

N.B.— Part IV(A) of the *Gazette* No. 1,725 of 23.09.2011 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,726 - 2011 සැප්තැම්බර් මස 30 වැනි සිකුරාදා - 2011.09.30
No. 1,726 - FRIDAY, SEPTEMBER 30, 2011

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

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

ATTENTION is drawn to 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 07th October, 2011 should reach Government Press on or before 12.00 noon on 23rd September, 2011.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2011.

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. It 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.

COMMISSIONER GENERAL OF EXAMINATIONS,

Department of Examinations,
Pelawatta, Battaramulla.

1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

KALUTARA DISTRICT

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

01. 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.

02. Both male and female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. 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.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 31st October, 2011.

E. M. GUNASEKARA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
07th September, 2011.

SCHEDULE

| <i>District</i> | <i>Divisional Secretariat Division</i> | <i>Post and Division for which applications are called</i> | <i>Address to which applications should be sent</i> |
|-----------------|--|---|--|
| Kalutara | Madurawala | Post of Registrar of Marriages (General) of Raigam Korallaya and Births and Deaths of Bellapitiya Division in Kalutara District | District Secretary/Additional Registrar General, District Secretariat Kalutara |

09-1316

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

HAMBANTHOTA DISTRICT

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

01. 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.

02. Both male and female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. 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.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 31st October, 2011.

E. M. GUNASEKARA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
08th September, 2011.

SCHEDULE

| <i>District</i> | <i>Divisional Secretariat Division</i> | <i>Post and Division for which applications are called</i> | <i>Address to which applications should be sent</i> |
|-----------------|--|---|--|
| Hambantota | Katuwana | Post of Registrar of Marriages (General) of Giriwa Pattuwa North and Births and Deaths of Kirama Division | District Secretary/Additional Registrar General, District Secretariat Hambantota |

09-1315

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

ANURADHAPURA DISTRICT

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

01. 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.

02. Both male and female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. 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.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 31st October, 2011.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
07th September, 2011.

SCHEDULE

| <i>District</i> | <i>Divisional Secretariat Division</i> | <i>Post and Division for which applications are called</i> | <i>Address to which applications should be sent</i> |
|-----------------|--|--|--|
| Anuradhapura | Padaviya | Post of Registrar of Marriages (General/ Kandyan) of Hurulupalatha Division and Births and Deaths of Parakramapura Division | District Secretary/Additional Registrar General, District Secretariat Anuradhapura |

09-1314

Examinations, Results of Examinations &c.

1ST AND 2ND EFFICIENCY BAR EXAMINATIONS AND SECOND LANGUAGE TEST FOR THE OFFICERS IN SRI LANKA FOREIGN SERVICE – 2011

IT is hereby notified that the Efficiency Bar Examination and the Second Language Test for Officers in the Sri Lanka Foreign Service will be held in Colombo and in Sri Lanka Missions abroad in November, 2011. The oral examination will be held only in Colombo.

02. The Time Table would be prepared enabling the candidates to sit for both Efficiency Bar Examinations at the same time.

03. *Syllabus* - Syllabus and other Provisions by which the First and Second Efficiency Bar Examinations are governed are indicated in the respective Service Minute.

Syllabus and other provisions for the Second Language Test are indicated in Appendix “A” while the syllabus and other provisions for the First and Second Efficiency Bar Examinations for the officers of the Sri Lanka Foreign Service are indicated in Appendix “B”.

Officers are allowed to sit for the subjects of the Efficiency Bar Examinations at one or more sittings. Action will be taken to conduct Oral Tests for the officers who sit for the Second Language Test at the same venue at the same time.

04. Subjects for which the officers in Sri Lanka Foreign Service should appear in the Efficiency Bar as follows:

Sri Lanka Foreign Service

1ST EFFICIENCY BAR

Part I

| <i>Subject No.</i> | <i>Subject</i> | <i>Duration hours</i> |
|------------------------|------------------------------------|---------------------------|
| 01 | Finance | 3 |
| 02 | History and Geography of Sri Lanka | 3 |

Subject No.

Part II

| | | |
|----|---|---|
| 03 | Elementary Constitutional Law and International Law | 3 |
| 04 | Diplomatic Practice | 3 |
| 05 | International Affairs | 3 |
| 06 | The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Computer Literacy | 3 |

2ND EFFICIENCY BAR

Part I

| | | |
|----|--|---|
| 21 | Economic and Social Development in Sri Lanka | 3 |
| 22 | Administration (a) Office Systems and Organization Methods (b) Establishment Code (Volume I and Volume II) | 3 |

Part II

| | | |
|----|--|---|
| 23 | Elementary Constitutional Law and International Law | 3 |
| 24 | Diplomatic Practice | 3 |
| 25 | International Affairs | 3 |

Foreign Languages

| | | |
|----|----------|---|
| 07 | Arabic | 2 |
| 08 | French | 2 |
| 09 | Russian | 2 |
| 10 | Spanish | 2 |
| 11 | Hindi | 2 |
| 12 | Chinese | 2 |
| 13 | German | 2 |
| 14 | Japanese | 2 |
| 15 | English | 2 |

Subjects and subject numbers for the Second Language Test :

| Subject No. | Subject | Duration hours | abroad should send their applications through the Heads of Mission.) Any Application received after the above closing date will be rejected. |
|-------------|-------------------|----------------|--|
| 30 | Sinhala (Written) | 2 | 11. If a candidate does not receive his/her admission card, he/she should communicate without delay to the Commissioner General of Examinations, Department of Examinations, Organization & Foreign Examinations Branch, Pelawatta, Battaramulla. (Telegraphic Address "Exams" Battaramulla) informing that he/she has not received the admission form and providing following information:- |
| 31 | Tamil (Written) | 2 | |
| 32 | English (Written) | 2 | |
| 33 | Sinhala (Oral) | | |
| 34 | Tamil (Oral) | | |
| 35 | English (Oral) | | |

05. The attention of the Officers sitting these Efficiency Bar Examination is drawn to paragraph 5 of the Treasury Circular No. 701 dated 04.09.1966 which is reproduced below :-

"Departmental examination (including Promotional and Efficiency Bar Examination). The medium for Promotional Examination as well as Efficiency Bar Examination should be the language in which the officer sat the Competitive Examination to enter the Public Service or the Official Language. In case where initial recruitment took place without competitive examination, the medium for Promotional/Efficiency Bar Examination should be the language in which the officer qualified for entry into the Public Service or the Official Language."

06 Arrangements will be made by the Commissioner-General of Examinations for the candidates to answer the question papers in Sinhala, Tamil or English, except for the question papers on foreign languages. Medium applied to sit for the exam cannot be changed.

07. If a candidate is later found to have sat in a medium in which he/she is not entitled to sit his candidature will be cancelled.

08. Candidates should submit their applications according to the subjoined form on A4 size paper. Both sides of the paper should be used. Applicants should prepare application as follows. No. 1 – 08 should be in the first page and balance should be in the second page. Applicants should fill the application on their own hand writing clearly. (Applications prepared in Sinhala medium should bear the name of the Examination in English and also applications prepared in Tamil medium should also bear the name of the examination in English). Applications not submit as per the forms of specimen appended to this notification and incomplete applications will be rejected without prior notice. Candidates appearing for both Examinations should submit separate application in respect of each Examination.

09. The Examinations will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by the Commissioner General for the conduct of the examination.

10. All applicants should send their applications to the Overseas Administration Division of the Ministry of External Affairs to forward them to the Commissioner-General of Examinations, on or before 24.10.2011. (Those who are serving in Sri Lanka Missions

- (1) Name of Examination;
- (2) Full name ;
- (3) Full Postal Address ;

Those who are in close proximity to the Department of Examinations are advised to communicate with "Organization and Foreign Examinations Branch" of the Department of Examinations, by coming to the Department in person.

12. Subsequent correspondence by candidates who fail to comply with the requirements as stipulated in paragraph 11 above will not be entertained.

13. The following are the documents of Identity acceptable at the examination center.

- (1) National Identity Card issued by the Commissioner of Registration of Persons.
- (2) Valid Passport.

14. Candidates who sat for the examination for the first time are exempted from exam fees, while in the case of subsequent sittings fees will be levied on the following basis:

- (a) First sitting (whole examination or part thereof) free of charge;
- (b) Each subsequent sitting

| | Rs. c. |
|----------------------|---------|
| Complete examination | 1,000.0 |
| One Subject | 500.0 |
| Oral Test | 300.0 |

The fees should be paid to any District Secretariat or Divisional Secretariat credited to the revenue head 2003-02-13 and the receipt should be attached to the application.

15. The decision of the Public Service Commission will be final with regard to any matter that has not been mentioned in this notification. The decision of the Commissioner General of Examination will be final with regard to the examinations.

KARUNATHILAKA AMUNUGAMA,
Secretary / Foreign Affairs.

Ministry of Foreign Affairs,
Republic Building,
Colombo 01,
23rd September, 2011.

SPECIMEN APPLICATION FORM
MINISTRY OF EXTERNAL AFFAIRS - SRI LANKA

For office use only

**FIRST AND SECOND EFFICIENCY BAR
EXAMINATION AND THE SECOND LANGUAGE TEST
FOR OFFICERS IN THE SRI LANKA FOREIGN
SERVICE -2011**

Medium *Sinhala- 2*
Tamil - 3
English - 4

(Please mark appropriate number in the cage).

01. (a) (i) Last name with initials : _____.
(In Sinhala/Tamil)
(ii) Last name with initials : _____.
(In English block capitals. Put the initials after the last name. Eg. SILVA, A.B.)
(b) (i) Names denoted by initials : _____.
(In Sinhala/Tamil)
(ii) Names denoted by initials : _____.
(In English block capitals)

02. Address (for dispatch of admission cards) : _____.
(In English block capitals)

03. Date of Birth :

Date : Month : Year :

04. National Identity Card No.

05. Sex :

(Please mark the relevant number in the cage
Male - 0, Female - 1)

06. Date of appointment to the Sri Lanka Foreign Service:-

Date: Month: Year:

07. Present post :

08. The name of examination applied for

(Please mark the relevant number in the cage)

| <i>Exam</i> | <i>Relevant No.</i> |
|------------------|---------------------|
| E.B 1 | 1 |
| E.B. 2 | 2 |
| Second Language | 3 |
| Foreign Language | 4 |

09. Subjects offered should be clearly stated with the subject numbers given in Para 04 of the notification. (Applicants will be allowed to sit for subjects indicated in the application only.)

| <i>Subject</i> | <i>Subject No.</i> |
|---|--------------------|
| (i) (ii) (iii) (iv) (v) (vi) | |

10. State whether the applicant had appeared for the whole examination or part thereof previously. If so, state the index number, subjects, year and month:

I declare that the information furnished above is accurate and that I am eligible to sit for this examination in the language medium indicated above. I abide by the rules and regulations laid down by the Commissioner General of Examinations.

The receipt No: for payment of examination fee is annexed.

Fee paid: Rs.....

_____,
Signature of applicant.

Date : _____.

Original Receipt should be pasted here

Commissioner-General of examinations,
Forwarded -

I do hereby certify that the information furnished above is accurate and that Mr./Mrs./Miss is eligible to appear for this examination to the medium indicated by him/her. I also attest the applicant's signature.

_____,
Signature and Designation of the
Head of Department.

Date : _____.

APPENDIX "A"

Sinhala

The Test in Sinhala will consist of a Written and an Oral part.

The written paper will be of two hours duration and will contain questions on :

- (i) Grammar,
- (ii) Translation of petitions or Gramaseva Niladari reports written in Sinhala into English,
- (iii) Translation of an official document in English into Sinhala.

The Oral Test will consist of the followings :

Part A

- (i) Interpretation in Sinhala contents of an official document written in English so that the passage can be understood and taken down in writing by a Sinhala speaking person,
- (ii) Reading a petition in Sinhala,
- (iii) *Conversation and Interpretation.* – The purpose of the test will be to assess the candidates' power of understanding Sinhala Language as it is spoken by different native speakers and of making himself/herself understood both in common conversation and in the usual course of official business.

Tamil

The Test of Tamil Language will consist of a written and an oral section.

The written paper which will be of two hour duration, will contain questions on :

- (i) Grammar,
- (ii) Translation of petitions or Gramaseva Niladhari reports written in Tamil into English,
- (iii) Translation of an official letter or document in written English into Tamil.

The Oral Test will consist of the following :

- (i) Interpretation in Tamil contents of an official document written in English so that the passage can be understood and taken down in writing by a Tamil speaking person,
- (ii) Reading of a petition in Tamil,
- (iii) *Conversation and Interpretation.* – The purpose of the test will be to assess the candidates' power of understanding Tamil of different native speakers and of making himself/herself understand both in common conversation and in the usual course of official business.

English

The English paper will be of two hour duration and will contain questions on :

- (i) Grammar ;
- (ii) Comprehension ;
- (iii) Précis writing ;
- (iv) Report and letter writing ;
- (v) Vocabulary.

A prototype of the question paper is furnished below for the information of candidates:-

- (a) Fill in the blanks with the correct form of the verb given within brackets :-

During the last war our country1. (be) a British Colony2. (take) a full part in the war effort. Consequently our tea, rubber and coconut 3. (ship) to Britain at very favourable prices and the foreign exchange we 4. (earn)5. (accumulate) as assets. Again during the Korean war in the early fifties our products 6. (fetch) good prices and we7. (not have) any exchange problem. However, political independence 8. (not given rise) to any effort to9. (build up) our economy we10. (be) a nation of consumers and we11. (Squander) our foreign exchange on consumer goods which 12. (can produce) locally and incidentally diversified our economy. Over the last decade we 13. (begin) to feel the pinch when our primary products 14 (fail) to command good prices in the world market while our requirements of food both rice and subsidiary food stuffs 15. (rise) in price.

- (b) Fill in the blanks with the correct preposition (where necessary)

As Assistant Secretary 16. charge 17. subjects, it was my duty to convene groups of officers dealing 18. different aspects of development work in the Ministry 19. time to time. They discussed 20. various problems that they confronted and which they could not cope 21. on their own. We were thus able to share our experience 22. each other and make concrete proposals 23. the Secretary every month. He in turn put 24. his own plans for discussion 25. these meetings.

- (c) Underline the correct letters given within brackets that would complete the spelling of the following words.

26. har..... ment (rass/as/ass).
27. ember..... (rass/as/ass).
28. tol..... (arreance/erance/erence).
29. Par.....arian (liament/limen/liment).
30. bal.....ing (let/lat/lot).
31. itin..... (erary/arary/erarie)
32. Pers..... (everance/everence/ewerence).
33. bour..... (geoise/joursie/juwarsy).
34. prolet (ariet/ariat/eriyat).
35. Com..... ate (memorr/emor/memor).

- (d) In each of the following statements underline the correct word within brackets:-

36. The inventory was checked by the Board of (Survellance/ Survey/Surveyours).
37. At the enquiry I had to be satisfied that the accused officer had (contradicted /contravened/ contaminated) the regulations.
38. Every receipt should have a (counterfoil / counterfeit / counterpane) for the purpose of audit.

39. There was a possibility that the prosecution had (fabricated / fumigated / promulgate) the evidence.
40. (Discrete/Discretionary/Discriminatory) power was given to the Head of the Department under the relevant Act.
41. The Police Party had (laid/lie/lain) in ambush until the bribe taker arrived.
42. The entire staff turned upon (facilitate / infiltrate / felicitate) the watcher on his retirement.
43. In times of national crisis we must avoid (luxuriant/luxurious) habits.
44. Martial music was played over the radio during height of the battle to keep up the (moral/morale/morals) of the people.
45. Candidates are advised to use (Stationary / Stationery) sparingly owing to the acute paper shortage.
- (e) *Underline the correct phase in the brackets that means the same as the word or phrase underlined in each sentence :*
46. In good management the boss should, support his staff in their work (back out / back up / back away).
47. The sales and replacement of stock amounted to over Rs. 5,000 (turn out / turn up / turn away).
48. We were warned at the start not to let out work get into arrears (set out /outset).
49. They younger son wasted his father's wealth in a few years (ran over/ran through).
50. I wanted to see the film, but the queue deterred me from going (put away / put off).

Part B

Read the following passage carefully and then answer the questions set out below :

Most modern political ideals such, for example, as justice, liberty, constitutional government, and respect for the law or at least the definitions of them, began with the reflection of Greek thinkers upon the institutions of City State. But in the long history of political thought the meaning of such terms has been variously modified and always that meaning has to be understood in the light of the institutions by which the indicates were to be realized and of the society in which those institutions did their work. The Greek City States was so different from the political communities in which modern men live that it requires no small effort of the imagination to picture its social and political life. The Greek Philosophers were thinking of political practices far different from any that have prevailed commonly in modern world, and the whole climate of opinion in which the work was done was different. Their

problems though not without their analogies in the preset, were never identical with modern problems, and the ethical apparatus by which political life was evaluated and criticized varied widely from any that now prevails. In order to understand at all accurately what their theories meant is necessary first to realize at least roughly what kind of institutions they had in view and what citizenship connected, as an effect and as an ideal, to the public for whom they wrote. For this purpose the Government of Athens-is especially important, partly because it is the best known, but chiefly because it was an object of special concern to the greatest of Greek Philosophers.

As compared with modern states the ancient City-State was exceedingly small both in area and in population. The numbers were exceedingly uncertain but, a figure somewhat in excess of three hundred thousand would be approximately correct. Such an arrangement of a small territory dominated by a single City was typical off the City State.

In each of the following cases, choose the alternative which in your opinion supports the views expressed in the above passage. Place a tick (right mark) against the correct answer:-

51. Athens is significant for the students of Greek political thought mainly because:-
 - (a) it was the most powerful of the Greek City-States;
 - (b) its ideals had been carefully studied by the Greeks themselves ;
 - (c) it had the most ideal form of Government ;
 - (d) it is the best known of the Greek City-States.
52. Greek political thought was concerned with problems:-
 - (a) entirely unrelated to,
 - (b) identical with,
 - (c) different from Analogous but to,
53. The moral and religious basis of Greek political idea is :-
 - (a) very similar to modern moral and religious ideas ;
 - (b) unknown ;
 - (c) very different from modern moral and religious ideas.
54. It is :-
 - (a) easy,
 - (b) not at all easy,
 - (c) impossible, for a modern man to imagine what life was like in a Greek City-State.
55. In comparison with the ancient Greek City States are :-
 - (a) very large,
 - (b) very small,
 - (c) about the same size.

56. The population of an ancient Greek City States was :-

- (a) much less than 300,000
- (b) over 3 million,
- (c) just over 300,000

57. The City-State of Athens comparisons :-

- (a) a small territory governed by a singly city,
- (b) a large territory governed by a number of cities,
- (c) a small territory with village councils,
- (d) a large territory with a decentralized administration.

58. At different times in the history of the world people :-

- (a) have thought in basically the same way,
- (b) have thought in different ways,
- (c) have contradicted the views of people of the previous generation.

59. Details of political theory are derived from Greek Political thought :-

- (a) because the Greek City States was very similar to modern states,
- (b) inspite of Greek City State being very different from modern States,
- (c) because modern political theorists are students of Greek Philosophy.

60. The meaning of political ideal at a particular moment in European History since the time of the Greeks can be defined only be:-

- (a) relating it to its context,
- (b) Tracing it back to its original meaning among the Greeks,
- (c) Investigating the meaning of the Greek word for it,
- (d) Taking into account only those features in it which have persisted through out its history.

61. Write sentences using each of the following words so as to bring out its meaning clearly:-

Arbitration, emoluments, etiquette, consolidate, hypothetical, retrospective, exigencies, evaluate, review, empower.

EITHER

62. Write a letter to the Head of an Educational Institute in an English speaking country, setting out the following information in an orderly manner:-

- (i) The equivalence of our examination certificate to the certificate specified in this letter cannot be determined as the examining authorities in Sri Lanka have not been consulted by the institution concerned in that country,
- (ii) The G.C.E. (Ordinary Level) Credit Pass has been officially equated with an Ordinary Pass in London G.C.E. (Ordinary Level),

(iii) The receipt of the letter sent to the Commissioner of Examinations is acknowledged,

(iv) Any further information in this matter may be obtained from the Embassy of the Republic of Sri Lanka in that country.

63. Write a memorandum to the Secretary, Bureau of Standards marking out a case for the adoption of the 24 hours clock in this country stating the advantages of such a measure.

APPENDIX "B"

EFFICIENCY BAR EXAMINATIONS FOR OFFICERS IN THE SRI LANKA FOREIGN SERVICE

1. *First Efficiency Bar Examination :*

1.1 The First Efficiency Bar Examination will consist of two parts and officers may take both at one sitting or separately.

1.2 Part I – An examination in the following subjects :-

(i) *Finance* – The Subject in Finance will be based on the following:

- (a) *The Financial Regulations of the Government of Sri Lanka. Part I (Expect Chapter X):*
- (b) *The estimates of the current year. E.g. Their arrangement the heads of revenue, the Finance and Appropriation Acts.*
- (c) *Ordinance relating to specific accounts dealing within Kachcheries.*

(ii) History and Geography of Sri Lanka –

1.2.1 Each paper in this part will be of three hour duration and Candidates are required to obtain a minimum of 40% marks for a pass.

1.3 Part II – Special Papers :-

- (i) Elementary Constitutional Law and International Law;
- (ii) Diplomatic Practice ;
- (iii) International Affairs ;
- (iv) The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Computer Literacy.

1.3.1. Each paper in this part will be of three hour duration and candidates are required to obtain a minimum of 40% marks in each paper for a pass.

1.3.2. An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed this part when he/she has obtained the qualifying marks in respect of each paper.

Note. – (i) Questions on Constitutional Law will be mainly on the evolution of the Parliamentary System of Government and the Constitutional Development

of Sri Lanka, with special reference to the Constitution of the Democratic Socialist Republic of Sri Lanka. Questions on International Law will include inter – state relations, both bilateral and multilateral and the rights and duties of States in relation to them, diplomatic law and the law of treaties.

- (ii) An officer who is an Attorney-at-Law or who has obtained a degree in Law from a recognized university will be exempted from the paper on Elementary Constitutional Law and International Law provided he has secured a pass in those subjects at the relevant Examination.

2. Second Efficiency Bar Examination :

- 2.1. The Second Efficiency Bar Examination will consist of two parts and officers may take both parts at one sitting or separately.

2.2 Part I – Examination in the following subjects :-

- (i) Economic and Social Development in Sri Lanka,
(ii) Administration – This paper is based on the following :
(a) Office systems and organization and methods.
(b) Establishment Code – Volume I and Volume II.

- 2.3 Each of the above papers will be of three hour duration and candidates are required to obtain a minimum of 40% marks in all papers for a pass.

2.4 Paper II – Special Papers.

- (i) Elementary Constitutional Law and International Law,
(ii) Diplomatic Practice,
(iii) International Affairs.

- 2.5 Each of the above papers will be of three hour duration and candidates are required to obtain a minimum of 40% marks in all papers for a pass.

2.6 Foreign Languages :

| | | | |
|-----|----|----------|---|
| (a) | 07 | Arabic | 2 |
| (b) | 08 | French | 2 |
| (c) | 09 | Russian | 2 |
| (d) | 10 | Spanish | 2 |
| (e) | 11 | Hindi | 2 |
| (f) | 12 | Chinese | 2 |
| (g) | 13 | German | 2 |
| (h) | 14 | Japanese | 2 |
| (i) | 15 | English | 2 |

Second Language Test :

| Subject No. | Subject | Duration hours |
|-------------|-------------------|----------------|
| 30 | Sinhala (Written) | 2 |
| 31 | Tamil (Written) | 2 |
| 32 | English (Written) | 2 |

- 2.6.1 Question papers on Foreign languages and the second language will be of two hour duration. Candidates are required to obtain a minimum of 40% marks in all papers for a pass.

- 2.7 An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed this part, when he/she has obtained the qualifying marks in respect of each papers.

INTRODUCTION TO ARABIC

International General Certificate of Secondary Education (IGCSE) syllabi are designed as two year courses for examination at Age 16-plus.

All IGCSE syllabuses follow a general pattern. The main section are ;

- Aims ;
Assessment Objectives ;
Assessment ;
Curriculum Content.

The IGCSE subjects have been categorized into groups, subjects within each group having similar Aims and Assessment Objectives.

First Language Arabic falls into Group I, Languages, of the International Certificate of Education (ICE) subjects together with other First Languages, foreign languages and English as a Second Language.

The booklet IGCSE ; An Introduction gives fuller details of ICE and the general pattern of the syllabuses.

This syllabus is designed for students taking First Language Arabic as a single subject. For excluded combinations with other subjects, see the IGCSE Syllabus Synopses for 1999.

AIMS

The aims of the syllabus are the same for all students. The aims are set out below and described the educational purposes of a course in a First Language for the IGCSE examination. They are not listed in order of priority.

The aims are to :

1. enable students to communicate accurately, appropriately and effectively in speech and writing ;
2. enable students to understand and respond appropriately to what they hear, read and experience ;
3. encourage students to enjoy and appreciate the variety of language ;
4. complement the students' other areas of study by developing skills of a more general application (e.g. analysis, synthesis, drawing of inferences);
5. promote the students' personal development and an understanding of themselves and others.

ASSESSMENT OBJECTIVES

The three assessment objectives in First Language Arabic are ;

- A. Reading and Directed Writing ;
B. Continuous Writing ;
C. Usage.

These assessment objectives are not necessarily related to the way in which the subject is taught. A description of each assessment objective follows :-

A – READING AND DIRECTED WRITING

Students should be able to :

1. understand and convey information ;
2. understand, order and present facts, ideas and opinions;
3. evaluate information and select what is relevant to specific purposes ;
4. articulate experience and express what is felt and what is imagined ;
5. recognize implicit meaning and attitudes;
6. communicate effectively and appropriately.

B – CONTINUOUS WRITING

Students should be able to :

7. articulate experience and express what is felt and what is imagined;
8. order and present facts, ideas and opinions ;
9. communicate effectively and appropriately.

C – USAGE

Students should be able to :

10. Exercise control of appropriate grammatical structures ;
11. demonstrate an awareness of the conventions of paragraphing, sentence structure and punctuation ;
12. understand and employ a range of apt vocabulary ;
13. show a sense of audience and an awareness of register and style in both formal and informal situations.

SPECIFICATION GRID

The relationship between the assessment objectives and components of the scheme of assessment.

| Assessment Objective | Paper 1/2 | Paper 3 |
|---------------------------------|-----------|---------|
| A. Reading and Directed Writing | 1 | 1 |
| B. Continuous Writing | 1 | 1 |
| C. Usage | 1 | 1 |

ASSESSMENT

Scheme of assessment ;

Candidates who have followed the Core curriculum and take the relevant papers are eligible for the award of grades C to G only. Candidates who have followed the Extended curriculum are eligible for the award of grades A* to E only.

For the examination to be appropriate to candidates across the ability range, there will be a different scheme of assessment for candidates expected to gain grades D to G (Core curriculum candidates) and for candidates (expected to gain grades A* to C (Extended curriculum candidates).

The papers in the assessment are as follows :

| Core Curriculum Grades available : C to G | Extended Curriculum Grades available: A* to E |
|---|---|
| Paper 1 (2 hours) reading Directed Writing | Paper 2 (2 1/4 hours) Reading and Directed Writing |
| Paper 3 (1 1/4 hours) Continuous Writing | Paper 3 (1 1/4 hours) Continuous Writing |

Weighting of papers :-

| Paper | Core curriculum | Extended Curriculum |
|--------|-----------------|---------------------|
| 1 2 | 60% | 60% |
| 3 | 40% | |

Description of papers :-

The question papers will be set entirely in the target language.

Paper 1

Part 1.– Will consist of a prose extract followed by six multiple choice question which will test the candidates; understanding of the main points of the structure and the argument, and four open-ended questions which will test other aspects of the extract, such as the use of language and the author's attitude towards the subject matter.

Paper 2.– A second, literary passage will be printed and candidates will be asked to respond to it in a variety of ways, for example a selective summary, a letter, a report, a speech. One task will be set.

Part 3.– Will be a test of usage. Tasks will test candidates' control of grammatical structures and awareness of register and style.

Paper 2

Part 1.– There will be two comparable passages, the first being the same as the used for paper 1.

Part 1.– The second may be of a literary nature. One question will be set. It will test candidates' ability to select, compare and summarize specific information from both passages.

Part 2.– This part will test candidates' ability to use and develop given information in another form, such as a letter or report.

Part 3.– Will be test if usage. Tasks will test candidates' control of grammatical structures and awareness of register and style.

Paper 3

This paper will test candidates' skill in continuous writing. A selection of nine titles will be provided calling for an imaginative, narrative or argumentative response in an appropriate style. Candidates will be required to choose one assignment and will be advised to write 600-800 characters.

CURRICULUM CONTENT

Students can follow either the Core curriculum only or they may follow the Extended curriculum which includes both the Core and Supplement. Students aiming for grades A* to C will follow the Extended curriculum :-

| <i>Assessment Objective</i> | <i>Core</i> | <i>Supplement</i> |
|--------------------------------|---|---|
| A Reading and Directed Writing | <p>All students should be able to :</p> <p>Demonstrate understanding of words within short texts</p> <p>Scan for an extract specific information, organize material and present it in a given form</p> <p>Show some sense of audience and awareness of style</p> <p>Identify main and subordinate topics, summarize, paraphrase, re-express</p> | <p>In addition to what is required in the core, students taking extended level papers should be able to :</p> <p>Show a precise understanding of more extended texts</p> <p>Recognize the relationship of ideas, arrangement of concepts</p> <p>Draw inferences, evaluate, effectiveness, compare, analyse, syntheses</p> |

| <i>Assessment Objective</i> | <i>Core</i> | <i>Supplement</i> |
|-----------------------------|---|--|
| B Continuous Writing | <p>Recognize and respond to simple linguistic devices including figurative language</p> <p>Express thoughts, feelings and opinions in order to interest, inform or convince</p> | <p>Recognize and respond to more sophisticated linguistic devices</p> <p>edit or elaborate the work of others</p> <p>Show a wider and more varied sense of audience and context and an awareness of different styles</p> |

| <i>Assessment Objective</i> | <i>Core</i> | <i>Supplement</i> |
|-----------------------------|---|--|
| C. Usage | <p>demonstrate adequate control of vocabulary, syntax, grammar and punctuation</p> <p>exercise care over punctuation</p> <p>write in accurate simple sentences attempt a variety of sentence structures recognize the need for paragraphing use and appropriate vocabulary show some sense of audience and awareness of style</p> | <p>paragraph, demonstrate a sophisticated use of vocabulary and structures</p> <p>demonstrate accuracy in punctuation</p> <p>write accurate complex sentences Employ a varied sentence structures write in well constructed paragraphs use and imaginative and varied vocabulary show a clear sense of audience and awareness of style</p> |

GRADE DESCRIPTIONS

A Grade A candidate has demonstrated expertise in ;

understanding and communicating information at both a straight forward and a complex level ;

understanding facts, ideas and opinions and ordering and presenting them with clarity and accuracy ;

evaluating material from texts and selecting and presenting in detail what is relevant for specific purposes ;

describing and reflecting upon experience and detailing and analyzing effectively what is felt and what is imagined ;

recognizing implicit meanings and attitudes of a writer ;

showing a clear sense of audience and an understating of appropriate uses of language ;

writing in well constructed paragraphs, using a full range of appropriate sentence structure and showing accuracy in spelling and punctuation.

A Grade C candidate has demonstrated competence in :

understating and conveying information both at a straight forward level and at a more complex level;

understanding basic facts, ideas and opinions and presenting them with a degree of clarity and accuracy;

evaluating material from texts and selecting what is relevant for specific purpose ;

describing and reflecting upon experience and expressing effectively what is felt and what is imagined ;

recognizing the more obvious implicit meanings and attitudes of a writer ;

showing a sense of audience and an awareness of appropriate uses of language ;

writing in paragraphs, using sentences of varied kinds and exercising care over spelling and punctuation.

A Grade F candidate has demonstrated competence in:

Understanding and conveying information at a straight forward level ;

understanding basic facts ,ideas and opinions and presenting them with a degree of coherence ;

selecting material from texts and commenting upon it at a literal level ;

describing experience in concrete terms and expressing intelligibly what is felt and what is imagined ;

recognizing clear meanings and explicit attitudes of a writer ;

showing awareness that language is used in different ways in different circumstances ;

writing at least in simple sentences – weaknesses in spelling and punctuation and the construction of complex sentences will be apparent, but will not seriously impair communication.

FRENCH 7193

The Examination

The examination will consist of three written papers. The allocation of mark is as follows Paper 1-10 marks, Paper 2-30 marks, ; Paper 3-45 marks.

Paper 1 (1/2 hour)

Dictation, A passage of modern French of about 140 words will be read aloud, first straight through, then in repeated groups, and finally straight through again. The candidates will write down the passage in French during the reading of the rated groups. After the final reading five minutes will be allowed for revision.

The intention of this paper is to test the candidates' grasp of the orthography and grammatical structure of French by requiring them to relate the language as written to the language as spoken.

Paper 2 (1 hour)

(a) Listening comprehension (1/2 hour) (15 marks).

There will be 15 questions in English on a passage of modern French about 300 words long. The passage will be read aloud three times. Once right through a second time in three sections, and finally right through again. The candidates will write their answers in English.

The intention of this part of paper is to test the candidates' understanding of spoken French. They will be expected to understand the passage as a whole as well as significant details.

(b) Reading comprehension (1/2 hour) (15 marks).

There will be 15 questions in English on a printed passage of French about 350 words long. The candidates will write their answers in English.

The intention of this part of the paper is to test the candidates' understanding or written French. They will be expected to understand the passage as a whole as well as significant details, and to show some appreciation of idiom and usage.

Paper 3 (1 ½ hours)

(a) Translation from French (10 marks).

A Passage of modern French of about 140 words will be set for the candidates to translate into English. The passage will consist of narrative, description or conversation, or any combination of these.

The intention of this part of the paper is to test the candidates' understanding of a passage of written French and their ability to render the text accurately into acceptable English.

(b) Either Structured composition (20 marks).

An outline situation or a description of an incident or a dialogue or some other form of written stimulus material in French will be given. The candidates will be required to write about 140 words in French, directly related to this material. They may be required, for example, to fill out the details of an outline or recount an incident from a point of view other than that given, or compose a dialogue; or

Translation into French (20 marks).

A passage of English of about 140 words will be set for the candidates to translate into French.

The intention of this part of the paper is to test the candidates' ability to write accurate French within defined limits.

(c) Free composition (15 marks).

Two subjects, one of which will be a series of pictures, will be set. The candidates will be required to choose one of these on which to write about 120 words in French.

The intention of this part of the paper is to test the candidates' capacity to express ideas freely in accurate French on a given subjects, using a variety of vocabulary and idiom.

Syllabus Guidelines

The following notes are designed to give teachers an idea of the scope of the Ordinary Level French question papers. The notes are not intended to be comprehensive but they provide guidance on the linguistic content of the examination.

Knowledge of and ability to use, the structures listed below may be tested in any language areas within the normal range of the imaginative or real experience of the average school pupil of 15 or 16. It would clearly be impossible to produce a comprehensive list of such areas but they would include the family, school, life in town and country, transport and travel, shopping, eating and drinking, holidays, sport, usual professions and occupations.

The language of Ordinary Level, as compared with Advanced Level, is more straight forward and does not involve very complex description or complicated intellectual processes. The registers are narrative with simple description, or conversation; a very colloquial flavour, as well as a very literary of technical flavour, is avoided. It should, however, be noted that where no production of French is required (*e.g.* in Paper 2) the language may be more complex and may contain some lexical items not necessarily actively known by pupils for whom the examination is intended.

1. Formation and use of all regular and common irregular verbs, including reflexives, in all simple and compound tenses of the indicative (excluding the subjunctive for active use) ; interrogative, negative and imperative forms; passive and avoidance of the passive; participles, infinitive, common impersonal verbs ; agreement of participles; government of verbs ; inversion.
2. *Pronouns* – Conjunctive, disjunctive, demonstrative, common indefinite, interrogative, possessive, relative and use of *moi* in *lui-meme etc.*, *en* ; position on pronouns ; use of *tu* and *on*.
3. *Articles* – Use of the definite, indefinite and partitive.
4. *Nouns* – Gender and number, single and compound, common forms of feminines of occupations and animals.
5. *Adjectives* – Qualifying, numeral, demonstrative, indefinite, interrogative, negative, possessive, compound, masculine / feminine and plural forms (of regular and common irregular adjectives), comparative and superlative, agreement and position ; adverbial use (*e.g.* *tout* and *parler fort*).
6. *Adverbs* – Form and position, comparative and superlative ; adverb phrases (*e.g.* *avec plaisir*) ; negative expressions.
7. Conjunctions in common use,
8. Prepositions – In common use, including those with verbs and adjectives and in adjectival phrases (*e.g.* *une montre en or*) ; prepositional phrases (*e.g.* *Au bout de, en train de*) common idiomatic uses like *couvert de* and *prendre dans* ; use of *depuis*.

9. Time by the clock, dates, numbers and distance measurement.

10. Weather expressions.

11. Expressions of quantity.

12. Common idioms (*e.g.* expressions with *avoir, il y a = ago, venir de*) : exclamatory phrases (*e.g.* *comme il fait beau !*).

7623 JAPANESE

Syllabus

There will be one three hour paper, containing ;

- (a) Translation into English from romanised Japanese.
- (b) Translation into Japanese (romanised or Japanese script)
- (c) Rewriting in Japanese Kana* script of passages or words in romanised Japanese.
- (d) Translation into romanised Japanese of sentences chosen to test grammatical knowledge.
- (e) Free composition in Japanese (romanised or Japanese script) on one of three subjects.

The romanisation used in setting this paper will be the modified Hepburn system as used in Kenkyusha's New Japanese – English Dictionary (4th Edition 1974) but candidates may use this or the Kunreisikiromanisation. Long vowels may be indicated by doubling (*e.g.* *roomaji, roomazi*) or by overlining (*e.g.* *romaji, romazi*).

* Candidates will be expected to be able to write and to use correctly the two syllabaries (*hirugana* and *katakana*). A recommended book for this is P.G.O" Neill. Japanese Kana Workbook (Kodansha International, Tokyo, 1967).

CHINESE 7609

This subject may be taken at the May/June examination only. The examination will consist

- (a) Translation into English ;
- (b) Translation into Chinese ;
- (c) Translation into Chinese of sentences chosen to test grammatical knowledge ;
- (d) Free composition on one of three subjects.

GERMAN 7233

In writing German, candidates will not be required to use B, but candidates who use B, will be expected to use it correctly.

The examination

The examination will consist of two written papers. The allocation of marks is as follows : Paper 1-15 marks ; Paper 2-70 marks.

Paper 1 (1 hour)

- (a) *Dictation* (1/2 hour) (5 marks).– A passage of modern German of about 100 words will be read aloud, first straight through, then in repeated groups, and finally straight through again. The candidates will write down the passage in German during the reading of the repeated groups. After the final reading, five minutes will be allowed for revision.

The intention of this part of the paper is to test the candidates' grasp of the orthography and grammatical structure of German by requiring them to relate the language as written to the language as spoken.

- (b) *Listening Comprehension* (1/2 hour) (10 marks).– The candidates will hear a narrative or descriptive German passage which may contain dialogue, of about 200-250 words. They will then write answers in English to questions printed in English in the paper. The questions will be concerned with information essential to the understanding of the passage as a whole, but the candidates will also be expected to show that they have grasped necessary points of detail.

The intention of this part of the paper is to test the candidates understanding of spoken German.

Paper 2 (2 ¼ hours)

- (a) *Translation from German* (21 marks).– The candidates will be required to translate a piece of German prose of about 150-200 words into English.

The intention of this part of the paper is to test the candidates' understanding of written German and their ability to render the text accurately into acceptable English.

- (b) *Directed Production* (17 marks).– A passage of German of about 200-250 words will be printed in the paper, followed by questions in German. The candidates will be asked to read the passage carefully, and then write answers in German to the question on it. They will be expected to write about 100 words of German.

The intention of this part of the paper is to test the candidates ability to write accurately and relevantly in German.

- (c) *Essays*.– The candidates will be required to write two essays in German. For the first essay, of about 120 words, the candidates will be required to write on the precise content of a series of pictures, using past tenses (20 marks), for the second essay, of about 100 words, there will be a choice of two general topics which may be narrative, description, dialogue or a letter (12 marks).

The intention of this part of the paper is to test the candidates' capacity to express ideas in accurate German on a given subject using a variety of vocabulary and idiom.

Syllabus Guidelines :

The following syllabus guidelines list those structures, rules and expressions which Ordinary Level candidates should be able to use actively. All the items featured may not necessarily appear in any one examination. The list is not all-inclusive, but is a basic outline, and any one examination may include other items within the scope of Ordinary Level candidates.

As the candidates' comprehension will exceed their productive skills and they can be expected to understand hitherto unfamiliar grammatical and lexical items within a context, structures not listed here, but considered appropriate by the examiners, may also be included.

The examination does not require knowledge of specialist or technical vocabulary or dialect, but of modern everyday language used for narrative, description or conversation. The areas in which the language will be tested lie within the normal range of experience of the average 15 to 16 year old pupil and will include the family, home, school, town, country and seaside, transport and travel, theatre and cinema, shopping, sport, usual professions and occupation, hobbies and pastime, common domestic and wild animals, common plants and flowers, simple geographical facts, nationalities and languages, common illnesses and accidents and reference to doctor, dentist and hospital.

1. *Verbs* : Strong ; weak; mixed; modal 'compound; reflexive; impersonal, singular and plural; all persons. Indicative active-present, future, imperfect, perfect, pluperfect. Indicative passive-present, imperfect. subjunctive active-imperfect of following verbs only; sein, haben, werden, können, sollen, mögen. Interrogative and imperative forms. Infinitive-with and without zu; with um..zu Verbs governing accusative. Verbs governing dative.' Verbs governing accusative and dative.
2. *Articles* : Definite and indefinite ; singular and plural (definite): all cases; all genders.
3. *Nouns* : Singular and plural; all cases; all genders.
4. *Pronouns* : Personal – singular and plural ; nominative, accusative, dative. Indefinite-man (nominative); jemand (uninflected); niemand (uninflected); etwas; nichts. Interrogative-wer ? was ? (nominative) Demonstrative-das.
Relative – all genders ; singular and plural ; (nominative, accusative). Reflexive-singular and plural; all persons; (accusative, dative).
5. *Adjectives*: Demonstrative – singular and plural; all cases; all genders. Possessive-singular and plural; all cases; all genders; Qualifying-perdicate, uninflected. Attributive-strong/weak inflections and invariable; singular and plural; all cases; all genders. Interrogative-was für ? Comparative and superlative.

6. *Indefinite adjective – pronouns*
Exhaustives – kein – all – jed – beid -
Quantitives – wenig (e) ; enig -; viel (e);
Ander -; genug-; melir, mehrerein biB chen;
Ein paar.
7. *Adverbs*: Time; manner; place; interrogative; negative;
comparative and superlative; adverbialphreases.
8. *Common Pronominal Adverbs* : eg. Darin, damit.
8. *Adverbial Conjunctions* : eg. Also nun; doch.
10. *Co-ordinating Conjunctions* :
e.g. und aber; denn; oder; sondern.
11. *Correlative Conjunctions* :
e.g. wedernoch; entweder.....oder.
12. *Common Subordinating Conjunctions* :
eg. als; beror; da; daB; nachdem; ob; obgleich; obwohl;
wahrend; weil, wenn.
13. *Common Prepositions* :
+ accusative; + dative; + accusative and dative; + genitive
14. *Intensifiers* : Irgend; gar.
15. *Rules of Contraction*.
16. *Numbers*: Cardinal; ordinal; adverbs : eg. erstens; complex
numerals e.g.; einmal.
17. Time by clock and dates.
18. Expressions of time.
19. Expressions of measurement.
20. Expressions of quantity.
21. Reported statement and indirect questions
22. Orthography
23. Word order
24. Common idioms and exclamations

HINDI 7620

The examination will consist of one 3 hour paper, containing :

- (a) Translation into English ;
- (b) Translation into Hindi;
- (c) Translation into Hindi of sentences chosen to test
grammatical knowledge ;
- (d) Free composition on one of three subjects.

SPANISH 7593

In writing Spanish, candidates will be expected to follow the rules for accentuation published by the Royal Spanish Academy of Language in 1952, revised in 1958 and declared de application perceptive from 01st January, 1959.

The Examination

The examination will consist of two written papers. The allocation of marks is as follows: Paper 1-15 marks, Paper 2-70 marks.

Paper 1 (hour) :

- (a) *Dictation (1/2 hour) (5 marks).*– A passage of modern Spanish of about 100 words will be read aloud, first straight through, then in repeated groups, and finally straight through again. The candidates will write down the passage in Spanish during the reading of the repeated groups. After the final reading, five minutes will be allowed for revision.

The intention of this part of the paper is to test the candidates' grasp of the orthography and grammatical structure of Spanish by requiring them to relate the language as written to the language as spoken.

- (b) *Listening Comprehension (1/2 hour) (10 marks).*– The candidates will hear a narrative or descriptive Spanish passage, which may contain dialogue, of about 200-250 words. They will then write answers in English to questions printed in English in the paper. The questions will be concerned with information essential to the understanding of the passage as a whole, but the candidates will also be expected to show that they have grasped necessary points of detail.

The intention of this part of the paper is to test the candidates' understanding of spoken Spanish.

Paper 2 (2 hours) :

- (a) *Translation from Spanish (20 marks).*– The candidates will be required to translate a piece of Spanish prose of about 150-200 words into English.

The intention of this part of the paper is to test the candidates' understanding of written Spanish and their ability to render the text accurately into acceptable English.

- (b) *Directed Production (20 marks)* – A passage of Spanish of about 200-250 words will be printed in the paper, followed by questions in Spanish. The candidates will be asked to read the passage carefully, and then write answers in Spanish to the questions on it. They will be expected to write about 100 words of Spanish.

The intention of this part of the paper is to test the candidates' ability to write accurately and relevantly in Spanish.

- (c) *Essay (30 marks).*– The candidates will be required to write one essay of about 150 words in Spanish. The candidates will have a choice of three subjects: there will be a series of pictures, a dialogue or a letter, and another subject.

The intention of this part of the paper is to test the candidates' capacity to express ideas freely in accurate Spanish on a given subject using a variety of vocabulary and idiom.

Syllabus Guidelines

The following notes are designed to give teachers an idea of the scope of the Ordinary Level Spanish question papers. The notes intended to be comprehensive but they provide guidance on the linguistic content of the examination.

Knowledge of an ability to use the structures listed below may be tested in any language area within the normal range of the imaginative or real experience of the average school pupil of 15 or 16. It would clearly be impossible to produce a comprehensive list of such areas but they would include the family, school, life in town and country, transport and travel, shopping, eating and drinking, holidays, sport, usual professions and occupations.

The language of Ordinary Level, as compared with Advanced Level, is more straight forward and does not involve very complex description or complicated intellectual process. The registers are narrative with simple description, or conversation; a very colloquial flavour, as well as a very literary or technical flavour, is avoided. It should however, be noted that where no production of Spanish is required the language may well be more complex and may contain some lexical items not necessarily actively known by pupils for whom the examination is intended.

The intention of this part of the paper is to test the candidates' capacity to express ideas freely in accurate Spanish on a given subject using a variety of vocabulary and idiom.

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The following notes are designed to give teachers an idea of the scope of the Ordinary Level Spanish question papers. The notes intended to be comprehensive but they provide guidance on the linguistic content of the examination.

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and country, transport and travel, shopping, eating and drinking, holidays, sport, usual professions and occupations.

The language of Ordinary Level, as compared with Advanced Level, is more straight forward and does not involve very complex description or complicated intellectual processes. The registers are narrative with simple description, or conversation; a very colloquial flavour, as well as a very literary or technical flavour, is avoided. It should however, be noted that where no production of Spanish is required the language may well be more complex and may contain some lexical items not necessarily actively known by pupils for whom the examination is intended.

1. Formation and use of all regular and common irregular verbs, including radical and orthographical changing verbs and reflexives, in all tenses of the indicative and subjunctive (the subjunctive will be required for active use only in common situations such as ; in its imperative use ; after verbs of feeling; in straight forward conditional clauses, in future temporary clauses; after common conjunctions like *para que*, *sin que*, *como si*, etc.); interrogative, negative and imperative forms; passive and avoidance of the passive; participles, infinitive, gerund; common impersonal verbs. Use of *ser* and *estar*.
2. *Pronouns*: Conjunctive, disjunctive, demonstrative, common indefinite, interrogative, possessive, relative; position of pronouns; use of *se*.
3. Articles (definite and indefinite including neuter *lo*).
4. *Nouns* : gender and number.
5. *Adjectives* : Qualifying, numeral (cardinals and lower ordinals), demonstrative, indefinite, interrogative, possessive, compound, masculine / feminine and plural forms (of regular and common irregular adjectives), comparative and superlative; agreement and position; adverbial use; apocope.
6. *Adverbs*: Form and position, comparative and superlative; adverb phrases; negative expressions.
7. Conjunctions in common use.
8. Prepositions in common use, with special reference to differences between Spanish and English usage; *por* and *a*.
9. Expressions of time, date, age, distance, quantity and weather.
10. Common idioms (*e.g.* (*después de*) *hace* ; *hay que* etc.).

PUBLIC SERVICE COMMISSION

Competitive examination for the Recruitment of Engineers to the Sri Lanka Engineering Service - 2011

APPLICATIONS are invited from the citizens of Sri Lanka for the filling of vacancies existing in the posts of Civil, Mechanical, and Electrical Engineers of the Sri Lanka Engineering Service as per order of the Public Service Commission.

02. The applications should be in the form of the specimen appended to this notification and should be sent by registered post to reach the Commissioner General of Examinations, Examination Department of Sri Lanka, Pelawatta, Battaramulla on or before 31.10.2011. The top left corner of the envelope in which the application is enclosed, should bear clearly the title "Competitive Examination for the Recruitment of Engineers to the Sri Lanka Engineering Service - 2011."

N.B.

- (i) Applications which do not conform to the specimen will be rejected.

Note:- No complaint that an application or a letter in respect of such applications have been lost or delayed in the post will be considered. The candidates should bear any loss which may occur due to the delay in applying, until the closing date of applications.

- (ii) The officers in the Public Service or in the Provincial Public Service should forward their application through the respective heads of their organizations.

03. The Secretary to the Public Service Commission has the power to postpone or cancel this examination. Public Service Commission proceeds as the Appointing Authority.

04. Qualifications :

4.1 A candidate appearing at this examination.

- (i) Should possess a four year full time Degree in Bachelor of Science in Engineering from a relevant Engineering discipline awarded from a University of Sri Lanka which fulfils basic academic qualification to obtain the Associated Membership of the Institution of Engineers, Sri Lanka ;
or
- (ii) Should have fully completed and passed all parts of the examination relevant to the prescribed Engineering Discipline held by the Institution of the Engineers of Sri Lanka by which the candidate qualifies for the Associate Membership of the Institution of Engineers, Sri Lanka ;
or
- (iii) Should have fully completed and passed all parts of the Engineering Council Examination of the United Kingdom or its affiliated institution in the prescribed relevant

Engineering Disciplines which fulfils basic academic qualification to obtain the Associated Membership of the Institution of Engineers, Sri Lanka.

or

- (iv) Should have obtained an Engineering Degree, equivalent to the Degree of Bachelor of Science in Engineering, Offered by any other University or an Institution recognized by the University Grants Commission by which the candidate qualifies to obtain the Associate Membership of the Institution of Engineers, Sri Lanka ;

or

- (v) Should have obtained a Corporated Membership or a Fellow Membership from a recognized Engineering Institution in the prescribed Engineering Disciplines by which the candidate qualifies to obtain the Corporate Membership or a Fellow Membership of the Institution of Engineers, Sri Lanka.

Note :- The required qualification as stipulated above should be successfully completed in every respect, by the closing date of applications.

4.2 Other qualifications :

- (i) Should be a citizen of Sri Lanka
- (ii) Should have fulfilled respective qualifications to the date as specified in this *gazette* notification to do so.
- (iii) *Physical qualification* : Each applicant should be physically fit in every aspect to discharge the duties of the post and to serve in any region of Sri Lanka
- (iv) Should be of excellent moral character
- (v) The course subjects stated in the academic transcripts issued to confirm the qualifications stipulated in section 4.1 shall be appropriate to the recruiting engineering service groups in every aspect.
- (vi) A person who is ordained in any religious order shall not be eligible to apply.
- (vii) Should be over 21 years of age and below 35 years of age.
- (viii) Technical Officers in the Public Service or in the Provincial Public Service (Technical Officers of the Sri Lanka Technological service, Engineering Assistant of the Irrigation Department Engineering Assistant Service, Technical Officer of the Supervisory Managers Service of the Department of Railway) who both, have registered in an Institution recognized by the University Grants Commission to obtain the educational and professional qualifications stipulated in sub sections 4.1 : (ii), (iii), (iv) and (V) and have successfully obtained such qualifications while serving in the Public Service or in the Provincial Public Service and also who have not passed their optional retirement age to the date of recruitment, are eligible to apply. Such an Officer should have completed a satisfactory service in the immediate preceding 5 years of their permanent service.

Note.- The above qualifications should have been successfully completed in every aspect by the closing date of applications.

05. *Monthly salary scale.*— The post carries a monthly salary scale of Rs. 22,935 - 10 x 645 - 8 x 790 - 17 x 1,050 - 53,555 with Efficiency Bars at the relevant salary steps.

06. *Terms of Engagement and General Conditions of service :*

- (i) This post is permanent and pensionable. The selected candidates will be required to contribute to the "Widows and Orphans/Widowers and Orphans Pension Fund". The appointment will be subject to a probation period of three years.
- (ii) The selected candidates will be appointed to posts in the Sri Lanka Engineering Service by the Public Service Commission and such appointees are subject to serve in the Public Service as well as in the Provincial Public Service.
- (iii) The selected candidates should be prepared to serve in any part of the island in which they are called upon to serve.
- (iv) The appointment of any candidate who fails to assume duties of the appointed post on the prescribed date and/or rejects or avoids assuming duties in the post or the area appointed, may be cancelled.
- (v) Appointments will be made subject to the general conditions governing appointments in the Public Service and also subject to the terms and conditions set out in the Minute on the Sri Lanka Engineering Service Published in the *Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka*, No. 509/07 dated 07th June 1988, and any amendments made or to be made hereafter to the aforesaid Minute.

07. *Special service conditions of the Sri Lanka Engineering Service :*

- (i) A candidate with full professional qualifications will be placed on the 5th salary step with effect from the date of appointment.
- (ii) Obtaining full professional qualifications is mandatory for promotion from the recruitment grade to the next higher grade.

08. *Scheme of Examination :*

- (i) The examination will be held in Sinhala, Tamil and English languages.
- (ii) A candidate can sit for the examination in the language in which he/she has passed the qualifying examination as stipulated in section 4.1.
- (iii) A candidate who has passed the qualifying examination (as stipulated in section 4.1 in a language different from an official language can sit for the examination in one of the official languages or in English.

- (iv) A candidate will not be permitted to change the language of the examination stated in the application.

09. *Method of applying :*

- (i) The application should be in the language in which the candidate sits for the examination. While preparing the application in a language other than English (*i. e.* Sinhala or Tamil), it is also required to indicate the name of the examination, which is indicated in the heading of the application, in English language. Application should be prepared in such a way that Heading Nos. 1.0 to 4.5 appears on the first page, 5.0 to 9.0 on the second page and the remaining 10.0 to 11.0 on the third page and should be filled clearly in the candidate's own handwriting. The candidate should check whether the perfected application is in conformity with the specimen application form. Applications with incomplete information and not in compliance with the specimen form of the application will be rejected without notice. Applicants are advised to keep a photocopy of the application.
- (ii) The applicant's specimen signature on the application should be attested by a Principal of a Government School, a Justice of Peace, a Commissioner of Oaths, an Attorney at Law, a Public Notary, a Commissioned Officer in the Armed Forces of Sri Lanka, an Officer holding a *gazetted* post in the Sri Lanka Police Service or an officer holding a permanent post of the Government and drawing a basic annual salary of more than Rs.240,360.
- (iii) Receipt of applications will not be acknowledged.
- (iv) As soon as admission cards are issued to applicants, a notice to that effect will be published in the newspapers by the Department of Examinations, Sri Lanka. A candidate who does not receive his/her admission card even after 03 days from the aforesaid notice, should immediately notify the Commissioner General of Examinations, The Department of Examinations of Sri Lanka, Pelawatta, Battaramulla (Telegraphic address Exams Colombo) with the following particulars :—
 - (a) Name of Examination;
 - (b) Full name of the candidate ;
 - (c) Address ;
 - (d) Certified copies of the application and of the payment receipt kept in the applicant's possession ;
 - (e) Date of posting the application and the Registration Number ;
 - (f) In case of applicants outside Colombo, the address to which the admission card should be sent.

10. *Examination Fees.*— The examination fee will be Rs.1000. Examination fees should be paid before closing date of applications at any District/Divisional Secretary's office to the credit of Revenue Head 2003-02-13 Receipt obtained from the District/Divisional secretary's Office should be firmly pasted along an edge in the relevant cage of the application. This fee will not be refunded.

Applications sent without making the due payment of the examination fee as stipulated above will be rejected. The candidate is advised to keep a photocopy of the payment receipt.

11. *The date of examination.*— The examination will be held only in Colombo on a date which comes after the month of October 2011.

12. If the number of applications received is less than the number of vacancies to be filled, the Public Service Commission has the power to refrain from holding the examination and to select the suitable candidates on the results of an interview held for the purpose of examining the qualifications of the applicants.

13. *Type of the examination.*— This Competitive Examination will be held in order to determine a merit order of the engineers who will be applying for the posts of the Sri Lanka Engineering Service having fulfilled the qualifications as stipulated in the section 04. Therefore, the above examination is confined to a written aptitude test which carries 100% marks. The question paper is designed to provide an assessment of the candidate's power of logical reasoning and analysis and ability to draw sound inference through the knowledge by following Engineering Science as prescribed in section 4.1. The question paper will be of the multiple choice type with duration of 1 and 1/2 hours. The merit order of the candidates will be determined on the order of the marks scored by the candidates in the above examination.

14. *Admission to the Examination :*

- (i) The Commissioner General of Examinations will issue admission cards to all candidates whose applications have been received. A candidate presenting himself for the examination must produce his/her admission card, on which his/her specimen signature has been attested, to the supervisor of the examination centre. A candidate who fails to produce his/her admission card will not be permitted to sit the examination.
- (ii) A candidate must sit for the examination at the examination centre assigned to him/her. Every candidate should hand over the admission card to the Supervisor of the examination hall, on the first day of the examination. A set of rules to be followed by all candidates is published in this *gazette* notification. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations in conducting this examination. Candidates are liable to subject to a punishment imposed by the Commissioner General of Examinations for breach of these rules.

Note : Admissions cards are issued on the assumption that the candidates have fulfilled all the requisite qualifications stipulated in this notice. The issue of an admission card to a candidate should not be treated as a proof that he or she has fulfilled the requisite qualifications to sit the examination.

15. *Identification of candidates.*— A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the Invigilator of the examination. Any of the following documents will be accepted for this purpose :—

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

16. *Penalty for furnishing false information.*— If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to or during or after the examination. If any of the particulars furnished by a candidate is found to be intentionally false or if he/she has wilfully suppressed any material fact, he/she will be liable to be dismissed from the Public Service.

17. *Method of Selection for Appointments.*— As prescribed in the section 13, candidates who have scored highest marks shall be summoned for an interview subject to the provisions stipulated below :

- (i) A number of candidates equivalent to a minimum of twice the number of vacancies will be called for the interview,
- (ii) Certificates of the candidates will be examined at an interview held by an interview board approved by the Public Service Commission,
- (iii) All the documents /Certificates produced by the candidates at the interview shall be valid in every aspect. Any document/certificate produced by the candidates subject to the covering approval of the appropriate certifying authority is invalid,
- (iv) All valid documents/Certificates as prescribed in 17 (iii) shall be produced at the interview. Any document/certificate produced after the interview shall not be accepted,
- (v) Marks will not be allocated at the interview,
- (vi) If several candidates have obtained the same marks, an appropriate decision will be taken by the Public Service Commission and that decision shall be final.

18. Department of Examinations of Sri Lanka shall make arrangements to send the marks scored by the candidates on the written examination to each candidate when the Department of Examination is informed by the Director Engineerings service to release the results.

19. The number of appointees and the effective date of the appointment will be determined by the Public Service Commission. The Public Service Commission has the power to refrain from filling any or all of the vacancies and to take decisions regarding any matters not provided for in this notification.

In the event of any inconsistency between the Sinhala, Tamil and English texts of this *gazette* notification, the Sinhala text shall prevail.

On the order of the Public Service Commission.

P. B. ABEYKOON,
Secretary,
Ministry of Public Administration and
Home Affairs.

Engineering Service Division,
Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07.

SPECIMEN FORM OF APPLICATION

For Office use only

COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE SRI LANKA ENGINEERING SERVICE - 2011

Category applied for :
(Indicate the appropriate number in the box)

| | |
|------------|---|
| Civil | 1 |
| Mechanical | 2 |
| Electrical | 3 |

Language Media of Examination :
Indicate the appropriate number in the box)

| | |
|---------|---|
| Sinhala | 2 |
| Tamil | 3 |
| English | 4 |

1.0 Name :

1.1 Name with initials at the end (in English Block Capitals)
Mr./Mrs./Miss *e.g.* SILVA, A. B. : _____.

1.2 Names denoted by initials (in English Block Capitals) :
_____.

1.3 Name in full (In the language of your National Identity Card) : _____.

2.0 National Identity Card No. :

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

3.0 3.1 Permanent Address (in English Block Capitals) : _____.

3.2 Telephone Numbers : Land Line : _____.
Mobile : _____.

3.3 Postal Town : _____.

4.0 4.1 Ethnic Group :

(Sinhala- 1, Tamil -2, Indian Tamil -3, Muslim - 4, other 5)

4.2 Gender group (Male - 0, Female - 1)

4.3 Marital Status (Single -1 Married -2)

4.4 Date of Birth :

Year : Month : Date :

4.5 Age as at the closing date of application :

Years : Months : Days :

5.0 5.1 Educational Qualifications :-

(i) Effective date of the degree : _____.

(ii) University/Institution : _____.

(iii) Registration Number and Date : _____.

(iv) Name of the Degree Course: (*e. g.* B. Sc. Engineering) :
_____.

(v) Engineering discipline : (*e. g.* Civil, Mechanical, Electrical, Production) : _____.

(vi) Year of completion of the Degree : _____.

(vii) Subjects of the final Year : _____.

(viii) Language in which the candidate sat the examination :
_____.

5.2 Professional Qualifications, if any (*e.g.* MICE, MIE) : _____.

6.0 Particulars of the present post and posts held previously, if any (date of entry to the service, date of resignation and reasons for resignation should be mentioned) :

6.1 Post : _____.

6.2 Department/Institution : _____.

6.3 Date of Appointment : _____.

6.4 Whether permanent/Pensionable/non- pensionable/ temporary : _____.

6.5 Whether confirmed in the post : _____.

6.6 Salary scale of the post and present salary : _____.

6.7 Particulars of the posts held previously : _____.

7.0 Have you ever been convicted in a Court of Law for a criminal offence? if so, furnish particulars of such conviction and penalty imposed : _____.

8.0 Please paste the receipt along one side so as not to be detached (It will be useful to keep a photocopy with the candidates) :

Number of the Receipt : _____.

Paying Office : _____.

Date : _____.

9.0 Declaration of the application :

I hereby certify that the particulars given by me in this application are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualify if detected before selection ; to dismissal without compensation, if detected after appointment.

Furthermore, I hereby state that I am bound by all rules and regulations of this examination imposed by the Commissioner General of Examination.

_____,
Signature of the Applicant.

Date : _____.

10. Attestation of Signature :

I hereby certify that (name in full)..... (As per the 09 (II) of the *gazette* notification) who submits this application is known to me personally and that he/she placed his/her signature in my presence on.....

_____,
Signature of the officer attesting the signature.

Date : _____.

Full Name of the Officer attesting the signature : _____.

Designation : _____.

Address : _____.

(to be confirmed by the official Stamp)

11. Report of the Head of Department if the applicant is in the Public Service/Provincial Public Service.

I hereby certify that (name in full)..... who submits this application is known to me personally and that he/she placed his/her signature in my presence on.....

I certify that the particulars given in paragraph 09 above are correct and his/her work and conduct are..... he/she can be/ cannot be released from the present post.

_____,
Signature of the Head of Department.

Date : _____.

Name of the Officer attesting the Signature : _____.

Designation : _____.

Address : _____.

(To be confirmed by the Official Stamp)

09-1304

MINISTRY OF MINOR EXPORT CROPS PROMOTION

Department of Export Agriculture

OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE POST OF EXTENSION OFFICER
OF CLASS II SEGMENT 'B' OF SRI LANKA
TECHNOLOGICAL SERVICE IN THE DEPARTMENT OF
EXPORT AGRICULTURE – 2011

APPLICATIONS are hereby invited from citizens of Sri Lanka to fill the vacancies of above mentioned post of Sri Lanka Technological Service in the Department of Export Agriculture.

02. The candidates should not be less than 18 years or more than 45 years of age. The upper age limit will not apply to those who are already in Government or Provincial Government Service. Issuing of admissions to sit for the examination will not be considered as an acceptance that the candidate is qualified for the post. The candidanship will be cancelled once it is revealed that he/she lacks necessary qualifications when the candidates are called for an interview to check the qualifications mentioned in the *Gazette* Notification.

03. The monthly salary scale for this post according to Public Administration Circular MN -3 is Rs.15,005 - 4 x 180 - 6 x 240 -11 x 320 - 20 x 360 - 27,885.

04. This post is permanent and pensionable. Should contribute to the Widow/Widower and Orphans' Pension Fund.

05. It is essential that candidates should have fulfilled the basic Educational qualifications and professional qualifications mentioned below, by the last date of closing applications.

Educational Qualifications :

G. C. E. (O/L)

Should have passed the G. C. E. (O/L) examination in 06 subjects with credits for Sinhala/Tamil or Literature, Mathematics, Science and any other subject at not more than two attempts.

G. C. E. (A/L)

Should have passed the G. C. E. (A/L) Examination at one attempt in three Science subjects including two subjects from Biology, Agriculture, Chemistry and Physics.

Professional Qualifications.- Should have obtained a two years Diploma in Agriculture conducted by Government or a recognized Institute.

06. Mode of Applying :

- (a) Application forms should be prepared using both sides of A4 size (21cm x 29cm) sheet including section 01 to 05 in the first page with accordance to the Specimen application form appended to this *Gazette* notification.
- (b) The name of the Examinations mentioned in the heading of the application form should be included in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications.
- (c) Duly filled application forms should be forwarded under registered cover to meet Commissioner General of Examinations, Sri Lanka Department of Examination, Organization and Foreign Examination Branch, Pelawatte, Battaramulla on or before 24.10.2011.
- (d) The post applied for should be clearly written on the upper-left -hand corner of the envelope containing the application form.
- (e) The receipt obtained by paying Rs.300 to be credited to the income Head 2003-02-31 of Commissioner General of Examinations at any District or Divisional Secretariat of

the island should be affixed in the relevant space provided in the application form. Keeping a photocopy of the receipt will be useful.

- (f) Applications that are incomplete and received late will be rejected without prior notice and the Department will not be responsible for loss of applications in the post or any postal delays.
- (g) The signature of the applicant should be attested by a Principal of government school or a justice of Peace or an Attorney at Law or a staff grade officer in State Service.
- (h) The candidates who are already in State Service should forward the application forms through the Head of the Department.

07. Examination Procedure :

- (a) Admissions will be issued by the Commissioner General of Examination to the candidates who have sent application forms. The candidates should produce the attested admission to the Supervisor in the Prescribed examination hall. Any candidate who fails to produce the admission card will not be allowed to sit for the examination.
- (b) This examination will be held in December 2011. The candidates who do not receive the admission before 07 days to the date of examination should inquire without delay informing on the following details to the Organization and Examination Branch of the Department of Examination at Pelawatte, Battaramulla.
- (i) Name of the Exam ;
(ii) Full name of the Candidate ;
(iii) Address ;
(iv) Date, Post Office and the Postal Code of the Post Office where the application was posted ;
(v) Number and Date of the Receipt and the Divisional Secretariat to which the money was paid.
- (c) Transportation expense or any other expenses incurred by the candidate in order to be present at the examination will not be reimbursed
- (d) *Identity.*- The candidate should prove his/her identity to the satisfactory of the Supervisor on each subject he/she sits for Herein.
- (i) The National Identity Card issued by the Department of Registration of Persons or ;
(ii) Valid Passport will be accepted.

The candidates who fail to produce documentation to prove his/her identity will not be allowed to sit for the examination.

(e) Syllabus :

- (i) Intelligence Test (Subject No.01) (Time : 1 hour, Total Marks : 100)
Consists of questions to determine the candidate's ability of logical reasoning, analytical thinking and decision making.
- (ii) Question Paper on Technology (Subject No.02) (time 02 hours. Total Marks 100)

Syllabus of the question paper on Technology :

1. General Agriculture and Principles.
 2. Crop Production and Principles. Agronomical Facts.
 3. Soil and Fertilizers, Plant Nutrition, Environmental Effects.
 4. Crop Propagation Methods.
 5. Diseases and Pests, Characteristics and Damages.
 6. Agricultural Policies, Past, Present and Future Potentials.
 7. Botanical information, Climatic Factors, Fertilizer effects and nutrition, Diseases and Pests, Post Harvest Technology related to Export Agricultural Crops Black Pepper, Cinnamon, Coffee, Cocoa, Cardamom, Clove, Nutmeg, Betel and Areca Nut.
 8. Export Agricultural Crops Production, Marketing and Export Potentials.
 9. Organic Farming.
 10. Farm Management, Production of plants and planting materials and Nursery Management.
 11. Agriculture Extension Methods and Extension Methodology.
- (f) The examination will be held in Sinhala, English and Tamil Mediums and the Candidates who sit for the exam should appear for all the subjects of the examination in one medium.
- (g) Examination to recruit for this post will be held only in Colombo.

08. Conditions of Employment :

- (i) Selected candidates are obligated to work in any area of the Country.
- (ii) Currently vacant Districts and offices are mentioned below.
- (i) Monaragala
(ii) Badulla
(iii) Hambanthota
(iv) Matara
(v) Galle
(vi) Rathnapura
(vii) Nuwara-Eliya

09. Mode of Recruitment.— The candidates who obtain 40% or more marks in each paper at the examination will be called for an interview based on the order of merit. Number of candidates to be called for the interview will be twice as the existing vacancies. Marks will not be given at the interview and the candidates who have fulfilled the basic requirements will be recruited in the order of the total marks obtained at the examination.

10. Any matter not mentioned here will be decided by the appointing authority, Every candidate is obliged to follow the examination rules and regulations mentioned in the *Gazette* notification.

11. The Commissioner general of Examination will permit all the candidates who have paid the relevant examination fee and forwarded the applications on or before the closing date to sit for the competitive examination on the presumption that only those who have fulfilled the qualifications mentioned in the *gazette* notification have applied.

W. D. L. GUNARATHNE,
Director of Export Agriculture.

(For Office use only)

SPECIMEN APPLICATION FORM

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR RECRUITMENT TO
THE POST OF EXTENSION OFFICER OF CLASS II SEGMENT "B" OF SRI LANKA
TECHNOLOGICAL SERVICE IN THE DEPARTMENT OF EXPORT AGRICULTURE

Medium of Examination :

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

01. Name :

- 1.1 Name with Initials : _____.
(In English Capital Letters) Ex : SILVA, A. B.
1.2 Full Name : _____.
(in Sinhala/Tamil)

02. Permanent Address : _____.

(In English Capital Letters)

- 2.1 Postal address (Admission will be sent to this address)
(In English Capital Letters) : _____.

2.2 Telephone Number (If available) :

03. Gender :

Female 1
Male 0 (Write the relevant number in the cage)

04. Civil Status :

Married 2
Single 1 (Write the relevant number in the cage)

05. National Identity Card No. :

06. 6.1 Date of Brith :

Year : Month : Date :

6.2 Age as at the last date of closing the applications :-

Years : Months : Days :

07. Educational Qualifications :

(a) G. C. E. (O/L) Examination :-

First Attempt *Second Attempt*

| | | |
|------------------|--|--|
| Name of the Exam | | |
| Year and Month | | |
| Index No. | | |
| Medium | | |

First Attempt

Second Attempt

| | Subject | Grade | | Subject | Grade |
|----|---------|-------|----|---------|-------|
| 1. | | | 1. | | |
| 2. | | | 2. | | |
| 3. | | | 3. | | |
| 4. | | | 4. | | |
| 5. | | | 5. | | |
| 6. | | | 6. | | |
| 7. | | | 7. | | |
| 8. | | | 8. | | |

(b) G. C. E. (A/L) Examination :-

Year and Month
Index No.
Medium
.....

| | Subject | Grade |
|----|---------|-------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

(c) Professional Qualifications :-

| Diploma and the name of institute | Year | Index No. | Subjects | Grade |
|-----------------------------------|------|-----------|----------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

08. (a)

| | |
|------------------------|--|
| Number of the receipt | |
| Date | |
| Divisional Secretariat | |
| Amount Paid | |

Stick the receipt of Examination fee here.
(Keeping a copy of the receipt would be useful)

09. Certification of the applicant :

I do hereby certify that the information furnished by me in this applications is true and correct. I am aware that if any information furnished by me in this application is found to be false or incorrect before I am selected, I am liable for disqualification and for dismissal without any compensation if the inaccuracy is detected after the appointment.

_____,
Signature of the Applicant.

Date :_____.

10. Attestation :

I certify Mr./Mrs./Ms..... is personally known to me and he/she placed his/her signature in front of me on..... and he/she has paid the examination fee due, and affixed the receipt.

_____,
Signature of the Attester.

Date :_____.

Full Name of the attester :_____.

Designation :_____.

Address :_____.

(Verify by official seal)

Commissioner General of Examination

I certify that the above applicant has/has not fulfilled the requirements to sit for the Examination.

_____,
(Signature and Title of the Head of the Department)

Date :_____.

09-1175