

# ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

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

අංක 1,610 - 2009 ජූලි 10 වැනි සිකුරාදා - 2009.07.10  
No. 1,610 - FRIDAY, JULY 10, 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	...	...	992	Examinations, Results of Examinations & c.	...	...	1007

#### 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 17th July, 2009 should reach Government Press on or before 12.00 noon on 03rd July, 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 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

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars - Marriages, Births and Deaths

#### BADULLA DISTRICT

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 10th August, 2009.

E. M. GUNASEKARA,  
Registrar General.

Registrar General's Department,  
No.234/A3, Denzil Kobbakaduwa Mawatha,  
Baththaramulla.  
10th June, 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>
Badulla	Uwa Paranagama	Post of Registrar of Marriages (Kandyan/General) of Udukinda Division and Births and Deaths of Bambarapa Division.	District/Secretary/Addi. Registrar General, District Secretariat, Badulla.

07-167

## MINISTRY OF RURAL INDUSTRIES AND SELF-EMPLOYMENT PROMOTION

### Post of Videographer

APPLICATIONS are invited for the Post of Videographer at the Ministry of Rural Industries and Self-employment Promotion from Sri Lankans who possess the following qualifications. Prospective candidates are advised to prepare their own applications according to the specimen form of application given below and send them by registered post so as to reach the Secretary, Ministry of Rural Industries and Self Employment Promotion, No. 780, Maradana Road, Colombo 10 on or before July 31st, 2009. The top left hand corner of the envelope enclosing the application should be clearly marked "Applications for the Post of Videographer".

#### 01. Scale of Salary

- 01.1 The Scale of Salary applicable to the post in terms of P. A. Circular No. 06/2006 (IV) - MT -1, 2006 - A) is  
Rs. 14,425-10x145-11x170-6x240-14x320-23,665 per mensem.

02. *Eligibility :*

All applicants,

- 02.1 Should be of excellent moral character and physically sound.
- 02.2 Should be citizens of Sri Lanka.
- 02.3 Should be not less than 18 years of age and not be more than 45 years of age on 31st July, 2009, (The upper age limit will not apply to those who are already in Public Service/Provincial Public Service).

03. *Academic Qualifications :*

- 03.1 All applicants should have passed the General Certificate of Education (Ordinary Level) Examination in 6 subjects in not more than two sittings with credit passes in 4 subjects including science, mathematics and language, and should have obtained a Diploma in Photography from a recognized University or Technical College or a Vocational Institute recognized by the government or should have followed a course of training in photography of (one year full time, or two year part time) conducted by any other institute of vocational studies recognized by the government and hold a certificate to that effect.

04. *Professional and other Qualifications :*

- 04.1. Should have experience of five years as a photographer. (Should be supported by documentary evidence).

05. *Method of Recruitment :*

- 05.1 Selection of candidates will be by a formal interview and a practical test. A candidate who has obtained the highest aggregate marks of both tests with a minimum of 40 marks in each test will be selected for the post.
- 05.2 Appointment to this post is made by the Secretary to the Ministry of Rural Industries and Self Employment promotion.

06. *Conditions of Service :*

- 06.1 An officer appointed to the Post is required to pass the first Efficiency Bar Examination within three years from the date of appointment. (The syllabus for this examination is given in Appendix I).
- 06.2 The post is permanent and pensionable and appointee to the post will be required to contribute to the Widows' and Orphans/Widowers and Orphans' Pensions Fund.
- 06.3 Selected Candidate will be required to comply with the rules and regulations of the Public Service Commission, the provisions of the Establishment Code, Financial Regulations any other rules and regulations that may be issued by the Government from time to time.
- 06.4 The appointment will be on probation for a period of 3 years from the date of appointment. If an officer holding a permanent appointment under the government, is selected for he/she will be appointed in the first instance to act in the post.
- 06.5 An officer who has entered the public service is required to acquire in terms of Public Administration Circular No. 09/2007 of 28.05.2007 proficiency in the official language in addition to the official language in which he/she entered the public service within a period of five years from the date of appointment.

07. Candidates who are already employed in a Government Department must forward their applications through the Head of Department in which they are serving at present.

08. Applications will not be acknowledged. Applications which are not in conformity with this notification in all respects will be rejected.

NIHAL SOMAWEERA,  
Secretary,

Ministry of Rural Industries and Self Employment Promotion.

Ministry of Rural Industries and Self Employment Promotion,  
No. 780, Maradara Road,  
Colombo 10,  
24th June, 2009.

## SPECIMEN FORM OF APPLICATION

POST OF VIDEOGRAPHER, MINISTRY OF RURAL INDUSTRIES AND SELF EMPLOYMENT PROMOTION

01. (i) Name with initials : Mr./Mrs./Miss :———. (ii) Name in Full : Mr. / Mrs. /Miss :———.
02. Address :—  
(i) Residential Address:———. (ii) Official Address (if employed in Public Service) :———.
03. Date of Birth :—  
(i) Year :———, Month :———, Date :———. (ii) Age as at 31.07.2009 :  
Years :———, Months :———, Days :———.
04. N. I. C. No. :———.
05. Nationality :———.
06. Sex :———.
07. (i) Educational Qualifications :———. (ii) Professional Qualifications :———. (iii) Experience :———.
08. Have you ever been dismissed from the Public Service or been treated as having vacated your post :———.
09. (i) Have you ever been convicted of an offence by a Court of Law :———. (ii) If so, give details :———.

I hereby certify that the information furnished by me in this application are true and accurate. I am aware that if any of the particulars furnished herein are found to be false or incorrect, I am liable to disqualification if the inaccuracy is discovered before selection and, to dismissal without any compensation if the inaccuracy is discovered after the appointment.

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

Date :———.

If the applicant is in the Public Service :

## CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I. I certify that Mr./Mrs./Miss ..... is an employee of this Department. In the event of his/her selection for appointment he/she can/cannot be released from service.

\_\_\_\_\_,  
Signature of the Head of Department.

Name :———. Designation :———. Department :———. (Official Stamp)  
Date :———.

## APPENDIX - I

## Syllabus for the Efficiency Bar Examination

The Efficiency Bar Examination will consist of two question papers.

- (i) The question paper on Establishment Code and Financial Regulation will be of two hours duration. (100 marks)

01. The Establishment Code - Following Chapters : II, III, IV, V, VIII, XII, XIII, XIV, XIX, XLVII, XLVIII

02. Financial Regulations Chapters: I, III

(ii) Knowledge of subject Area (Time 01 hour - 100 Marks)

- Knowledge of Types of Cameras
- Knowledge of Camera Lenses
- Knowledge of Types Camera Angles
- Photo Journalism - Techniques of Videoing
- Documentary - Videoing
- Responsibilities of a videographer in the employment of a Ministry
- Knowledge of measures for the safety of the Camera
- Knowledge of methods of Editing
- Knowledge of Editing Equipments
- Knowledge of Method of Non-Linear Editing
- Elementary Theories of Videography and Photography.

In order to qualify for a pass at the Efficiency Bar Examination a candidate should attain a minimum of 40 Marks in each subject at the Examination, No exemption from the requirement of passing the Efficiency Bar Examination will be granted on grounds of age.

07-261/1

**MINISTRY OF RURAL INDUSTRIES AND SELF-EMPLOYMENT PROMOTION**

**Post of Video Camera Assistant**

APPLICATIONS are invited for the post of Video Camera Assistant at the Ministry of Rural Industries and Self-employment Promotion from Sri Lankans who possess the following qualifications. Prospective candidates are advised to prepare their own applications according to the specimen form of application given below and send them by registered post so as to reach the Secretary, Ministry of Rural Industries & Self Employment Promotion, No. 780, Maradana Road, Colombo 10, on or before July 31st 2009. The top left hand corner of the envelope enclosing the application should be clearly marked "Applications for the Post of Video Camera Assistant"

**01. Scale of Salary :**

- 01.1 The Scale of Salary applicable to the post in terms of P. A. Circular No. 06/2006 (IV), (PL-01-2006 - A) is Rs. 11,730-10x120-10x130-10x145-12x160-Rs. 17,600.

**02. Eligibility :**

All applicants,

- 02.1 Should be of excellent moral character and physically sound,  
02.2 Should be citizens of Sri Lanka,  
02.3 Should be not less than 18 years of age and not more than 45 years of age on 31st July, 2009, (The upper age limit will not apply to those who are already in Public Service/Provincial Public Service).

**03. Academic Qualification :**

- 03.1 All applicants should have passed the General Certificate of Education (Ordinary Level) Examination

in 6 subjects in not more than two sittings with credit passes in 2 subjects.

**04. Professional and Other Qualifications :**

- 04.1. Should have experience as a photographer. (Should be supported by documentary evidence)

**05. Method of Recruitment :**

- 05.1 Selection of candidates will be by a formal interview and a practical test. A candidate who has obtained the highest aggregate marks of both tests with a minimum of 40 marks in each test will be selected for the post.  
05.2 Appointment to this post is made by the Secretary to the Ministry of Rural Industries and Self Employment promotion.

**06. Conditions of Service :**

- 06.1 An officer appointed to the Post is required to pass the first Efficiency Bar Examination within three years from the date of appointment. (The syllabus for this examination is given in Appendix I).  
06.2 The post is permanent and pensionable and appointee to the post will be required to contribute to the Widows' and Orphans/Widowers and Orphans' Pensions Fund.  
06.3 Selected Candidate will be required to comply with the rules and regulations of the Public Service Commission, the provisions of the Establishment Code, Financial Regulations any other rules and regulations that may be issued by the Government from time to time.  
06.4 The appointment will be on probation for a period of 3 years from the date of appointment. If an officer

holding a permanent appointment under the government is selected for appointment he/she will be appointed in the first instance to act in the post.

06.5 An officer who has entered the public service is required to acquire in terms of Public Administration Circular No. 09/2007 of 28.05.2007 proficiency in the official language in addition to the official language in which he/she entered the public service within a period of five years from the date of appointment.

07. Candidates who are already employed in a Government Department must forward their applications through the Head of Department in which they are serving at present.

08. Applications will not be acknowledged. Applications which are not in conformity with this notification in all respects will be rejected.

NIHAL SOMAWEERA,  
Secretary,  
Ministry of Rural Industries and  
Self Employment Promotion.

Ministry of Rural Industries and Self Employment Promotion ;  
No. 780, Maradara Road,  
Colombo 10.  
24th June, 2009.

#### SPECIMEN FORM OF APPLICATION

POST OF VIDEO CAMERA ASSISTANT, MINISTRY OF RURAL INDUSTRIES AND  
SELF EMPLOYMENT PROMOTION

01. (i) Name with initials : Mr./Mrs./Miss. : \_\_\_\_\_.  
(ii) Name in Full : Mr. / Mrs. /Miss. : \_\_\_\_\_.  
02. Address : \_\_\_\_\_.  
(i) Residential Address : \_\_\_\_\_.  
(ii) Official Address (if employed in Public Service) : \_\_\_\_\_.  
03. Date of Birth : \_\_\_\_\_.  
(i) Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.  
(ii) Age as at 31.07.2009 : \_\_\_\_\_.  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.  
04. N. I. C. No. : \_\_\_\_\_.  
05. Nationality : \_\_\_\_\_.  
06. Sex : \_\_\_\_\_.  
07. (i) Educational Qualifications : \_\_\_\_\_.  
(ii) Professional Qualifications : \_\_\_\_\_.  
(iii) Experience : \_\_\_\_\_.  
08. Have you ever been dismissed from the Public Service or been treated as having vacated your post : \_\_\_\_\_.

09. (i) Have you ever been convicted of an offence by a Court of Law : \_\_\_\_\_.  
(ii) If so, give details : \_\_\_\_\_.

I hereby certify that the information furnished by me in this application are true and accurate. I am aware that if any of the particulars furnished herein are found to be false or incorrect, I am liable to disqualification if the inaccuracy is discovered before selection and, to dismissal without any compensation if the inaccuracy is discovered after the appointment.

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

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

If the applicant is in the Public Service :

#### CERTIFICATE OF THE HEAD OF THE DEPARTMENT

1. I certify that Mr./Mrs./Miss. .... is an employee of this Department. In the event of his/her selection for appointment he/she can/cannot be released from service.

\_\_\_\_\_,  
Signature of the Head of Department.

Name : \_\_\_\_\_;  
Designation : \_\_\_\_\_;  
Department : \_\_\_\_\_;  
(Official Stamp)  
Date : \_\_\_\_\_.

07-261/2

#### MINISTRY OF RURAL INDUSTRIES AND SELF-EMPLOYMENT PROMOTION

##### Post of Photographer

APPLICATIONS are invited for the post of Photographer at the Ministry of Rural Industries and Self-employment Promotion from Sri Lankans who possess the following qualifications. Prospective candidates are advised to prepare their own applications according to the specimen form of application given below and send them by registered post so as to reach the Secretary, Ministry of Rural Industries & Self Employment Promotion, No. 780, Maradana Road, Colombo 10, on or before July 31st 2009. The top left hand corner of the envelope enclosing the application should be clearly marked "Applications for the Post of Photographer."

##### 01. Scale of Salary :

01.1 The Scale of Salary applicable to the post in terms of P. A. Circular No. 06/2006 (IV) - MT -1, 2006 - A) - is Rs. 14,425-16x145-11x170-6x240-14x320-Rs. 23,665 per mensum.



02. *Eligibility :*

All applicants –

- 02.1 Should be of excellent moral character and physically sound,
- 02.2 Should be citizens of Sri Lanka,
- 02.3 Should be not less than 18 years of age and not more than 45 years of age on 31st July, 2009, (The upper age limit will not apply to those who are already in Public Service/Provincial Public Service).

03. *Academic Qualification :*

- 03.1 All applicants should have passed the General Certificate of Education (Ordinary Level) Examination in 6 subjects in not more than two sittings with credit passes in 4 subjects including Science, Mathematics and language, and should have obtained a Diploma in Photography from a recognized university or Technical college or a vocational Institute recognized by the government or should have followed a course of training in photography of (one year full time, or two year part time) conducted by any other institute of vocational studies recognized by the government and hold a certificate to that effect.

04. *Professional and Other Qualifications :*

- 04.1. Should have experience of five years as a photographer. (Should be supported by documentary evidence)

05. *Method of Recruitment :*

- 05.1 Selection of candidates will be by a formal interview and a practical test. A candidate who has obtained the highest aggregate marks of both tests with a minimum of 40 marks in each test will be selected for the post.

- 05.2 Appointment to this post is made by the Secretary to the Ministry of Rural Industries and Self Employment promotion.

06. *Conditions of Service :*

- 06.1 An officer appointed to the Post is required to pass the first Efficiency Bar Examination within three years from the date of appointment. (The syllabus for this examination is given in Appendix I).
- 06.2 The post is permanent and pensionable and appointee to the post will be required to contribute to the Widows' and Orphans/Widowers and Orphans' Pensions Fund.
- 06.3 Selected Candidate will be required to comply with the rules and regulations of the Public Service Commission, the provisions of the Establishment Code, Financial Regulations any other rules and regulations that may be issued by the Government from time to time.

06.4 The appointment will be on probation for a period of 3 years from the date of appointment. If an officer holding a permanent appointment under the government is selected for appointment he/she will be appointed in the first instance to act in the post.

06.5 An officer who has entered the public service is required to acquire in terms of Public Administration Circular No. 09/2007 of 28.05.2007 proficiency in the official language in addition to the official language in which he/she entered the public service within a period of five years from the date of appointment.

07. Candidates who are already employed in a Government Department must forward their applications through the Head of Department in which they are serving at present.

08. Applications will not be acknowledged. Applications which are not in conformity with this notification in all respects will be rejected.

NIHAL SOMAWEERA,  
Secretary,  
Ministry of Rural Industries and  
Self Employment Promotion.

Ministry of Rural Industries and Self Employment Promotion  
No. 780, Maradara Road,  
Colombo 10.  
24th June, 2009.

SPECIMEN FORM OF APPLICATION

POST OF PHOTOGRAPHER, MINISTRY OF RURAL INDUSTRIES AND SELF  
EMPLOYMENT PROMOTION

- 01. (i) Name with initials : Mr./Mrs./Miss. : \_\_\_\_\_.
- (ii) Name in Full : Mr. / Mrs. /Miss. : \_\_\_\_\_.
- 02. Address : \_\_\_\_\_.
- (i) Residential Address : \_\_\_\_\_.
- (ii) Official Address (if employed in Public Service) : \_\_\_\_\_.
- 03. Date of Birth : \_\_\_\_\_.
- (i) Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.
- (ii) Age as at 31.07.2009 : \_\_\_\_\_.
- Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
- 04. N. I. C. No. : \_\_\_\_\_.
- 05. Nationality : \_\_\_\_\_.
- 06. Sex : \_\_\_\_\_.
- 07. (i) Educational Qualifications : \_\_\_\_\_.
- (ii) Professional Qualifications : \_\_\_\_\_.
- (iii) Experience : \_\_\_\_\_.

Should be supported  
by photostat copies of  
original certificates.

08. Have you ever been dismissed from the Public Service or been treated as having vacated your post :

09. (i) Have you ever been convicted of an offence by a Court of Law :

(ii) If so, give details :

I hereby certify that the information furnished by me in this application are true and accurate. I am aware that if any of the particulars furnished herein are found to be false or incorrect, I am liable to disqualification if the inaccuracy is discovered before selection and, to dismissal without any compensation if the inaccuracy is discovered after the appointment.

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

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

If the applicant is in the Public Service :

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

1. I certify that Mr./Mrs./Miss ..... is an employee of this Department. In the event of his/her selection for appointment he/she can/cannot be released from service.

\_\_\_\_\_  
Signature of the Head of Department.

Name :\_\_\_\_\_,  
Designation :\_\_\_\_\_,  
Department :\_\_\_\_\_,  
(Official Stamp)  
Date :\_\_\_\_\_.

APPENDIX - 1

*Syllabus for the Efficiency Bar Examination*

The Efficiency Bar Examination will consist of two papers.

(i) The paper on Establishment Code and Financial Regulation will be of two hours duration. (100 marks)

01. The Establishment Code - Following Chapters : II, III, IV, V, VIII, XII, XIII, XIV, XIX, XLVII, XLVIII

02. Financial Regulations Chapters: I, III

(ii) Knowledge of subjects Area (Time 01 hour - 100 Marks)

- Knowledge of Types of Cameras
- Knowledge of Camera Angles
- Knowledge of Camera Lenses
- Knowledge of Photo Journalism
- Knowledge of Cameras with Special Features
- Knowledge of the responsibilities of a cameraman employed by a Ministry
- Knowledge of measures for the safety of the camera

- Knowledge of photographic printing
- Enlisting Co-operation of the people in taking photographs
- In order to qualify for a pass at the Efficiency Examination, a candidate should obtain a minimum of 40 marks in each subject at the examination.
- No exemption from the requirement of passing the Efficiency Bar Examination will be granted on grounds of age.

07-261/3

**SRI LANKA POLICE DEPARTMENT**

**Vacancies in the Post of Woman Police Constable  
Special Task Force**

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Woman Police Constable Special Task Force in the Sri Lanka Police Department.

2. Application forms duly perfected in accordance with the specimen form given below, should be sent to Director (Recruitment), Recruiting Office, 2nd Floor, New Secretariat Building, Colombo - 01. The applications should be sent by registered post to the above mentioned address to reach on or before 10th September, 2009 and the top left hand corner of the envelop enclosing applications should be marked Post of Police Constable and Police Constable Driver. Delayed applications will be rejected and no applications will be issued by the Sri Lanka Police Department.

**3. Salary Scale :**

Recruit Woman Police Constable :

Rs.171,360 - 7 x 1,740 - 10 x 2,160 -17 x 2,880 - Rs. 254,100

In addition to the above salary scale, they will be paid following allowances :

(a) Special arduous duty allowances :

- |  |           |
|--|-----------|
| (1) For duties in operational area     | Rs. 1,200 |
| (2) For duties in non operational area | Rs. 600   |

(b) Special arduous duty allowance :

- |  |            |
|--|------------|
| (1) For duties in operational area     | Rs. 10,500 |
| (2) For duties in non operational area | Rs. 3,500  |

(a) Free Transport facilities ;

(b) Free Medical facilities to officers ;

(Financial assistance can be obtained for medical treatment even in a foreign country)

(c) All uniforms will be provided free of charge ;

(d) Facilities to improve skill and talents in sports ;

(e) Traveling expense for duty and money will be granted as rewards for outstanding and arduous duties.

4. *Basic Qualifications :*

(a) *Age limits .—* Recruit Woman Police Constable

The age should be between 18 and 25 years as at closing date as per the *Gazette* Notifications.

(b) *Educational Qualifications :*

\* *Recruit Police Constable*

\* Should have passed 06 subjects in not more than 2 sittings including Mathematics and medium language in the G. C. E. (O/L) Examination those who have passed on two occasions should have passed 5 subjects on the first occasion.

*Note 01 -* According to the classification of subjects of the Department of Examinations, in calculating the number of subjects passed at G. C. E. (O/L) both passes in Science subjects number 41 and 44 will be treated as one subject and both passes in Mathematics number 42 and 45 will be treated as one subject. (They can't be considered as four separate subjects taking into account the number of subjects passed.).

*Note 02 -* Failure in the Technical subject at Written Test of G. C. E. (O/L) Examination will be considered as failure in the same subject although a pass has been obtained for the same in the Practical test.

*Note 03 -* Since optional subjects of Tamil, English and Sinhala have not been included in the stream of G. C. E. (O/L), passes in any of these subjects will not be computed as a pass in the G. C. E. (O/L) examination.

(c) *Physical requirements :—*

Height : 5 feet 2 inches (minimum)

*Note :* Applicants who are slightly short of the physical requirements but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided they have skills in sports or have achieved best performance in sports at national level or they have earned reputation for Sri Lanka by participating in an international competition.

(d) *Visual requirements .—* Vision should not be less than 6/12 with each eye. If the vision is 6/6 with one eye and 6/18 with the other eye will be accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible.

(e) *Other qualifications :*

\* Applicants should be unmarried (Divorcees will be considered as married) This condition will not apply for those who have fulfilled the other qualifications and presently serving in the Police Department and for the Security Assistants.

5. *Method of recruitment .—* Selected applicants will have to pass in the Basic Qualifications Test. Only those who have passed this test can participate in the Physical Tests. That is they have to pass the Endurance Test.

1. 1000 Meters                      5 Minutes 14 Seconds.

\* Those who are successful in the test will be summoned for final interview. Those who score 40% or more will be summoned for the final Written Test.  
Written test (Police Constable)

\* The written Test consists of two question papers.

\* An essay not less than 500 words within 45 minutes.

\* General Knowledge and General Intelligence - 1 hour

6. *Medical Examination .—* Applicants who obtain the highest marks with other efficiencies will have to appear for a Medical Examination prior to the appointment. Unsuccessful candidates will be rejected for appointment.

7. *Background Inquiries :*

(a) Inquiries will be conducted on the conduct of the applicants, close relations and friends. Applicants with bad conduct will not be recruited.

(b) Providing false information will make the applicant ineligible. If the false information is elicited after the appointment, the applicant will be dismissed from service.

8. *Implementation of the official language policy :*

\* As per the circular dated 28.04.2007 of the Public Administration on No. 07/2007 of the Ministry of Public Administration and Home Affairs those who were appointed to the Central Govt. Service/Provincial Public Service, in addition to their Language of recruitment, should acquire proficiency in other official languages within 5 years from 01.07.2007.

\* Officers recruited below the rank of an assistant Superintendent of Police from 01.07.2007, should pass the Language Test conducted by the Official Language Department.

\* The Increment of those who fail to pass the second official language within 5 years from the date of appointment will be deferred until a pass is obtained.

9. *Terms of Engagement .—* This Post is permanent. Appointees come within the scope of the Contributory Pension Fund Scheme.

10. *Conditions of Service :*

(a) This appointment is subject to a period of probation for three years.

- (b) The selected applicants will be required to comply with any rules already made or may hereafter be made to give effect to the language policy of the Government.
- (c) They will be subject to the relevant provisions of the Establishments Code Volumes I and II, Police Disciplinary Code and any other Orders that may be issued by the Inspector General of Police or by the Government from time to time.
- (d) Every officer will be required to pass the prescribed Departmental tests. Those who fail to pass the prescribed test or are found to be unfit for Police duties will be liable for removal from the Police Service.
- (e) Permission will not be granted to marry prior to being confirmed in the said rank without the permission of the T. G. Police. However, in terms of P. G. II No. 41 dated 28.02.1973 and I. G.'s Circular No. 1952/2006 of 19.10.2006 and 09.08.2007 (Amended), it is possible to marry showing special reasons and with permission of I. G. Police.
- (f) Application on being appointed and after the training should serve a probationary period of three years in the Police Department and if they wish to resign from service before their probation is over, they should sign an agreement of consent to the effect that they are willing to pay at the time of tendering their resignation any amount which was incurred on uniforms etc., during on by the Director of Police Training College. The acceptance of resignation should confirm to the Section 4 Chapter 5 in Volume 1 of the Establishments Code 1985.
- (g) Probationary Post of Woman Police Constable, immediately after they have commenced training at the Police Training College should affirm/swear that they adhere to the Police Disciplinary Code in terms of the I. G. P. Circular No. 1693/2003. Post of Police Constable and Police Constable Driver who have been confirmed in the post will have opportunities for promotions according to the approved scheme of promotion of the Police Department.
- (h) They should soon after commencing the training at Police College, subscribe the Oath of Allegiance to the Public Service, in terms of the I. G. P.'s Circular No. 1804/2004.
11. (a) Attention is invited to the general conditions applicable to appointment to posts in the Police Service published in the Section (IIA) of the Part I of this *Gazette*.
- (b) Enlistment will be made in terms of Public Administration Circular No.15/90 dated 10.03.1990.

12. Applicants should annex copies of following documents to their application. (Originals must not be forwarded) :

- (i) Birth Certificate ;
- (ii) Two recent testimonials of character (obtained from persons who are not related);
- (iii) Certificates in support of educational qualifications ;
- (iv) Certificates in support of any outstanding sports or other extra curricular activities ;
- (v) Certificates of Service experience, (if available) ;
- (vi) A Photostat copy of the National Identity Card.

13.(a) Applications from applicants who are already in the Public Service/Services must be forwarded through the Heads of their respective departments and must be accompanied by a certificate stating that the officers can be released, if selected.

- (b) Applicants must fill the required particulars in their own. Hand writing on paper 11" x 8" in size and post them, together with the copies of certificates called for to the address given in Paragraph 2 and under no circumstances should applications be handed over personally to any officer in the department.

14. Applications, which do not conform to the requirements, stipulated in this notification will be rejected and such applicants will not be notified.

*Note.*— No Travelling or other expenses will be paid to applicants who are summoned for the test and interview.

Inspector General of Police.

Police Headquarters,  
Colombo 01.

#### POLICE DEPARTMENT

##### VACANCIES IN THE POST OF WOMAN POLICE CONSTABLE (SPECIAL TASK FORCE)

##### SPECIMEN APPLICATION FORM

- 01.(a) Name in Full (In block letters) :———. (As stated in the applicant's Birth Certificate) :———.
- (b) Name with initials :———.
- (c) Applicant Rank :———.
02. National Identity Card No :———. (Copy of N. I. C. Should be attached) :———.
03. Father's Name in Full :———.
04. Place of birth of the applicant :———. Police station to which the place of birth belongs :———. Province :———.
- 05.(a) Present address :———.
- (b) Police station to which the present address belongs :———.
- (c) Permanent Address :———.
- (d) Police station and the electorate to which the permanent address belongs :———.

06. (a) Nationality :———.   
 (b) Whether you are citizen by birth or registration (if by registration attach copies of the certificate).   
 If you are a citizen by birth, state the place of birth :

- (i) Applicant :———.   
 (ii) Applicant's Father :———.   
 (iii) Applicant's paternal grandfather:———.   
 (iv) Applicant's paternal great grandfather :———.

07. Age : (as on the closing date of application given in the *Gazette*) :   
 Years :———. Months :———. Days :———.   
 (Copy of birth certificate should be attached)

08. Height (Inches) :———. Chest (inches) :———.

09. Educational Qualifications (State Examinations passed and attach copies of certificates) :———.

10. Additional Qualifications :———.   
 (Copies of certificates)

11. Whether married or single :———.

12. (i) Present employment :———.   
 (ii) Are you a members of any armed Force :———.

13. Have you any special claims and/or Qualifications :———.

14. Give names and address of two non -related referees :   
 (i) ———.   
 (ii) ———.

15. (a) Have you ever applied for a post in the Police Service (If so give reference) :———.

- (b) Have you served in the Police or in the Sri Lanka Reserve Police before ? :———.   
 (if so under what circumstances did you leave the service? Give details) :———.

16. (a) Are you serving in any of the Armed Services? (if so your application must be submitted through the respective Service Commander) :———.

- (b) Have you served in any of the Armed Services? (if so, attach copy of your discharge certificate) :———.

17. (a) Are you serving as a Volunteer in any one of the Armed Services? (if so, your application must be submitted through the respective Service Commander) :———.

- (b) Have you served as a Volunteer in any of the Armed Services? (if so attach a copy/copies of your discharge certificate/certificates) :———.

18. Have you been involved in or concerned in or charged or arrested even on suspicion and or convicted of any offence? (if so, give details) :———.

19. Have any of your relatives been involved in or concerned in or charged or arrested even on suspicion, or convicted of any offence? (if so, give details) :———.

I, hereby declare that the above particulars are true and correct to the best of my knowledge and belief. I am aware that I am liable for termination of my service in the Police Department forthwith (even if I have been appointed at any time) if the particulars furnished are found to be incorrect or false.

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

Date :———.

07-304

## SRI LANKA POLICE DEPARTMENT

### Post of Sub-Inspector of Police

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Sub-Inspector in the Sri Lanka Police Department.

2. Application forms duly perfected in accordance with the specimen form given below, should be sent to Director (Recruitment) Recruiting Office 2nd Floor, New Secretariat Building, Colombo 01. The applications should be sent by registered post to the above mentioned address to reach on or before 10th September, 2009 and the top left hand corner of the envelop enclosing applications should be marked Post of Sub-Inspector of Police Delayed applications will be rejected and no applications will be issued by the Sri Lanka Police Department.

3. *Salary Scale*.— Rs. 190,200 – 7 X 2,160 – 2 X 2,880 – 8 X 3,840 – 17 X 4,500 – Rs. 318,300

In addition to the above salary scale, they will be paid following allowances.

#### (a) Special arduous duty allowances

(1) For duties in operational area	Rs. 1,200
(2) For duties in non operational area	Rs. 600

#### (b) Combined allowance

(1) For duties in operational area	Rs. 12,000
(2) For duties in non operational area	Rs. 4,000

#### (a) Free Transport facilities

#### (b) Free Medical facilities to officers.

(Financial assistance can be obtained for medical treatment even in a foreign country)

#### (c) All uniforms will be provided free of charge.

#### (d) Facilities to improve skill and talents in sports.

- (e) Traveling expense for duty and money will be granted as rewards for outstanding and arduous duties.

#### 4. Basic Qualifications :

- (a) *Age Limits.*— The age should be between 18 and 28 years as at closing date as per the *Gazette* Notifications. However, Security Assistants who are serving in the Police Department are eligible to apply up to 30 Years on the closing date of applications.

#### (b) Educational Qualifications :

- \* Passed the G.C.E. (O/L) Examination in 06 subjects at one sitting with credit passes in 04 subjects which 2 should be Medium Language and Mathematics.
- \* Applicant should have passed 3 subjects at one sitting at the G.C.E. (A/L) examination.

*Note 01* According to the classification of subjects of the Department of Examinations, in calculating the number of subjects passed at G.C.E. (O/L) both passes in science subjects number 41 and 44 will be treated as one subject and both passes in Mathematics number 42 and 45 will be treated as one subject. (They can't be considered as four separate subjects taking into account the number of subjects passed.)

*Note 02* Failure in the Technical subject at Written Test of G.C.E. (O/L) examination will be considered as failure in the same subject although a pass has been obtained for the same in the Practical text.

*Note 03* Since optional subjects of Tamil, English and Sinhala have not been included in the stream of G.C.E. (O/L), passes in any of these subjects will not be computed as a pass in the G.C.E. (O/L) examination.

#### (c) Physical requirements :

Height 5 feet 06 inches (minimum)  
Chest 32 Inches Minimum (deflated)

*Note :* Applicants who are slightly short of the physical requirements but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided they have skills in sports or have achieved best performance in sports at national level or they have earned reputation for Sri Lanka by participating in an international competition.

- (d) *Visual requirements.*— Vision should not be less than 6/12 with each eye. If the vision is 6/6 with one eye and 6/18 with the other eye will be accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible.

#### (e) Other qualifications :

- \* Applicants should be unmarried.  
(Divorcees will be considered as married) This condition will not apply for Those who have fulfilled the other qualifications and presently serving in the police Department and for the Security Assistants.

5. *Method of recruitment.*— Selected applicants will have to pass in the Basic Qualifications Test. Only those who have passed this test can participate in the Physical Tests. That is they have to pass the Endurance Test.

1. 1000 meters 3 minutes 14 seconds

- \* those who are successful in the test will be summoned for final interview. Those who score 40% or more will be summoned for the final Written Test.
- \* The written Test consists of two question papers.
- \* An essay not less than 500 words within 45 minutes.
- \* General knowledge and General Intelligence - 1 hour.

6. **Medical Examination:** Applicants who obtain the highest marks with other efficiencies will have to appear for a Medical Examination prior to the appointment. Unsuccessful candidates will be rejected for appointment.

#### 7. Background Inquiries:

- (a) Inquiries will be conducted on the conduct of the applicant, close relations and friends. Applications with bad conduct will not be recruited.
- (b) Providing false information will make the applicant ineligible. If the false information is elicited after the appointment, the applicant, the applicant will be dismissed from service.

8. **Implementation of the official language policy :** As per the circular dated 28.04.2007 of the public Administration on No. 07/2007 of the Ministry of Public Administration and Home affairs those who were appointed to the Central Govt. Service/ Provincial Public Service, in addition to their Language of recruitment, should acquire proficiency in other official languages with in 5 years from 01.07.2007.

- \* Officers recruited below the rank of an assistant Superintendent of Police from 01.07.2007, should pass the language Test Conducted by the Official Language Department.
- \* The increment of those who fail to pass the second official language within 5 years from the date of appointment will be deferred until a pass is obtained.

9. **Terms of Engagement :** This Post is permanent. Appointees come within the scope of the Contributory Pension Fund Scheme.

**10. Conditions of Service :**

- (a) This appointment is subject to a period of probation for three years.
  - (b) The selected applicants will be required to comply with any rules already made or may hereafter be made to give effect to the language policy of the government.
  - (c) They will be subject to the relevant provisions of the Establishments Code Volume I and II, Police Disciplinary Code and any other Orders that may be issued by the Inspector General of Police or by the Government from time to time.
  - (d) Every officer will be required to pass the prescribed Departmental tests. Those who fail to pass the prescribed test or are found to be unfit for Police duties will be liable for removal from the Police Service.
  - (e) Permission will not be granted to marry prior to being confirmed in the said rank without the permission of the T. G. Police, However, in terms of P. G. II No. 41 dated 28.02.1973 and I. G.'s circular No. 1952/2006 of 19.10.2006 and 09.08.2007 (Amended), it is possible to marry showing special reasons and with permission of I. G. Police.
  - (f) Application on being appointed and after the training should serve a probationary period of three years in the Police Department and if they wish to resign from service before their probation is over, they should sign an agreement of consent to the effect that they are willing to pay at the time of tendering their resignation, any amount which was incurred on uniforms etc., during on by the Director of Police Training Collage. The acceptance of resignation should conform to the Section 4 Chapter V of Volume I of the Establishment Code 1985.
  - (g) Probationary Sub Inspectors of Police, immediately after they have commenced training at the Police Training College should affirm/swear that they adhere to the Police Disciplinary Code in terms of the I. G. P. Circular No.1693/2003.
  - (h) They should soon after commencing the training at Police College, subscribe the Oath of Allegiance to the Public service, in terms of the I. G.P's Circular No.1804/2004.
  - (i) Sub-Inspector of Police, will have the scope for promotions in terms of the approved scheme of promotions of the Police Department.
11. (a) Attention is invited to the general conditions applicable to appointment to posts in the Police service published in the Section (IIA) of the Part 1 of this Gazette.
- (b) Enlistment will be made in terms of Public Administration Circular No. 15/90 dated 10.03.1990.

12. Applicants should annex copies of following documents to their application. (Originals must not be forwarded)

- (i) Birth Certificate ;
- (ii) Two recent testimonials of Character (obtained from persons who are not related);
- (iii) Certificates in support of educational qualifications ;
- (iv) Certificates in support of any outstanding sports or other extra curricular activities ;
- (v) Certificates of Service experience, (if available) ;
- (vi) A Photostat copy of the National Identity Card.

13.(a) Applications from applicants who are already in the Public service/services must be forwarded through the Heads of their respective departments and must be accompanied by a certificate stating that the officers can be released, if selected.

(b) Applicants must fill the required particulars in their own hand writing on paper 11" x 8" in size and post them, together with the copies of certificates called for to the address given in paragraph 2 and under no circumstances should applications be handed over personally to any officer in the Department.

14. Applications, which do not conform to the requirements, stipulated in this notification will be rejected and such applicants will not be notified.

*Note :* No Traveling or other expenses will be paid to applicants who are summoned for the test and interview.

Inspector General of Police.

Police Headquarters,  
Colombo 01.

**POLICE DEPARTMENT**

**THE POST OF SUB-INSPECTOR OF POLICE**

**SPECIMEN APPLICATION FORM**

01. (a) Name in full (In block letters) :———. (As stated in the applicant's Birth Certificate)
- (b) Name with initials :———.
- (c) Applicant Rank :———.
02. National Identity Card No. :———. (Copy of N. I. C. should be attached)
03. Father's Name in Full :———.
04. Place of birth of the applicant :———. Police station to which the place of birth belongs :———. Province :———.
05. (a) Present address :———.
- (b) Police station to which the present address belongs :———.
- (c) Permanent Address :———.

- (d) Police station and the electorate to which the permanent address belongs :\_\_\_\_\_.
06. (a) Nationality :\_\_\_\_\_.
- (b) Whether you are citizen by birth or registration (if by registration attach copies of the certificate) If you are a citizen by birth state the place of birth of.
- (i) Applicant :\_\_\_\_\_.
- (ii) Applicant's Father :\_\_\_\_\_.
- (iii) Applicant's paternal grandfather :\_\_\_\_\_.
- (iv) Applicant's paternal great grandfather :\_\_\_\_\_.
07. Age : (as on the closing date of application given in the *Gazette* ;  
Years :\_\_\_\_\_. Months :\_\_\_\_\_. days :\_\_\_\_\_.  
(Copy of birth certificate should be attached)
08. Height : (Inches) :\_\_\_\_\_. Chest (Inches) :\_\_\_\_\_.
09. Educational Qualifications (State Examinations passed at attach copies of certificates) :
10. Additional Qualifications :\_\_\_\_\_.  
(Copies of certificate)
11. Whether married or single :\_\_\_\_\_.
12. (i) Present employment :\_\_\_\_\_.  
(ii) Are you a members of any armed Force :\_\_\_\_\_.
13. Have you any special claims and/or Qualifications :\_\_\_\_\_.
14. Give names and address of two non - related referees :  
(i) \_\_\_\_\_.  
(ii) \_\_\_\_\_.
15. (a) Have you ever applied for a post in the Police Service (If so give reference) :\_\_\_\_\_.  
(b) Have you served in the Police or in the Sri Lanka Reserve Police before ? :\_\_\_\_\_.  
(if so under what circumstances did you leave the service? Give details)
16. Are you a member of the SL Police Reserve ? If so give date of appointment, Rank and Number Attach copy of the Appointment Letter.
17. (a) Are you serving in any of the Armed Services? (If so your application must be submitted through the respective Service Commander) :\_\_\_\_\_.  
(b) Have you served in any of the Armed Services? (If so, attach copy of your discharge certificate) :\_\_\_\_\_.
18. (a) Are you serving as a Volunteer in any of the Armed Services?  
(if so, your application must be submitted through the respective Service Commander) :\_\_\_\_\_.

- (b) Have you served as a Volunteer in any of the Armed Services?  
( If so attach a Copy/Copies of your discharge certificate/ certificates) :\_\_\_\_\_.

19. Have you been involved in or concerned in or charged or arrested even on suspicion and or convicted of any offence? (if so, give details) :\_\_\_\_\_.

20. Have any of your relatives been involved in or concerned in or charged or arrested even on suspicion, or convicted of any offence? (if so, give details) :\_\_\_\_\_.

I, hereby declare that the above particulars are true and correct to the best of my knowledge and belief. I am aware that I am liable for termination of my service in the Police Department forthwith (even if I have been appointed at any time) if the particulars furnished are found to be incorrect or false.

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

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

07-303

## MINISTRY OF VOCATIONAL AND TECHNICAL TRAINING

### Department of Technical Education and Training

#### POST IN CLASS I OF THE SRI LANKA TECHNICAL EDUCATION SERVICE

APPLICATIONS are invited for the posts in Class I of the Sri Lanka Technical Education Service in the Department of Technical Education and Training under the Ministry of Vocational and Technical Training.

Applications, prepared as per specimen given below, should be sent under Registered Post to reach "The Secretary, Ministry of Vocational and Technical Training, No. 354/2, "Nipunatha Piyasa", Narahenpita, Colombo 05", on or before 24.07.2009. The top left hand corner of the envelope should be marked "Posts in Class I of the Sri Lanka Technical Education Service".

#### 02. Terms of engagement and Conditions of Service :

- (i) These posts are permanent and pensionable. The selected candidates will have to contribute towards the Widow and Orphans' pension scheme. The selected persons, if not holding a permanent and pensionable posts in the Public Service, will be appointed subjected to a period of three years probation/trial, as the case may be. If an officer, already holding a permanent and pensionable post in Public Service is selected, his/her appointment will be on an acting capacity for a period of one year, at the first instance.



- (ii) Every officer, appointed to a post will have to pass the Efficiency Bar within a period of three years from the date of appointment, failure to pass the Efficiency Bar within the stipulated period will result in the deferment of increment and the period taken in excess of the prescribed period, will be treated as the period of deferment increment. Further, these officers will not be eligible to apply for any higher post in the Sri Lanka Technical Education Service until they pass the Efficiency Bar. The Efficiency Bar will consist of an examination in the following areas.

- (a) Provision and Government regulations of the Establishment Code of the Democratic Socialist Republic of Sri Lanka ;  
(b) Accountancy ;  
(c) Educational Law, Administration and Supervision ; and

- (iii) Every Officer, appointed to a post in the Sri Lanka Technical Education Service are expected to obtain the competency in Second Language within 05 years from the date of appointment in accordance to the Public Administrative Circular No. 07/2007. Failure to complete the competency in the Second Language within the stipulated period will result in the deferment of the increment. The Language proficiency of these officers is, pass the Sinhala/Tamil in G. C. E. (O/L) as a main subject (should not be a 2nd Language or optional subject) and pass the oral test held by the Department of Official Languages or pass the special skills examination held by the Department of official Languages.

03. *Salary and Allowance.*— The salary scale attached to these posts will be SL-1-2006 increments will be subjected to passing Efficiency Bar referred to in para 2 above.

Rs. 22,935 - 10 x 645 - 8 x 790 - 17 x 1,050 - Rs. 53,550 (Monthly) will be placed in step relevant to class I Rs. 36,755.

04. *Qualifications required.*— Every candidate should furnish satisfactory proof in support of the following qualifications before 01.01.2006.

- 4.1 Be of excellent moral character and physically sound.
- 4.2 Be not less than 30 years and not more than 45 years as at the closing date for applications. (The upper age limit does not apply to those already in Public Service/Provincial Council Service)
- 4.3 (i) Should have a post graduate degree or a Post Graduate Diploma or Equivalent qualifications ;  
and  
Should have completed at least one year of satisfactory service\* in the class II of the Sri Lanka technical Education Service and should have been confirmed in his/her post ; or
- (ii) Should have a post graduate degree or a post graduate Diploma or equivalent qualifications ; and

Should be holding post in the Ministry of Vocational and Technical Training or in an Institution under the Same Ministry and should be a person holding a post on a Salary Scale SL-1 according to 06/2006 salary circular and be confirmed in his/her post and be receipt of a salary not less than Rs. 30,965 per month on 01.01.2006 ; or

- (iii) Should have completed at least five years of satisfactory service\* in Class II of the Sri Lanka Technical Education Service and should have been confirmed in his/her post.

\* Satisfactory service means that all salary increments have been earned on the due date during the last five years and not been subject to any kind of disciplinary punishment other than a warning.

05. Every candidate should be prepared to produce any or all of the following documents when called upon to do so.

- (a) Certificate of Birth (*N.B.*— certificate of Birth issued for the purpose of the Code of Regulations for Assisted Schools, or the Baptismal Certificate will not be accepted).
- (b) Degree Certificates or Educational Certificates.
- (c) Two testimonials (One should be from the University Tutor or the Professor).
- (d) Certificates to prove professional and/or technical qualifications.
- (e) Certificates of higher examinations passed in Sinhala, Tamil and English.

*Note* (1) No document or copies of documents should be attached to the applications.

(2) Applications of candidates who fall to produce the required documents when called upon to do so, will not be considered.

06. Applications of candidates in Public Service should be forwarded through their respective Heads of Department. Applications received after the prescribed date will be considered only when received by the Head of the Department before the closing date and forwarded adducing valid reasons for the delay.

07. Applications and any other correspondence related thereto should be addressed officially to the Secretary, Ministry of vocational and Technical Training and not personally to any officer.

08. Reference in invited to General Conditions applicable to appointment to posts in the Public Service published at the beginning of Part I Section II"A" of this *Gazette* and to the Minute of the Sri Lanka Technical Education Service, announced in Part I General of *Gazette* No. 415 published on 15.08.1986 and the amendments made thereto from time to time.

09. Appointments to Class I of the Sri Lanka Technical Education Service will be made on the results of a Viva-Voce test according to the minute of the Sri Lanka Technical Education Service. Marks will be given on merit as well as on seniority.

P. HAPANGAMA,  
Secretary,  
Ministry of Vocational and Technical Training.

Ministry of Vocational and Technical Training,  
"Nipunatha Piyasa",  
No. 354/2, Narahenpita,  
Colombo 05.

SPECIMEN FORM OF APPLICATION  
(To be prepared in paper of 8 1/2" x 13 1/2")

POST IN CLASS I OF THE SRI LANKA TECHNICAL EDUCATION SERVICE IN THE  
DEPARTMENT OF TECHNICAL EDUCATION AND TRAINING UNDER THE  
MINISTRY OF VOCATIONAL TECHNICAL TRAINING

01. Name (with initials) Mr./Mrs./Miss :\_\_\_\_\_.
02. Name in full :\_\_\_\_\_.
03. Official Addressed :\_\_\_\_\_.
04. Private Address and Phone No. :\_\_\_\_\_.
05. (a) Whether Sri Lankan :\_\_\_\_\_.
- (b) If so, by descent or by registration :\_\_\_\_\_.
06. Date of Birth :  
Year :\_\_\_\_\_, Month :\_\_\_\_\_, Date :\_\_\_\_\_.
07. Age on the date closing of application :  
Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.
08. Particulars of Present Post :
  - (a) Post and the date appointment :\_\_\_\_\_.
  - (b) Whether permanent or temporary :\_\_\_\_\_.
  - (c) Whether pensionable or non-pensionable :\_\_\_\_\_.
  - (d) Whether confirmed in the post :\_\_\_\_\_.
  - (e) Department :\_\_\_\_\_.
  - (f) Institution/Place of Work :\_\_\_\_\_.
  - (g) Annual consolidated salary scale :\_\_\_\_\_.
  - (h) Present annual consolidated salary :\_\_\_\_\_.
09. Particulars of Higher Educational Qualifications (Degree/Post Graduate Diploma/Post Graduate) :

University	Degree/Post Graduate Diploma	Year	Subjects

10. Particulars of Professional Qualifications :

Certificate	Institution which issued the Certificate	Year	Subjects

11. Secondary Educational Qualification :

Examination G.C.E. (O/L)	Year	Subjects	Grade

12. Institutions attended of for Professional Educations :

Institution	Course	From	To

13. Previous appointments to be stated in chronological order with exact dates :

Post	Institution	From	To

14. If an Officer in the Sri Lanka Technical Education Service whether Efficiency Bar has been completed :\_\_\_\_\_.  
If so, indicate
  - (i) The year of Efficiency Bar completed :\_\_\_\_\_.
  - (ii) Type of certificate obtained for the above :\_\_\_\_\_.
15. Whether you have been convicted in court of law, If so give details :\_\_\_\_\_.
16. If served in a Government Department or Board/Corporation in Public Sector, state reasons for resignation from/termination of the service :\_\_\_\_\_.
17. Is there any disciplinary inquiry pending against you (If so state details in brief) :\_\_\_\_\_.
18. Are you free from any pecuniary embarrassment, if not state the extent of your commitments :\_\_\_\_\_.

I hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars contained therein are found to be false and incorrect, I am liable to be disqualified before selection and do dismissal without compensation if the inaccuracy is discovered after the appointment.

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

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

Recommendation of the Head of the Department :

\_\_\_\_\_,  
Signature of the Head of the Department.

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

## Examinations, Results of Examinations & c.

### AMENDMENT

#### Competitive Examination for the Recruitment of Engineers to the Sri Lanka Engineering Service – 2009

THE closing date of applications called for the “Competitive Examination for the recruitment of engineers to the Sri Lanka Engineering Service – 2009” which published in the *Gazette of the Democratic Socialist Republic of Sri Lanka*, No. 1,606 on 12.06.2009 is amended to 28.08.2009.

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

Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07,  
25th June, 2009.

07-339

#### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS’ SERVICE — 2009 (I)

1.0 IT is hereby notified that an Efficiency Bar Examination for the officers in Class II of Public Management Assistants’ Service will be held by the Commissioner-General of Examinations in the month of October 2009 as per provisions of para 5.2 of the approved service minute of Public Management Assistants’ Service published in the *Government Gazette of the Democratic Socialist Republic of Sri Lanka* bearing No. 1372/23 dated 24.12.2004.

2.0 This Examination for officers in Class II of the Public Management Assistants’ Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of relevant towns and town numbers are given below. The Commissioner-General of Examinations reserves the right to cancel any center due to insufficiency of candidates or any other reason and decide an alternative as per the candidate’s second preference of towns :-

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10

#### Town Town No.

Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

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

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

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

5.0. The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the Registered post through the respective Heads of Departments to reach the Commissioner-General of Examinations, Department of Examinations, Organization & Foreign Examinations Branch, Pelawatta, Battaramulla, on or before 10th August, 2009. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

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

- (i) The National Identity Card issued by the Department of Registrations of Persons ;
- (ii) A valid Passport.

The candidature of those who fail to produce any of the above mentioned documents may be cancelled at the discretion of the Commissioner-General of Examinations. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examinations with regard to the conducting of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations.

7.0. *Applications.* - Applications should be prepared in a paper of A4 size in such a manner that Para Nos. 1.0 to 5.0 appear on the first page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. 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.

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

8.0. The Commissioner-General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. 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 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.

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

10.0. Candidates should answer both question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.

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

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

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

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

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>
(01) Office systems and Procedure	100	02 Hrs.	01
(02) Accounting Systems adopted in the Government Offices	<u>100</u>	02 Hrs.	02
Total	<u>200</u>		

14.1 *Office Systems and Procedure.* - This paper is intended to test the candidate's knowledge of office systems adopted in Government offices and his/her ability of practical application of the knowledge. This paper consists of two parts :

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

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

14.2 *Accounting Systems adopted in Government Offices.* - Candidate's knowledge in Accounting Systems adopted in Government office, books and records controlling accounts and orders and instructions of the Treasury issued in relation to that and his/her ability of practical

application of the knowledge will be tested. This paper consists of two parts :

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

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

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

B. P. P. S. ABEYGUNARATHNE,  
Director General of Combined Services,  
Ministry of Public Administration  
& Home Affairs.

Ministry of Public Administration  
& Home Affairs,  
Independence Square,  
Colombo 07,  
24th June, 2009.

### Specimen Form of Application

#### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2009 (I)

(As per this exam notification, only the officers in Public Management Assistant's Service of the **Combined Services** shall be eligible to forward applications)

Serial No.   
(For office use only)

(Indicate the name and the number of the town in which you wish to sit for the examination as per Para 2.0 of the *Gazette* notification)  
(This cannot be changed subsequently)

Town	Town No.
1.	
2.	

#### Medium of examination

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

1.4 Names denoted by initials :———. (In Sinhala/Tamil)

2.0 Place of work and address :

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

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

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

3.0 Sex :-  
Female - 1   
Male - 0   
(Indicate the relevant number in the cage.)

4.0 National Identity Card No. :

5.0 Subject/s you offer on this sitting :

Subject	Subject No.

6.0 Present Post :

6.1 Post :———.  
6.2 Number of the letter of appointment :———.  
6.3 Date of entry into Class II of Public Management Assistants' Service :———.

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

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

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

8.0 *Certificate of the Candidate :*

I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. I also certify that the Rs. .... stamps affixed hereto are genuine and have not been used

1.0 1.1 Name with Initials :———. (In block capitals)  
Eg : SILVA M. A.

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

1.3 Names denoted by initials :———. (In block capitals)

before. Further, I agree to be bound by the rules and regulations of the examinations act and also to the decision taken by the Commissioner-General of Examinations regarding this examination.

\_\_\_\_\_,  
Signature of candidate.

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

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

#### ATTESTATION OF THE SIGNATURE

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

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

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

#### CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that,

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

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

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

\*(Delete inapplicable words)

#### MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS

#### Efficiency Bar Examination prescribed for officers in segment B of Class II and Efficiency Bar Examination prescribed for officers in Segment "A" of Class II of the Sri Lanka Technological Service - Year 2009

IT is hereby notified that in accordance with the approved service minute of SLTS, the above mentioned examinations for the years of 2004, 2005, 2006, 2007, 2008 and 2009 will be held by the Commissioner General of Examinations, in Colombo on October, 2009.

02. (i) These examination will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of the examinations.

(ii) The candidates will be subjected to the punishment imposed by the Commissioner General of Examinations, if such rules are violated by them. Rules prescribed for candidates are printed separately at the beginning of this *Gazette* Notification.

03. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their applications in accordance with the specimen form and officers in the public service should forward their applications through the respective head of department and officers in the provincial public service should forward their applications through the secretary of PSC in the provincial Council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, Pelawatta, Battaramulla on or before 07th August, 2009. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of application will be rejected.

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

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

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

#### 05. *Application :*

- (i) Applications should be prepared in a paper A4 in size No. 01 to 03 should appear on the first page. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own hand writing and in the language medium in which the candidate sit this examination.

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

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

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

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

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

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

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

#### 10. Scheme of Examinations :

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

1. Office Administration and Establishments Code (Two hours)  
(100 marks) (Subject No. 01)
2. Financial Regulations (Two Hours)  
(100 marks) (Subject No. 02)

Syllabus for the first question paper :

#### Office Administration and Establishments Code (Subject No. 01)

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

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

Syllabus for the second question paper :

#### Financial Regulations (Subject No. 02)

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

- (1) Chapter I  
Estimates of Expenditure and Revenue  
The Consolidated Fund, Annual Estimates, Variations of Estimates  
(FR 1 to 68)
- (2) Chapter III  
Financial Management and Accountability  
Chief Accounting Officers, Accounting Officers, Revenue Officers, Authorization, Approval, Certification, Delegation of Authority (FR. 124 to 147)

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

3. Office Administration and Establishment Code (Two Hours)  
(100 marks) (Subject No. 03)
4. Financial Regulation (Two Hours)  
(100 marks) (Subject No. 04)

Syllabus for the first question paper :

### Specimen Form of Application

#### Office Administration and Establishments Code (Subject No. 03)

(for Office use only)

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

- Chapter XV - Travel abroad for study, training or on duty
- Chapter XVI - Holiday Travel
- Chapter XXIII - Special concessions and conditions regarding officers suffering from certain types of illnesses
- Chapter XXIV - Salary Loans and Advances
- Chapter XXV - Concessions to members of Trade Unions
- Chapter XXVII - Channels of Communication
- Chapter XXVIII - Administrative procedures
- Chapter XXX - Right of Government over its officers
- Chapter XXXIII - Legal advice and legal actions.
- Chapter XLVII - General conduct and discipline
- Chapter XLVIII - Rules of disciplinary procedure

Circulars issued on performance appraisal.

Syllabus for the second question paper :

#### Financial Regulations (Subject No. 04)

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

- (1) Chapter VI  
Custody of Public Money, etc., Imprests and Bank Accounts.  
Security of Public Money, Boards of Survey, Bank Drafts, Bank Accounts (FR. 315 to 396).
- (2) Chapter XIII  
Supplies, Works and Services.  
Supplies/Purchasing, Stock Verification, Procurement Procedures, Contracts, Tender Procedure. (FR. 708 to 775)

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

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

22nd June, 2009,  
Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07.

EFFICIENCY BAR EXAMINATION PRESCRIBED FOR  
OFFICERS IN SEGMENT "B" OF CLASS II AND  
EFFICIENCY BAR EXAMINATION PRESCRIBED FOR  
OFFICERS IN SEGMENT "A" OF CLASS II OF THE SRI  
LANKA TECHNOLOGICAL SERVICE - YEAR 2009

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

01. (a) Name with initials : (Indicate the initials at the end of the name) : \_\_\_\_\_.  
(in English block capital letters) (eg. Silva A. B.)
- (b) Name in full : \_\_\_\_\_.  
(in English block capital letters)
- (c) Name with initials: \_\_\_\_\_.  
(in Sinhala/Tamil)
- (d) Official Address : (Admissions will be posted to this address) : \_\_\_\_\_.  
(in English)  
(in Sinhala) : \_\_\_\_\_.
- (e) Sex : \_\_\_\_\_   
(Male - 0/Female - 1)  
(indicate the relevant number in the cage)
- (f) Efficiency Bar Examination which you apply :  
(II"B" - 0/II"A" - 1) (indicate the relevant number in the cage)

Two separate applications should be sent if qualifications to appear for both examination as per para 5(iii) of the *Gazette* Notification are fulfilled.

02. (i) Whether you belong to the provincial public service or public service (indicate the relevant number in the cage)   
(Public Service - 1/Western - 2/Southern - 3/Central - 4/  
North Western - 5/Sabaragamuwa - 6/Uva - 7/North Central - 8/  
North - 9/ East - 10)

#### 03. Subjects offered

- (a) Subject offered for the Class II Segment B/Class II Segment A Efficiency Bar Examination (delete inapplicable words)

Subject	Subject No.
.....	<input type="text"/>
.....	<input type="text"/>

#### 04. (i) Date of Birth :

Year  Month  Date

#### (ii) Age as at 31.12.2008 :

Years  Months  Days



05. (i) Designation:———. (ii) Class and Grade of Sri Lanka Technological Service :——. (should be included as I, II A/B) (iii) Service period in the above class and grade as at 31.12.2008 :———.

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

*Attestation of candidate's signature*

06. Department which you belong to :———.

I hereby certify that Mr/Mrs/Miss ..... is presently employed in my office and is well known to me and he/she placed his/her signature in my presence on ..... 2009.

\_\_\_\_\_,  
Signature of the attestor.

*Certification of the Head of the Department*

If not sitting the exam for the first time, affix stamps to the value of Rs. 50 for one subject and Rs. 90 for the whole examination and cancel them by placing the signature of the candidate and the date.

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Further, I agree to abide by the rules imposed by the Commissioner General of Examination on conducting the examination.

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

\_\_\_\_\_,  
Signature and designation of Head of Department.

\_\_\_\_\_,  
Signature of the candidate.

Date:———.

Date:———.

07-194