management, second year ;
  - (iii) B. Sc. (Business Administration) ;
  - (iv) B. Com.
  - (v) B. Sc. (Accountancy) ;

- (vi) ICASL Part I and II ;
- (vii) CIMA Part I and II ;
- (viii) AAT Stage III.

2. Higher National Diploma in Management – HNMD (Day/Full time)

Applicants should have one of the followings :-

Pass in G. C. E. (A/L) Examination (Old syllabus) in all four subjects/G. C. E. (A/L) Examination (new syllabus) in all three subjects in one sitting, in any stream with ordinary passes in English and Mathematics at the G. C. E. (O/L) Examination ; or

National Certificate for Accounting Technicians or National Certificate in Business Studies (Public Administration/Marketing) conducted by the Department of Technical Education and Training with ordinary passes in English and Mathematics at the G. C. E. (O/L) Examination ; or

3. Higher National Diploma in Information Technology – HNDIT (Day/Full time)

Applicants should have one of the followings :-

- (i) Should have obtained four passes at the G. C. E. (A/L) Examination (Old syllabus) at one sitting, one of which should be out of the following subjects : Physics/Agricultural Science\*, Pure Mathematics and Accountancy ; or
- (ii) Should have obtained four passes at the G. C. E. (A/L) Examination (Old syllabus) at one sitting, one of which should be out of the following subjects : Physics/Agricultural Science\*, Zoology, Botany, Chemistry ; or
- (iii) Should have obtained three passes at the G. C. E. (A/L) Examination (New syllabus) at one sitting, one of which should be out of the following subjects : Physics/Agricultural Science\*, Combined Mathematics and Accountancy ; or
- (iv) Should have obtained 3 passes at the G. C. E. (A/L) Examination (New Syllabus) at one sitting, one of which should be out of the following subjects : Physics/Agricultural Science\*, Biology, Chemistry ; and
- (v) An ordinary passes in English and Mathematics at the G. C. E. (O/L) Examination\* Agricultural Science (G. C. E. A/L) – the new syllabus which is implemented from the year 1995.

4. Higher National Diploma in Technology – HNDT (Agriculture) (Day/Full time)

Applicants should have one of the following :-

- (i) Should have obtained four passes at the G. C. E. (A/L) Examination (old syllabus) in Bio-Science stream at one sitting, two of which should be out of the following subjects : Chemistry, Agricultural Science, Botany, Zoology and Physics ; or
- (ii) Should have obtained 3 passes at the G. C. E. (A/L) Examination (new syllabus) in Bio Science stream at one sitting, two of which should be out of the following subjects : Chemistry, Agricultural Science, Biology and Physics ; and
- (iii) An Ordinary passes for English and Mathematics at G. C. E. (O/L).

5. Higher National Diploma in English (HND in English) – (Full time/Part time)

Should possess one of the following qualifications :-

- (i) G. C. E. (A/L) in 3 subjects including English ;
- (ii) G. C. E. (A/L) in 3 subjects and a pass in English Literature and at least a credit pass (C) in English at G. C. E. (O/L) ;
- (iii) G. C. E. (A/L) in 3 subjects and a distinction pass (A or B) in English Language at the G. C. E. (O/L) ;
- (iv) English specialist Teacher Training Certificate or College of Education Diploma for English Teachers ;
- (v) A pass at the National Certificate in English for Commerce, Industry and further Education conducted by the Department of Technical Education and Training with G. C. E. (A/L) three subjects.

6. Higher National Diploma in Business Studies – HNDBS (Day/Full time)

Applicants should have one of the followings :-

- (i) G. C. E. (A/L) Examination (old syllabus) in Economics, Commerce and Finance and Accountancy or G. C. E. (A/L) Examination in any two of the above three subjects and a pass in one of the following subjects : Political Science, Pure Mathematics, Geography, Sinhala, Tamil, English, Logic, History, Business Statistic at the same examination ; or
- (ii) G. C. E. (A/L) Examination (new syllabus) in Economics, Business Studies and Accountancy or G. C. E. (A/L) Examination in any two of the above three subjects and a pass in Geography, Home Economics, Political Science, Logic and Scientific Methods, Agricultural Science, Combined Mathematics and Business Statistic at the same examination ; or
- (iii) Successfully completion of National Certificate in Accounting Technicians conducted by the Department of Technical Education and Training ; and
- (iv) An ordinary passes in English and Mathematics at G. C. E. (O/L).

7. National Diploma in Business and Finance – NDBF (Day/Full time)

Should have one of the followings :-

- (i) G. C. E. (A/L) Examination (old syllabus) in 04 subjects including Economics, Commerce and Finance, Accountancy in one sitting ; or
- (ii) G. C. E. (A/L) Examination (new syllabus) in 03 subjects including Economics, Business Studies and Accounting or any two of the above with one of the following subjects, Geography, Home Economics, Political Science, Logic and Scientific Methods, Agricultural Science or Combined Mathematics in one sitting ; or
- (iii) Successfully completion of National Certificate for Accounting Technicians conducted by the Department of Technical Education and Training ; and
- (iv) An ordinary passes in English and Mathematics at the G. C. E. (O/L) Examination.

*Note :*

1. Tamil medium academic programs are available in Advanced Technological Institutes of Jaffna, Trincomalee, Sammanthurai, Batticaloa and Dehiwala. And Higher National Diploma in Accountancy Sinhala medium (Day) academic program is available in Advanced Technological Institute at Trincomalee ;
2. Higher National Diploma in Accountancy Certificate is validated by the Circular No. 46/90 (III) of October, 2008 as equivalent to the Bachelors Degree in Commerce, (Ordinary Pass) awarded by a recognised University ;
3. In Advanced Technological Institute Dehiwala, Conducted the Higher National Diploma in Accountancy part time program in the mediums of the Sinhala, Tamil and English. In Advanced Technological Institute Kandy Conducted the Higher National Diploma in Accountancy part time program in the mediums of Sinhala and Tamil.
4. Your order of preference for the academic programs have to be indicated on your choice to be considered for the admission based on your qualification.

Please note that the decision of the Director-General SLIATE will be the final decision on the admission of students to Advanced Technological Institutes/Sections for the academic year 2010.

Closing date of applications : 06.11.2009.

H. T. KAMAL PATHMASIRI,  
Director General,  
Sri Lanka Institute of Advanced Technological Education.

Office use only - Course Number .....

## SPECIMEN APPLICATION FORM

Sri Lanka Institute of Advanced Technological Education

Application Form for Admission to Higher National Diploma/National Diploma Course

Name of the Institute/Institute Section : .....		
<i>Name of the Course</i>	<i>Order of Preference</i>	<i>Medium</i>
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....

01. Name with initials : .....

02. Name/Names denoted by initials : .....

03. Address : .....

04. Date of Birth :

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

Age as at 01.01.2010 :

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

05. National Identity Card No. : .....

06. Sex : ....., Male/Female

07. Administrative District : ....., Contact Number : .....

08. (i) Result of G. C. E. (A/L) Examination (in or before 2008) :

Year : ....., Index No. : ....., Medium : .....

*Pass Subjects**Grade*

1. ....

2. ....

3. ....

4. ....

If under new syllabus indicate pass or fail in the general paper : .....

Aggregate/Average marks or Z-Score of the above examination, issued by the Department of Examination : .....

(ii) Result of G. C. E. (O/L) Examination :

Year : ....., Index No. : ....., Medium : .....

*Subject**Grade**Subject**Grade*

1. ....

2. ....

3. ....

4. ....

4. ....

6. ....

7. ....

8. ....

9. ....

10. ....

09. Highest Qualification in English as a subject : .....

10. Details of Occupation : Date of Appointment : .....

(only for part time/weekend courses)

Post : .....

E.P.F. Number : .....

Place of work and address : .....

I hereby declare that I am not following any other full time course of study in any other state institution. I am aware that my registration will be cancelled at any time during the period of study if it is found that I concurrently follow a full time course at any other state institution. I hereby certify that the information furnished here is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant.

Date : .....

(The bank receipt for Rs. 250 payable to SLIATE should be annexed)

10-557