

*N.B.*— Part IV(A) of the *Gazette* No. 1,797 of 08.02.2013 was not published.

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

අංක 1,798 - 2013 පෙබරවාරි 15 වැනි සිකුරාදා - 2013.02.15  
No. 1,798 – FRIDAY, FEBRUARY 15, 2013

(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 08th March, 2013 should reach Government Press on or before 12.00 noon on 22nd February, 2013.

**P. H. L. V. DE SILVA,**  
Acting Government Printer.

Department of Govt. Printing,  
Colombo 08,  
01st January, 2013.

### 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.

**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.

## Posts – Vacant

### HAMBANTOTA DISTRICT

#### Amendment of Closing Date of Applications for Recruitment of Registrar of Marriage, Birth and Death of the Registrar General's Department

IT is kindly notified that the closing date of application for recruitment for the post of Muslim Marriage Registrar for the Division appearing in the following Schedule which was published by me in the *Gazette* No. 1,785 of 16.11.2012 is extended as 28.02.2013.

02. Please note that all other details in the said *Gazette* notification remain unchanged.

Registrar General.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which application are called</i>	<i>Address to which applications should be sent</i>
Hambantota	Ambalantota	Post of Registrar of Muslim Marriages in Bolana Division	District Secretary/Additional Registrar General, District Secretariat, Hambantota

02-426

### JUDICIAL SERVICE COMMISSION

#### Applications are called in Terms of the Muslim Marriage and Divorce Act (Chapter 115) for the recruitment of Quazis for the Areas indicated in the Following Schedule

PERSONS with following qualifications may apply.

Any Muslim male who is a graduate of a recognized University or a Maulavi holding a certificate from an institution recognized by the Ministry in Charge of Muslim Religions and Cultural Affairs or a holder of the Al-Alim Certificate by the Department of Education or an Attorney-at-Law or a holder of other similar qualification or a retired public servant who has held office in staff grade.

A person currently holding a permanent post in the public service shall not be eligible to apply.

Applicants should be married persons over 40 years, should be physically fit and of good character and standing in the community and possessing a sound knowledge of the law relating to Muslim Marriage and Divorce.

The selected candidate will be appointed for a period, which will be specified in the letter of appointment.

It is a legal requirement that a Quazi should reside in the area for which he is appointed.

A Quazi will be paid a monthly allowance of Rs. 6,000 and an all exclusive allowance of Rs. 5,000 per month for the cost of support services, stationary and postal expenses.

Applications forms can be obtained from the Judicial Service Commission Secretariat and should be sent by registered post along with the copies of the relevant certificates to reach the Secretary, Judicial Service Commission on or before 14th March 2013. The envelope containing the application should be marked "Post of Quazi" on its top left hand corner.

MANJULA THILAKARATHNE,  
Secretary,  
Judicial Service Commission.

Judicial Service Commission Secretariat,  
P. O. Box - 573,  
Hulftsdorp,  
Colombo 12.

#### SCHEDULE

01. Anuradapura - Applications are called by the Judicial Service Commission for the post of Quazi in the Nuwaragam, Hurulu and Talagam revenue divisions in Anuradapura District under (Chapter 15) the Muslim Marriage and Divorce Act.
02. Colombo South - Applications are called by the Judicial Service Commission for the post of Quazi in Slave Island, Cinnamon Garden, Kollupitiya, Bambalapitiya, Havelock Town, Narahenpita, Wellawatta and Kirulapone in the Judicial Zone of Colombo under (Chapter 15) the Muslim Marriage and Divorce Act.

03. Beruwala - Applications are called by the Judicial Service Commission for the post of Quazi in the D.S's Division of Beruwala in Kalutara District under (Chapter 15) the Muslim Marriage and Divorce Act.
04. Kurunegala - Applications are called by the Judicial Service Commission for the post of Quazi in the Judicial Zone of Kurunegala under (Chapter 15) the Muslim Marriage and Divorce Act.
05. Monaragala - Applications are called by the Judicial Service Commission for the post of Quazi in the Judicial Zone of Monaragala under (Chapter 15) the Muslim Marriage and Divorce Act.
06. Negombo - Applications are called by the Judicial Service Commission for the post of Quazi in the Judicial Zone of Negombo under (Chapter 15) the Muslim Marriage and Divorce Act.
07. Oddamawadi - Applications are called by the Judicial Service Commission for the post of Quazi in the Revenue Division of Koralapattu West in Batticaloa District under (Chapter 15) the Muslim Marriage and Divorce Act.
08. Pulmodai - Applications are called by the Judicial Service Commission for the post of Quazi in the Revenue Division of Kaddukulampattu East and West in Trincomalee District under (Chapter 15) the Muslim Marriage and Divorce Act.
09. Ratnapura - Applications are called by the Judicial Service Commission for the post of Quazi in the Judicial Zone of Ratnapura under (Chapter 15) the Muslim Marriage and Divorce Act.
10. Refugee Population - Applications are called by the Judicial Service Commission for the post of Quazi for the Refugee population under (Chapter 15) the Muslim Marriage and Divorce Act.
11. Tumpane - Applications are called by the Judicial Service Commission for the post of Quazi in the D. S's Division of Tumpane in Kandy District under (Chapter 15) the Muslim Marriage and Divorce Act.
12. Kegalle - Applications are called by the Judicial Service Commission for the post of Quazi in the Judicial Zone of Kegalle under (Chapter 15) the Muslim Marriage and Divorce Act.
13. Hambantota - Applications are called by the Judicial Service Commission for the post of Quazi in the Judicial Zone of Hambantota under (Chapter 15) the Muslim Marriage and Divorce Act.
14. Kattankudy - Applications are called by the Judicial Service Commission for the post of Quazi in the Revenue Division of Mannunapattu North and South, Eruvil and Poraitivu in Batticaloa District under (Chapter 15) the Muslim Marriage and Divorce Act.

02-604

## SRI LANKA REGULAR AIR FORCE

### OFFICER CADET AND LADY OFFICER CADET VACANCIES

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

- (a) General Duties Pilot Branch (Male)
- (b) Technical Engineering (Male/Female)
- (c) Logistics Branch (Male/Female)
- (d) Administrative Branch (Male/Female)
- (e) Administrative Regiment Branch (Male/Female)
- (f) Operations Air Branch (Male/Female).

2. Applications are invited from Male/Female candidates possessing the qualifications given below:-

BSc (Aviation Studies) Degree Entrant Qualifications (Accredited by the General Sir John Kotelawala Defence University).

*General Duties Pilot /Operations Air Branches :*

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

*Technical Engineering Branch :*

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

*Logistics/Administrative/Administrative Regiment Branches :*

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

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

- (a) *Nationality* : Must be a Citizen of Sri Lanka ;
- (b) *Age* : Not less than 18 years and not more than 22 years as at 01st July, 2013 ;
- (c) *Height* : Male - 5' 6" and above ;  
Female - 5' 4" and above ;
- (d) *Weight* : Male  $17 < \text{BMI} < 26$   
Female  $17 < \text{BMI} < 25$   
 $\text{BMI} = \frac{\text{Weight (kg)}}{\text{Height}^2 \text{ (m)}}$
- (e) *Chest* : Male - 32" (Minimum )
- (f) *Colour Vision* : CP 2  
*Standard*
- (g) *Visual Acuity* : Left eye 6/6 and right eye 6/6 (without spectacles)
- (h) *Civil Status* : Candidates must be unmarried. No cadet will be permitted to marry whilst under training and for a further period of one (01) year from the Date of Commissioning.

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

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

6. *Conditions of service* :-

- (a) The candidate is to initially enlist in the Air Force as a Cadet on a regular engagement in the same manner as for Other Ranks and will undergo a Basic Combat Training Course. On successful completion of training, the duration of which will depend on the branch, the status allocated on his / her enlistment as an Other Rank will lapse and will receive a Permanent Commission in the rank of Pilot Officer.
- (b) Cadets will be required to undergo training at a place in Sri Lanka or abroad as decided by the Commander of the Air Force in consultation with the Ministry of Defence.
- (c) During the period of training as Cadets and thereafter, personnel will be subject to Air Force Law.
- (d) Every Cadet will be provided all items of uniforms, equipment and medical facilities.
- (e) During the period of training, a Cadet will be accommodated in an Air Force Mess and will be provided with food.
- (f) In the event of a Cadet voluntarily terminating his/her candidature for a commission during training, the parent or guardian will be required to refund to the Republic of Sri Lanka all expenses incurred up to that time by the Republic of Sri Lanka on account of such Cadet.
- (g) If at any time during his / her course a Cadet is reported by the authorities as being unsuitable for reasons of misconduct or due to causes within his/her control to qualify for a commission, his/her parent or guardian will be required to refund

to the Sri Lanka Air Force all expenses incurred on his/her training and will be required to enter into a bond to this effect with the Commander of the Air Force acting on behalf of the Government of Sri Lanka.

- (h) Parent or guardian will sign a declaration as given in cage 27 of the application form in respect of sub-paragraphs (f) and (g) above, and forward them together with the application. Parent or guardian will be required to enter into a bond subsequently in this form with the Republic of Sri Lanka prior to the appointment of these candidates as Cadets.
- (i) Candidates who possess the requirement as per para 2 and 3 will be called for the Preliminary Interview and if successful will be called for the Officer Quality Tests. Candidates who pass the Officer Quality Tests will be called for Medical Examinations (All candidates selected will be medically examined under Sri Lanka Air Force arrangements) and if applicable Flying Aptitude Tests. Candidates who successfully complete these tests will be called for the Final Interview. The required number of candidates per branch will be selected according to merit at these interviews and tests.
- (j) A single Officer is required to live in the Officers Mess. He/She is provided with furnished accommodation and food. Batman Service will be provided. A single Officer's Ration Allowance and Batman Allowance are paid to the Mess.
- (k) A married Officer may be provided with a married quarter if available. Recovery of rental will be as applicable to public servants.
- (l) All Officers are liable to be posted for duty or training in any part of the world at any time.
- (m) All Officers are governed by the Air - Force Act and orders issued from time to time.

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

8. *Pay and Allowances:*—

- (a) *Consolidated pay rate.*— The scale of consolidated pay applicable to Officer Cadets and Commissioned Ranks shall be as follows :—

Officer Cadet - Rs.187,620 p.a. ;  
Pilot Officer - Rs. 242,700 p.a. ;  
Flying Officer - Rs.275,220 - 34 x 7,740 - Rs. 538,380 p. a. ;  
Flight Lieutenant - Rs.321,660 - 28 x 7,740 - Rs. 538,380 p. a. ;  
Squadron Leader - Rs.352,620 - 24 x 7,740 - Rs. 538,380 p. a. ;  
Wing Commander - Rs.362,100 - 20 x 9,480 - Rs. 551,700 p. a. ;  
Group Captain - Rs.441,060 - 18 x 12,600 - Rs. 667,860 p.a. ;

- (b) *Other Allowances :*

- (1) Cost of living allowance of Rs. 6,600 per month.
- (2) Incentive allowance of Rs. 250 per month after five years of service.
- (3) Hardlying allowance Rs. 600 per month.
- (4) Enhanced allowance Rs. 5,000 per month for those serving in operational areas.
- (5) Special enhanced allowance Rs. 3,000 per month (Rs.100 - will be paid for each working day).
- (6) Interim allowance Rs. 1,000 per month.
- (7) Uniform upkeep allowance Rs. 255 per month.
- (8) Batman allowance Rs. 637.50 per month (if permitted to live out).
- (9) Ration allowance Rs. 13,861.50 per month (if permitted to live out).
- (10) Qualification pay where applicable (upto a maximum of Rs. 637.50 per month).
- (11) Special Allowance 15% of consolidated salary.
- (12) Three sets of holiday railway warrants per year (For Officer, spouse and children).
- (13) An additional set of railway warrants or the reimbursement of bus fare for Officers living in Messes to travel from the Mess to the hometown once a month.
- (14) Free issue of uniforms and ancillary items.

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

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

10. *Instructions to Applicants* :

- (a) Applications should be submitted in applicant's own hand writing in terms of the form specified below. All cages of the application should be completed neatly with as much details as possible. Applications should be forwarded under registered cover to "COMMAND RECRUITING OFFICER, SRI LANKA AIR FORCE, EKALA, KOTUGODA" so as to reach him not later than 1200 noon on **22nd February, 2013**. The envelope enclosing the application should be marked "APPLICATION FOR CADETSHIP/LADY CADETSHIP IN THE ..... BRANCH". A candidate will be allowed to apply for only one branch, those who apply for more than one branch the applications will be rejected. Applications received after the closing date and not in accordance with the requirements of this notification and not in registered post mail will not be entertained.
- (b) Candidates who are in Government Service/Corporations/Boards/Civil Establishments should forward their applications through their Heads of Department/Corporations/Boards/Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.
- (c) Candidates will be required to produce the originals of the following documents when summoned for interviews or when called upon to do so:-
  - (1) Certificate of Registration of Birth (Certificate issued for the purpose of the Education Code will not be accepted).
  - (2) Certificates in support of the educational qualifications required for the branch applied for.
  - (3) Certificates of trade/technical training and/or experience (if any) obtained from a recognized institution.
  - (4) Two recent certificates of character. One of these should be from the Principal of the last school attended and the other from a responsible person who has the know of the applicant for more than two years or from the present employer (if employed).
  - (5) Certificates in support of sports activities, cadeting *etc.*
- (d) Applications of candidates who fail to produce documents when requested to do so will not be considered.
- (e) No documents or original copies of documents should be attached to the application form.
- (f) The Air Force will not be responsible for loss of any originals of certificates if enclosed with the application form.

11. Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and for dismissal if discovered after selection.

12. *Selection Interviews etc.* :-

- (a) Preliminary selections will be made amongst those candidates who fulfill the above conditions. Candidates so selected will be required to undergo tests as may be prescribed by the Commander of the Air Force. The final selection will then be made after an interview of those selected candidates by a selection board appointed by the Ministry of Defence.
- (b) Candidates selected for interviews will be informed in writing of the place, time and date of such interviews. Travelling or other expenses will not be paid in this respect.



- (c) On every occasion an applicant is summoned for an interview he / she is to produce his / her National Identity Card issued by the Department of Registration of Persons.
- (d) Candidates likely to be suitable for their final interviews will be required to present themselves before an Air Force Medical Board.
- (e) Anyone who desires to recommend a candidate should do so by giving his / her testimonial. Any form of canvassing or attempt to influence in the selection of a candidate will result in disqualification of such candidate.
- (f) Candidates who are found unsuitable for enlistment will not be notified.

HD ABEYWICKRAMA,  
Air Marshal,  
Commander of the Air Force.

Headquarters,  
Sri Lanka Air Force,  
P.O. Box 594,  
Colombo 02.

APPLICATION FOR OFFICER CADET/LADY OFFICER CADET IN THE .....  
BRANCH OF THE SRI LANKA AIR FORCE

1. Nationality :\_\_\_\_\_.

(State whether citizen of Sri Lanka by descent or by registration and if latter, quote number and date of certificate).

2. Full name (As per the National Identity Card) :\_\_\_\_\_.

3. National Identity Card Number :\_\_\_\_\_.

4. Permanent address :\_\_\_\_\_.

5. Postal address :\_\_\_\_\_.

6. Date of Birth :\_\_\_\_\_.

(Age as at 01st July, 2013) :

Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.

7. Height :\_\_\_\_\_ ' \_\_\_\_\_".

8. Nearest Police Station to permanent address :\_\_\_\_\_.

9. District :\_\_\_\_\_.

10. Electorate :\_\_\_\_\_.

11. GS Division :\_\_\_\_\_.

12. Telephone Number :\_\_\_\_\_.

13. Married or Single :\_\_\_\_\_.

14. Gender :\_\_\_\_\_.

15. Particulars of School and/or University and qualifications obtained :

<i>Name of School/University</i>	<i>Type of Examination</i>	<i>Year of Examination</i>	<i>Subjects passed (including grading)</i>
	Ordinary Level		
	Advanced Level		
	Other		

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

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

## 17. Particulars of parents :

Full Name	Place of birth	Occupation	Present address
Father			
Mother			

## 18. Any special qualification for the post :\_\_\_\_\_.

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

## 20. Other achievements of note at School/University or with outside organizations (Give details with dates / years etc.) :\_\_\_\_\_.

## 21. Any previous service in the Armed Force or Volunteer Force, Cadet Corps or Boy Scout Organization :\_\_\_\_\_.

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

## 23. Have you being convicted or bound over by a civil or military court, if so give details :\_\_\_\_\_.

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

## 25. Particulars of testimonials :

Name	Designation	Postal Address

## 26. Declaration to be signed by the applicant :—

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

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

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

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

(a) I am the Parent / Guardian of ..... who is an applicant for a Cadetship in the Sri Lanka Air Force and who has signed the declaration in Cage 26 of the form of application above.

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

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

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

\_\_\_\_\_,  
Signature of Parent/Guardian.

Date : \_\_\_\_\_.  
Name : \_\_\_\_\_.  
(in block capitals)  
Address : \_\_\_\_\_.

\_\_\_\_\_,  
Signature of First Witness.

Date : \_\_\_\_\_.  
Name : \_\_\_\_\_.  
(in block capitals)  
Address : \_\_\_\_\_.

\_\_\_\_\_,  
Signature of Second Witness.

Date : \_\_\_\_\_.  
Name : \_\_\_\_\_.  
(in block capitals)  
Address : \_\_\_\_\_.

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## Examinations, Results of Examinations &c.,

### SRI LANKA SURVEY DEPARTMENT

#### Open Competitive Examination for Recruitment to the Post of Apprentice Surveyors in the Sri Lanka Survey Department - 2013

THE Open Competitive Examination for recruitment to the Post of Apprentice Surveyors in the Department of Survey, Sri Lanka will be held only in Colombo in May 2013 by the Commissioner General of Examinations. The date of examination will be notified through newspapers in due course.

Applications are invited for the above posts from both male and female candidates who comply with the following qualifications.

#### 02. Eligibility :-

- (i) Every candidate must furnish proof that he/she -  
(a) Is a citizen of Sri Lanka ;  
(b) Is of excellent moral character ;  
(c) Is not less than 22 years and not more than 33 years of age on the closing date of application.
- (ii) *Educational Qualifications.*— All candidates should have the following educational qualifications :—

Should have a degree in Surveying Science or a B Sc. Degree with Mathematics or Physics as a subject or a B Sc. Degree in Computer Science (Should have passed the G. C. E.

Advanced Level with Maths/Combined Maths/Advanced Mathematics a subject) or a Degree in Civil Engineering, obtained from a recognized university or an institution recognized by the University Grants Commission.

*Note.*— Any person who is waiting for degree results could not apply for this examination. However, a person who has passed a degree of recognized University and awaiting for the certificate can be permitted to sit for the examination provided he/she submits an official letter attached with application form from the Registrar of relevant University stating to that effect.

#### 03. Conditions of Services :—

##### Salary :

- (i) The consolidated monthly salary assigned to this post is as follows :

P. A. Circular No. 06/2006(IV) – MN – 5 2006A  
Rs. 16,720 - 10 x 320 - 11 x 365 - 15 x 450 - Rs. 30,685.

- (ii) This post is permanent and pensionable.

##### (iii) Confirmation in Service :

- (a) Surveying Science Graduates appointed to the post of Apprentice Surveyors will be appointed to Class II/II of Sri Lanka Surveyors' Service and conferred

with permanent status of service after a net total of 4 years satisfactory service in the Department, including the successful completion of training in Department matters.

(b) Graduates with B. Sc. Degree with Mathematics or Physics as a subject or a B. Sc. Degree in Computer Science or a Degree in Civil Engineering, appointed to the post of Apprentice Surveyors will be appointed to Class II/II of Sri Lanka Surveyors' Service and conferred with permanent status of service after a net total of 6 years satisfactory service including the successful completion of Surveying Degree and training.

(iv) The candidates selected for appointments should present themselves to a medical examination by a Government Medical Officer in Government Hospital with a view to it being ascertained whether they are physically fit to serve in any part of the Island.

(v) Attention of the applicants is drawn to the general conditions applicable to appointments to the Posts in the Public Service published in Part I : Section (IIA) of this *Gazette*.

04. *Procedure of Examination.*– The recruitment examination consists of the following 3 question papers :–

01. Comprehension	- 50 marks 2 hour paper.
02. Intelligence	- 150 marks 01 hour 15 minute paper.
03. General Knowledge	- 150 marks 03 hour paper.
Total	- 350 marks

*Comprehension paper.*– This paper will consist of questions given in the form of short passages. Candidates are expected to summarize some of the passages into one sentence. Knowledge of grammar pertaining to some underlined words will be tested. There would be multiple questions on some passages and candidates are expected to select the best suited answer.

Some passages will carry comprehension questions based on multiple choice methods. Questions are framed so as to test the candidate's power of understanding. In addition there will be a long passage for précis writing. This question paper is of two hour duration. All questions must be answered.

*Intelligence.*– This paper is framed with the objective of testing the candidate's power of rational thinking, power of analysis and decision making. This will be a multiple choice question paper. The question paper is of one hour and 15 minute duration. All questions must be answered.

*General Knowledge.*– There will be questions to test candidate's knowledge about the current Political, Social, Cultural, Economic and Environmental matters of both national and international importance. This is a choice of questions. The question paper is of 3 hour duration.

*Note :-*

- (i) The examination will be held in Sinhala, Tamil and English mediums.
- (ii) Marks will be deducted for bad hand writing and spelling mistakes. Also those candidates having bad hand writing may be deemed to be ineligible for sitting the examination.
- (iii) Admission cards will be sent to the applicants by the Commissioner General of Examinations. The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit for the examination.

05. *Method of Selection.*– Under the minute of the Sri Lanka Surveyors' Service, amendment by *Extraordinary Gazette* notification No. 1,675/20 dated 12.10.2010, the candidates will be called for an interview on the merit order of the total marks 40% or above for each paper at the open competitive examination and also depending on the number of existing vacancies. No marks will be allotted in the interview and only the marks secured at the examination will be taken into consideration.

06. Every candidate must have complied with all the necessary qualifications required for this post before the closing date of application for the examination.

07. *Procedure of Application :*

(i) *Specimen Application Form.*–

Specimen Application Form provided at the end of this notification should be followed in applying for this post and applicants should prepare their applications in the medium in which they appear for the examination. Also, applications should be filled by the applicants in their own hand-writing. The name of the examination mentioned at the top should be indicated in English in the Sinhala medium applications in addition to Sinhala while in the Tamil medium applications, the name of the examination should be indicated in English in addition to Tamil. Every section of the application should be perfected strictly in accordance with the instructions given therein. Applicants should indicate "not applicable" in any section which is not applicable to them. Applicants should strictly keep in mind that any application with blank columns is liable to be rejected. All applications which do not conform to the specimen application form and incomplete applications will be rejected without notice. It will be useful for the candidates to retain a photo-copy of the application submitted. Further the applicant should make sure that the application to be filled by him/her is in accordance with the specimen application form mentioned in this notification. If not, the application is liable to be rejected. (Applications should be prepared according to the annexed form on a A4 size paper and the cages No. 1.0 to 7.0 should appear on the front page and No. 8.0 to 12.0 appear on the second page.)

- (ii) Completed applications should be sent by registered post to reach "The Commissioner General of Examinations, Sri Lanka Department of Examinations, Organization and Foreign Examinations Branch, Pelawatta, Battaramulla" on or before 15th March, 2013. Applications received after the closing date will be rejected. The name of the Examination should be written on the left hand corner of the cover containing the application.
- (iii) The examination fee of Rs. 1,000 should be paid to any District Survey Office or Surveyor General's Office in Credit of General Deposit Account No. 15/143 of Survey Department and the cash receipt firmly affixed to the relevant place of the application. It is desirable to retain a copy of the cash receipt.
- (iv) Candidates presently employed under the Government Departments/Boards/Corporations etc. should forward their applications through the respective Heads of Departments. As such applicants should hand over their applications to their Heads of Departments well in time to be transmitted to the Commissioner General of Examinations so as to reach him on or before 15th March, 2013. Applications should not be sent to the personal name of Surveyor General or any other departmental officer. Applications sent through the Heads of Departments will not also be received after the closing date. The candidates applying from government service must get the signature and official frank of the Head of Department/Institution placed in the application for attestation, without which the application will be rejected.
- (v) *Attestation.*— Candidate's identity should be certified by in the case of a candidate from the government service, the Head of the respective Department or any other authorized officer, or in the case of other candidates, a Justice of Peace, Commissioner of Oaths, Attorney-at-Law or Notary Public, Head of Government School or School under the control of a Director, a Commissioned Officer of Army, Navy or Air Force, a permanent Government Staff Officer in receipt of an consolidated monthly salary of Rs. 22,935 or above, the Incumbent of Buddhist Vihara or a Nayaka Buddhist Monk, the Incumbent of a place of worship of any other religion or a religious dignity of standing of any other religion.

08. *Admission to the Examination.*— The Commissioner General of Examinations will issue admission cards for the examination to each applicant whose applications have been received. Applicants appearing for the examination must get the admission cards attested in advance and produce them to the supervisor of the examination center. A candidate without such a admission card will not be permitted to sit for the examination.

Every candidate should sit for the examination only at the Examination Hall stipulated to him/her. No any candidate who enters

any other examination hall other than the one assigned to him/her will be permitted to sit for the examination. A candidate appearing the examination should handover his/her admission card to the supervisor on the commencing day of examination itself. The general conditions applicable to the candidates have been published in Part I : Section (IIA) of this *Gazette*. Candidates are bound to act in conformity with such conditions. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : *i. e.* certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.

The issue of an admission card to a candidate does not necessarily mean that he or she has fulfilled the requisite qualifications to sit the examination. All candidates are bound to abide by the rules enforced by the Commissioner General of Examinations regarding the conducting of examination. A candidate who violates any of such rules is liable to punishment imposed by the Commissioner General of Examinations.

09. *Identification of Candidates.*— Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they appear. For this purpose, any of the following documents will be accepted :—

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

The candidature of any candidate who is unable to submit any one of the above mentioned documents is liable to be cancelled at the discretion of the Commissioner General of Examinations.

10. *Documents pertaining to the Qualifications :*

- (i) No any other document except the cash receipt should be sent along with the application. But all the necessary particulars as stipulated should be included in the application. All the applications should be completed in all respects but any incomplete application will be rejected.
- (ii) Candidates who are qualified to be called for an interview should prove their eligibility by producing documentary evidence at the interview.
- (iii) The originals of the following documents should be produced :—
  - (a) A certificate of good character obtained from a responsible person.

**Note.**— This should be from a Justice of Peace, Attorney-at-law, Divisional Secretary of the area in which the applicant resides or a Permanent Government Officer in receipt of an consolidated monthly salary of Rs. 22,935 or above, or any Notable from whom information can directly be obtained. Also the Name of Attestor, Designation and Address should be clearly mentioned in it.

Applicants holding permanent posts in the government service need not furnish the certificate of good character.

- (a) A certified copy of register of Birth or (in the case of applicants whose births have not been registered) a presumed certificate of age issued by the Registrar General.

**Note.**—

- (i) Special Certificates of birth issued for the purpose of using in schools or educational activities or certified extracts from register of birth will not be accepted.
- (ii) Affidavits or Baptismal certificates will not be accepted instead of a birth certificate. If there is any discrepancy between name/names on the birth certificate and name/names in normal usage in which the applicant appears for the examination, immediate action should be taken to get the name/names on the applicant's birth certificate rectified appropriately in terms of the conditions stipulated in No. 27 or 28 (Chapter 110) of Births and Deaths Registration Act.
- (iii) A certificate of Sri Lankan citizenship by registration or a letter of proof accepted by the government that the applicant has been a citizen of Sri Lanka by descent. (as appropriate).
- (iv) Originals of educational qualifications or if the certificates have not been issued, any other official document to that effect namely.
- (v) An official document issued by the registrar of a relevant university to the effect that the applicant has passed his/her final degree examination.
- (vi) Applicants are advised to have their necessary documents ready when applying for this post. If any candidate fails to submit necessary documents or delays in submitting such documents whenever requested, he/she will be made ineligible for appointment to this post.

11. *Furnishing false information.*— In terms of the conditions of this examination, if a candidate is found to be unqualified to sit for this examination, his/her candidature is liable to be cancelled prior to this examination, during the course of examination or subsequent to the examination or at anytime thereafter. During the service of any candidate, if he/she is found to have suppressed any important

information, or furnished any false information knowingly, or confirmed to have not complied with necessary requirements to have appeared for this examination, that alone will be sufficient ground for his/her immediate dismissal from service.

The candidature of any applicant who has not duly fulfilled the necessary requirements of this notification will be cancelled.

12. Any matter not covered by these conditions will be determined at the discretion of Surveyor General.

S. M. W. FERNANDO,  
Surveyor General,  
Sri Lanka Surveyor Department.

No. 150, Kirula Road,  
Narahenpita,  
Colombo 05.

#### SPECIMEN APPLICATION FORM

SRI LANKA SURVEY DEPARTMENT

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO  
THE POST OF APPRENTICE SURVEYORS IN THE SRI LANKA SURVEY  
DEPARTMENT - 2013

(For office use only)

1.0 Medium of Language in which you are appearing for the exam :

Sinhala - 2

Tamil - 3

English - 4

(indicate the relevant No. in the cage)

2.0 Name :

2.1 Name with initials : \_\_\_\_\_.

(in English block capitals eg. : SILVA, A. B.)

2.2 Name in full (in English block capitals) : \_\_\_\_\_.

2.3 Name in full (in Sinhala/Tamil) : \_\_\_\_\_.

3.0 Address :

3.1 Permanent Address : \_\_\_\_\_.

(in English block capitals)

3.2 Permanent address : \_\_\_\_\_.

(in Sinhala/Tamil)

3.3 Office Address : \_\_\_\_\_.

(in English block capitals, if applicable)

3.4 Postal Address : \_\_\_\_\_.

(in English block capitals)

4.0 4.1 Sex :

Male - 0, Female - 1

(indicate the relevant No. in the cage)

4.2 Date of birth :

Year :	Month :	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

4.3 Age on 15.03.2013 :

Years	Months	Days
<input type="text"/>	<input type="text"/>	<input type="text"/>

5.0 Nationality :

- Sinhala - 1  
Tamil - 2  
Indian Tamil - 3  
Muslim - 4  
Other - 5  
(indicate the relevant No. in the cage)

6.0 6.1 Degree obtained :

- Degree in B. Sc. Physical Science  
(with Mathematics as a subject) - 1  
B. Sc. Degree in Computer Science - 2  
Degree in Civil Engineering - 3  
(indicate the relevant No. in the cage)

6.2 G. C. E. (A/L) - year passed exam : \_\_\_\_\_.

Index No. : \_\_\_\_\_.

Subjects got through : \_\_\_\_\_.

7.0 National Identity Card No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date issued : \_\_\_\_\_.

8.0 (i) Date of Graduation :    \_\_\_\_\_.

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

(iii) Number of Registration, Date : \_\_\_\_\_.

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

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

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

(vii) The class obtained :    \_\_\_\_\_.

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

(ix) Index No. : \_\_\_\_\_.

(x) Medium of Language in which you appeared for the exam : \_\_\_\_\_.

9.0. Affix the cash receipt firmly. Please keep a photocopy of the receipt.

Affix the cash receipt firmly here

10.0. Certificate of the candidate :

I hereby certify that the particulars furnished by me in this application are true and correct to the best of my knowledge and that the cash receipt No. .... dated ..... for the payment of admission fee to the ..... District Survey

Office/Surveyor General's Office has been affixed hereto. Further I agree to abide by the rules and regulations of this examination, and if I am found to be ineligible according to the conditions of this examination, I agree to any decision taken to cancel my candidature prior to the examination, while holding the examination or subsequent to it.

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

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

11.0. Attestation of candidate's signature (should be as per the para No. 07) :

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

\_\_\_\_\_,  
Signature of the Attestor.

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

Full name of Attestor : \_\_\_\_\_.

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

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

12.0. Certificate of the Head of the Department (only if applicable) :

I declare that the applicant, Mr./Mrs./Miss ..... is an officer serving in this Department/Corporation/Board, working as a ..... from ..... and has earned all his/her increment and has not been subjected to any disciplinary action within service period and I also agree to release him/her from the post he/she hold in the event of being selected.

Other comments : \_\_\_\_\_.

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

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

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

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**SRI LANKA GERMAN RAILWAY TECHNICAL  
TRAINING CENTRE - RATHMALANA**

**Admission of Apprentices - 2013**

APPLICATIONS are invited from Sri Lankan citizens (male/female) possessing minimum qualifications stipulated in paragraph 02 herein for admission of apprentices to the Sri Lanka - German Railway Technical Training Centre for 2013.

**02. Minimum Qualifications :–**

- (a) Should be between 16-25 years as at 30.04.2013 ;
- (b) *Educational Qualifications.*– Passing 06 subjects at the G. C. E. (Ordinary Level) Examination including Sinhala/ Tamil Language, Mathematics and Science in not more than two sittings. It is necessary to possess educational qualifications completely before 30.04.2013 and passing of five (05) subjects in first sitting.

**03. Training Courses.**– The apprentices selected for training will be given the opportunity to follow the professional course subject to the period relevant to the profession. Medium of examination will be only in Sinhala. 25 persons for each of the following course will be selected :–

(i) Diesel Engine Mechanic	2 1/2 years
(ii) Welder	03 years
(iii) Electrician (Power)	03 1/2 years
(iv) Mechanic setter (General)	03 1/2 years.

**04. Applications.**– Applicants should indicate their particulars correctly in the application forms prepared in a typing sheet (A4 size). Incomplete applications will be rejected.

**05. Selection for the Courses :**

- (1) Only the applicants with the required minimum qualifications and who have paid examination fees mentioned in para. 07 will be called for the written test. There will be a practical test as well.
- (2) The written test will be based on Mathematics, Basic Technical Knowledge and General Knowledge. The candidates who have scored the highest marks at the written test will be summoned for the practical/interview test under each course.
- (3) Selection for each course will be made on the results of the highest aggregate marks obtained both at the written and practical test.

**06. Medium of Examination.**– Medium of examination will be Sinhala/Tamil and English.

**07. Examination Fees.**– Non refundable Rs. 500 will be charged for the examination. This amount can be paid by money order written in favour of the General Manager of Railways indicating the paying office as Maradana Post Office and the receipt of the money order should be attached to the application. The applications without money order will be rejected. Please note that inability to appear for the examination or under any circumstances the examination fees will not be refunded.

**08. Examination Centres.**– In respect of applicants who have satisfied all the requirements, a written test will be held in Colombo centre only.

**09. Signing of Agreement.**– All applicants selected for training in the institution should enter in to an agreement with the national apprentices and Technical Training Institute and the Department of Railways that follow the training course successfully during the period relevant to the course.

10. The apprentices will be paid a monthly allowance during the period of training by the apprentices and Technical Training Authority.

11. The Department is not bound to give employment to the apprentices after training.

12. The application forms prepared according to the specimen form given below should be sent to the Director Sri Lanka - German Railway Technical Training Centre, Kaldemulla Road, Rathmalana by Registered Post, 'SLGRTT/2013' should be indicated on the top left hand corner of the envelope.

**13. Closing Date of Applications.**– Applicants will be entertained up to 30.05.2013. The applications received late will be rejected.

B. A. P. ARIYARATHNA,  
General Manager of Railways.

Office of the General Manager of Railways,  
Sri Lanka Railways,  
Colombo 10.

**SPECIMEN APPLICATION FORM**

RECRUITMENT OF APPRENTICES TO SRI LANKA – GERMAN RAILWAY  
TECHNICAL TRAINING CENTRE – 2013

For office use only

01. Full name (with surname) (In Sinhala and English) :\_\_\_\_\_.
02. Address (Sinhala) :\_\_\_\_\_.  
(English) :\_\_\_\_\_.
03. District :\_\_\_\_\_.
04. Date of birth :\_\_\_\_\_.
05. Sex : Male/Female :\_\_\_\_\_.
06. Telephone No. :\_\_\_\_\_.
07. Educational qualifications :  
G. C. E. (O/L)  
First sitting :\_\_\_\_\_.

Index No. :\_\_\_\_\_.

*Subjects*

*Grade*

- |          |       |
|----------|-------|
| 1. ....  | ..... |
| 2. ....  | ..... |
| 3. ....  | ..... |
| 4. ....  | ..... |
| 5. ....  | ..... |
| 6. ....  | ..... |
| 7. ....  | ..... |
| 8. ....  | ..... |
| 9. ....  | ..... |
| 10. .... | ..... |



Second sitting : Index No. :—.

*Subjects* *Grade*

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

to postpone/cancel the Examination. The Commissioner General of Examinations reserves the right to hold the examination and issue results, and his decision shall be deemed final.

2. *Number of Persons to be appointed and Effective Date of the Appointment* :- To be determined by the orders of the Public Service Commission.

3. *Conditions of Service*.— A selected candidate will be appointed to the Grade III of Sri Lanka Accountants' Service subject to general conditions of governing appointment of the Public Service, conditions prescribed in the Minute of the Sri Lanka Accountants' Service published in the *Extraordinary Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1670/33 dated 10th of September 2010 and the amendments made thereto or to be made hereafter.

07. Medium preferred by the candidate to appear for the exam : \_\_\_\_\_.

08. Indicate in order two courses you wish to follow in terms of the notification :

1. ....
2. ....

09. Money Order No. .... obtained after making a payment of Rs. 500 to the post office is attached.

10. I certify that the fore giving particulars contained in this application are true and accurate. Further, I am aware that if any particulars contained herein are found to be false or incorrect. I am liable to disqualification if any discrepancy is discovered before the selection and to dismissal if detected after the appointment.

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

Date :—.

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3.1 The number of vacancies to be filled through this examination in the Northern and Eastern provinces is 22.

3.2 Those who are selected should serve at least 10 years in the Northern and Eastern provinces from the date of appointment. Failure to do so would result in termination of their service.

3.3 Applications of the candidates are liable to be revoked if the candidates fail to assume duties of the post on the prescribed date and/or refuse or avoid to assume duties in the post or in an area stipulated.

3.4 The officers who are appointed by the Special Examination should pass Sinhala Language Test within 05 years in addition to the First Efficiency Bar Examination for the Officers of Sri Lanka Accountants' Service. (As per the provisions of Public Administration Circular No. 07/2007)

4. *Structure and Monthly Salary Scales*.—

Monthly Salary Scale as per Salary Code SL 1-2006 of the Public Administration Circular No. 6/2006 dated 25.04.2006.

*Monthly Salary Scale*.— SL 1-2006-Rs; 22,935 -10X645- 8X790 – 17X1,050 – Rs. 53,555.

5. 5.1 *Experience and Qualifications* :

(i) Possession of any of the qualifications setout in para. 5.2(b) above with not less than 5 years of satisfactory, uninterrupted permanent service in the Public Service/ Provincial Public Service on 18.03.2013. (Closing date of the application) having earned a minimum of 5 increments on the due date ;

or

(ii) Possession of not less than 10 years satisfactory period of service in the Public Service/Provincial Public Service in a permanent and pensionable post which carries the salary scale of MN 1-2006(A) or above having earned a minimum of 10 increment on the due date.

**SPECIAL LIMITED COMPETITIVE EXAMINATION  
FOR FILLING GRADE III VACANCIES OF  
THE SRI LANKA ACCOUNTANTS' SERVICE  
IN THE NORTHERN AND EASTERN  
PROVINCES - (2012/2013)**

APPLICATIONS are invited from the eligible citizens of Sri Lanka for the Special Limited Competitive Examination to fill the vacancies of Grade III of Sri Lanka Accountants' Service in the Northern and Eastern Provinces.

In this notice "Service" means the Sri Lanka Accountants' Service (S.L. Ac. S.)

1. *Date of Examination*.— Examination will be held in 2013 April in Colombo and in Jaffna by the Commissioner General of Examinations. The Public Service Commission reserves the right

5.2. (a) *Educational Qualifications :*

- (i) Should possess a Degree in Commerce, Management, Accountancy or Economics from a University recognized by the University Grants Commission ;  
*or*
- (ii) Should be a holder of a Higher Diploma in Accountancy or Commerce from the Sri Lanka Technical College or Sri Lanka Institute of Higher Technical Education;  
*or*
- (iii) Should have passed the Intermediate or Licentiate or Higher Examination of the Institute of Chartered Accountants of Sri Lanka or an Institute of Chartered Accountants in any other commonwealth country;  
*or*
- (iv) Should have passed the Parts I and II of costs and management Examination or intermediate or Higher Examination conducted by the Chartered Institute of Management Accountants of the United Kingdom or in any other Commonwealth Country;  
*or*
- (v) Should have passed the First Professional Level or Higher Level Examination of the Institute of Certified Accountants of the United Kingdom or any other Commonwealth Country;  
*or*
- (vi) Should have passed parts I and II Examination or higher Level Examination of Association of Chartered Certified Accountants of United Kingdom or in any other Commonwealth Country;  
*or*
- (vii) Final Examination of the Institute of Chartered Secretaries and Managers of the United Kingdom.  
*and*
- (viii) Should be able to speak Tamil language fluently to perform duties in the Northern and Eastern Provinces and should have passed Tamil language as a main subject at the G.C.E. (O/L) Examination.

5.2. (b) *Other qualifications* - the applicant,

- (i) Should be a citizen of Sri Lanka.
- (ii) Should be of excellent moral character.
- (iii) All candidates should be physically fit in all aspects to serve in any part of Sri Lanka.
- (iv) Should have earned all the increments on the due date within the immediately preceding 5 years of gaining eligibility to apply.
- (v) Should have completed a satisfactory service period within immediately preceding five years as at 18.03.2013 (Closing date of the application).
- (vi) No candidate will be permitted to sit for the Open Competitive Examination more than two occasions.
- (vii) A person holding priesthood in any of the religious sects will be ineligible to sit this examination

- (viii) A person will be deemed as qualified to sit the Competitive Examination for appointment to the service, if the candidate has fulfilled necessary qualification in para 5.1 in all respect as at 18.03.2013 and copies of certificates in support of qualifications should be attached to the application.

6. *Examination Fee.*— The fee for the Examination is Rs. 300. This fee should be paid before closing date of applications at a Divisional Secretariat or District Secretariat in order to be credited to the Revenue Head 2003-02-13. The receipt issued from the Divisional Secretariat should be affixed in the relevant box provided in the application form. It is advisable to keep a photocopy of the receipt with the applicants. The fee will not be refunded under any circumstances.

7. *Method of Application:-*

- (a) The applications should be prepared strictly in accordance with the specimen form annexed to this notification, using both sides of a paper size A4 and should be filled by the candidate himself.
- (b) Item No. 01 to 3.5 of the application should be on the first page. The application should be in the language in which the candidate is eligible to sit the examination. However, the heading should be written in English (Block Capitals) in addition to the Tamil Language when preparing the application. Applications not in conformity with the specimen referred to, incomplete applications will be rejected without any notice. It is advisable to keep a photocopy of the receipt with the applicants. The applicant should ascertain whether the application completed by him/her is in conformity with the specimen form referred to in the notification of the examination. Applications not in conformity with the specimen will be rejected.
- (c) The applications for the Examination must be sent by Registered Post to reach the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla on or before 18.03.2013. It should clearly written "Special Limited Competitive Examination for filling Grade III Vacancies of the Sri Lanka Accountants Service in the Northern and Eastern Provinces - 2012(2013)" on the top left hand corner of the envelope containing the application. No application received after that date will be accepted.

Applications will not be acknowledged. Immediately after admission cards are dispatched to the respective candidates, a press notice to that effect will be published by the Examination Department of Sri Lanka. If candidate does not receive his/her admission card after 02 or 03 days of the publications of notification should notify immediately to the Commissioner General of Examinations, Pelawatta, Battaramulla in that respect as set out in the notice. It would be more effective if you

send a certified copy of the application and the cash receipt retained with you, the registered receipt and your request letter with the fax No. to the Department of Examination of Sri Lanka in order to send admission card if you are outside of Colombo.

- (d) The post and the working place of the candidate at the time of applying for the examination are related to all the matters pertaining to the examination and any change in that respect will not be considered after sending applications.

8. *Admission to the Examination:-*

- (a) The Commissioner-General of Examinations will issue Admission Cards to every person who has sent a perfected application after paying the examination fees before the due date. A candidate presenting himself for the examination must produce his Admission Card with signature certified, to the Supervisor of the Examination Centre. A candidate, who fails to produce his Admission Card, will not be permitted to sit the Examination.
- (b) The candidate must sit the Examination at the Examination Hall assigned to him. Every candidate should hand over his/her Admission Card of the relevant examination hall to the Supervisor of the Examination Centre on the first day presenting himself for the examination at the hall. A set of rules to be observed by all candidates are published in the *Gazette*.
- (c) The issue of an Admission Card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit the examination.
- (d) All candidates are bound to abide by the rules laid down in respect of holding the Examination and the decisions taken in respect of issuing results by the Commissioner-General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner-General of Examinations.

09. *Identification of a Candidate.*—A Candidate will be required to prove his identity at the Examination Hall to the satisfaction of the Supervisor of the Examination Centre for each subject he offers. For this purpose one of the following documents will be accepted.

- (a) A National Identity Card issued by the Department of Registration of Persons;
- (b) A valid passport issued by the Department of Immigration and Emigration.

10. *Furnishing False Information.*—If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by candidate is found incorrect and has done so within the knowledge of him or if he has willfully suppressed a material fact, he will be liable to dismissal from the Public Service.

11. Any matter not provided in these regulations will be dealt with as determined by the Public Service Commission.

12. *Scheme of Examination :*

(i) Language of Examination:

- (a) The Examination will be held only in Tamil medium.

13. *Method of Testing :-*

- (a) An written examination consisting of the following subjects :

Subject No. 01 Financial Accounting Paper I - 3 hours – 100 marks  
Subject No. 02 Financial Accounting Paper II - 3 hours – 100 marks  
Subject No. 03 Cost and Management Accounting - 3 hours – 100 marks  
Subject No. 04 Public Financial Management - 3 hours – 100 marks  
Subject No. 05 Auditing and Investigations - 3 hours – 100 marks  
Subject No. 06 General Intelligence and Comprehension - 3 hours – 100 marks

Syllabus is given at the end of this notice.

- (b) *Interview.*— Only candidates who secure a minimum of 40% marks in each subject at the written examination will be summoned for the interview. The number of candidates to be called for the interview will be determined by the Public Service Commission in order of merit of the marks obtained by the candidates at the written examination and according to the number of existing vacancies as the case may be.

14. *Method of Selection for Appointment.*— Those who have scored highest marks in order of the merit at the written examination and duly filled the basic qualifications will be selected. In the event of candidate having tied for a place, the final decision of selection for such a place will be made by the Public Service Commission.

15. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

By order of the Public Service Commission,

P. A. ABEYSEKERA,  
Deputy Secretary to the Treasury.

Ministry of Finance and Planning,  
Colombo 01,  
On this 15th day of February, 2013.

**Special Limited Competitive Examination for filling Grade  
III Vacancies of the Sri Lanka Accountants' Service in the  
Northern and Eastern Provinces - 2013**

Index No : (for official use only)	
Town in which the applicant sits for the examination	Town No.
Indicate the Town Number in which the applicant sit for the examination and the number of the same. (Colombo 1, Jaffna 2) *It is not allowed to change the town afterwards	
Medium of the Examination: Tamil 3 <span style="float: right; border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></span> (Please write relevant number in the cage)	

## 1.0 Name :

- 1.1. Last Name with Initials: Mr./Mrs./Miss. :\_\_\_\_\_.  
(In capital letters)  
Eg : Mr./Mrs./Miss. SILVA, A.B.
- 1.2 Full Name :\_\_\_\_\_.  
(Tamil)
- 1.3 Full Name :\_\_\_\_\_.  
(In capital letters)

2.0 Permanent address :\_\_\_\_\_.  
(Tamil)

- 2.1 Permanent address :\_\_\_\_\_.  
(In capital letters)
- 2.2 Official Address :\_\_\_\_\_.  
(In capital letters)

## 3.0 3.1 Sex :

Male - 0, Female - 1  
(Please write the relevant number)

## 3.2 Marital Status :

Single - 1 Married - 2  
(Please write relevant number)

## 3.3 National Identity Card No. :

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## 3.4 Date of Birth :

Year :     Month :   Date :

## 3.5 Age as at 18.03.2013 :

Years :   Months :   Days :

(Closing date of the application)

4.0 4.1 The qualification obtained to be eligible to sit this  
examination under Para 5.1 :\_\_\_\_\_.4.2 The institutions from which such qualification has been  
obtained :\_\_\_\_\_.

## (a)

Department	Post	From	To	Period

## (b) (i) Service/Post :\_\_\_\_\_.

(ii) Class : From :\_\_\_\_\_ to :\_\_\_\_\_.

(iii) Class : From :\_\_\_\_\_ to :\_\_\_\_\_.

(iv) Total service period the Government as at 18.03.2013.  
(Closing date of the application) :

Years :\_\_\_\_\_ Months :\_\_\_\_\_.

(a) Service in ii above : Years :\_\_\_\_\_.

Months :\_\_\_\_\_.

(b) Service in iii above : Years :\_\_\_\_\_.

Months :\_\_\_\_\_.

(v) Annual salary as at 18.03.2013 (Closing date of the  
application) :\_\_\_\_\_.

5.0 5.1 The years in which your have sat the Limited Competitive  
Examination for recruitment to the Sri Lanka Accountants'  
Service :

Years :

1. ....
2. ....
3. ....

## 6.0 The cash receipt should be pasted to the application firmly :

(To affix the receipt)  
Keep a photocopy of the receipt with candidate

(i) Number :\_\_\_\_\_.

(ii) Date :\_\_\_\_\_.

(iii) Place of amount paid :\_\_\_\_\_.

(iv) Amount paid : Rs. :\_\_\_\_\_.

## 7.0 Certificate by Candidate :

7.1 I declare that to the best of my knowledge and belief the information given in this form is true and that I have affixed receipt No..... dated ..... having paid the Examination Fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to during or after the examination if it is found that I am ineligible according to the regulations of the examination. Further, I agree to abide by the rules laid down in respect of holding the Examination and the decisions taken in respect of issuing results by the Commissioner General of Examinations.

7.2 I declare that I have earned all increments (other than the increment granted under the condition of passing service or Departmental Examinations) and that I have not been subject

to any disciplinary punishment (other than warning) within five years preceding to 18.03.2013 (Closing date of the application)

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

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

8.0 Affirmation of the Head of the Department : The Head of the Department that maintains your personal file should sign as the Head of the Department :

I hereby certify that ..... the applicant submitting this application is serving in this office from ..... and his/her work and behavior is satisfactory and personally examined all the particulars mentioned in above 04 with the records of this office and found accurate and he/she placed his/her signature before me on ..... 2013.

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

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

Name of the Attester : \_\_\_\_\_.

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

Address (Confirmation with a rubber frank) : \_\_\_\_\_.

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

*Note.* – Attester should be a Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public or Government Servant drawing an annual consolidated salary not less than Rs. 240,360.

#### APPENDIX I

Particulars of the syllabus regarding Special Competitive Examinations for filling Grade III vacancies of the Sri Lanka Accountants' Service in the Northern and Eastern Province.

The examination will consist of the following examination papers.

No.	Subjects	Maximum Marks	Pass Marks	Time
1	Financial Accountancy -I	100	40	03 hours
2	Financial Accountancy -II	100	40	03 hours
3	Cost and Management Accountancy	100	40	03 hours
4	Public Financial Management	100	40	03 hours
5	Auditing and Investigation	100	40	03 hours
6	General Intelligence and Comprehension	100	40	03 hours

#### Syllabus:

#### Subject No. 01 and 02 - Financial Accountancy I and II

Purpose of Financial Accountancy and users of accounts and information required by them.

#### Accounting Principles:

Accounting Equation, Double Entry Book keeping and Accounting Systems, Prime Entry Books and Ledgers. Trial balance, Accumulated pre-payments and Adjustments, Capital Expenditure and income, Depreciations, Suspense Accounts, Correction of Errors, Control Accounts, Reconciliation Statements, Incomplete records.

#### Final Accounts :

Manufacturing Accounts, Trading Profit and Loss Accounts, Balance Sheet, Fund Flow Statement and Appropriation Account.

#### Accounting for Partnerships:

Partnership Agreements, Book keeping for partnerships, Fixed Capital Accounts, Current Accounts, Accounting for debts, Drawing Accounts, Preparation of Final Accounts for Partnerships, Changes in the composition of a Partnership, Treatment of goodwill and action on other assets and liabilities in admission of partners and dissolution of partnerships, Joint ventures.

#### Accounting for Limited liability Companies:

Nature of Limited liability Companies, Public listed Companies and Share market/share and loan capital, Distributable profits, Final Accounts for internal and external use, Defining Statements of Accounts, Interpretation of financial statements, Accounting ratios.

#### Accounting for Specialized Transactions:

Societies and associations, consignments, Branches, hire purchase and credit sale, Leasing, investments, bill of exchange, long-term contracts, royalties, container accounts, foreign currency transactions.

#### Application of Computers for accounting:

Types of Computer/Hardware and software, Computer Operating Software, Electronic Spreadsheets, Computer based Accounting.

#### Subject No. 03 – Cost and Management Accounting

Cost Accounting, Financial Accounting and Management Accounting, Purpose of Cost accounting. Accounting as a management aid.

#### Material Cost:

Purchasing procedures, Store Routines, Methods of valuing material issues, Incentive allowances, and bonuses.

**Labour Cost:**

Time keeping, time allocations, methods of remuneration, payment of incentive allowances and bonuses, Accounting for salaries and wages.

**Overhead Costs:**

Allocation and apportionment of costs, Absorption methods, Overhead administration and distribution, Selling and Distributions.

Integrated and non-integrated Accounts.

Cost control account, reconciliation of costs and financial accounts, integral accounts.

**Methods of Costing :**

Contract Costing, Job Costing, Departmental Costing, Batch Costing, Process Costing, Unit Costing, Services Costing, unrealized profits under different methods of costing.

**Marginal Costing :**

Contributions/Sales, break-even charts, application of marginal costing, accounting entries in marginal costing.

**Standard Costing :**

Standard Costs, actual Costs, basic variances, accounting procedures.

**Budgetary Control:**

Functional budgets, master budgets, flexible budgetary control, continuous budgeting, Operation of budgetary control.

**Subject No. 4 - Public Financial Management**

Legal framework of Public Finance

The Consolidated Fund, Special Law Expenditure, Contingencies Fund, Public Debt. Foreign aid, Fiscal Measures.

The Role of the Parliament, The Minister of Finance, The Treasury, The Auditor General, Public Accounts Committee, Committee on Public Enterprises, The Chief Accounting Officer, Department of National Planning Monetary Board.

The Annual Appropriation Bill.

Budgetary System and Procedures, Annual estimates of Revenue and Expenditure.

**Budget Implementation :**

Organizational Structure for the implementation of the budget, Revenue collection procedures, Imprest for making payments, Supervision of financial operations, Delegation of functions,

Virement procedure, supplementary estimates, Budgetary control, Procurement Procedure.

Government Accounting Systems and Procedures

Custody, security and control of Government properties, Accounting for revenue and other receipts, Accounting for foreign aid, Accounting for losses, waivers and write-offs.

**Review :**

Flash reports summary of monthly accounts, Review of financial and physical performance, the annual appropriation account, The Auditor General's report on the island's accounts, the report of the Public Accounts Committee, The report of the Committee on Public Enterprises.

**Subject No. 5. Auditing and Investigation**

The nature and objectives of auditing - The role of the Auditor

Internal audit, external audit, statutory – in relation to the Government Departments, Ministries and Corporations under the Constitution of Sri Lanka and Finance Act, No. 38 of 1971 relating to Non-statutory-under companies Act, No. 17 of 1982 – Auditing Standards, Auditing Opinions, Auditing concepts, Independence and other personal qualities of Auditor, Evidence, Truthfulness and Fairness, Materialism, Audit Risk, Auditors Responsibilities, Responsibilities of person subjected to Auditing.

**Scope and Limitations**

Determining the Scope, Assumptions and limitations, Role of Auditing standards and Guidelines.

The role of engagement letters, Management letters and representation letters, Basic auditing methods and Evaluation of internal control procedures.

**Quantity Charts, Questionnaires****Audit Planning and Control**

Audit Planning, timing, interim and final audits, assignment of responsibilities for functions, Audit Control, Recording the work done including the use of internal control, prepared questionnaires and forms for evaluation of internal control.

Values, Concepts and Characteristics for financial auditing.

Its relevance to the Public Sector, Analytical auditing.

Auditing of Computerized Accounting Systems – Auditing Limited Companies

Statutory books, powers and duties of Directors, Divisional profits, Appointment of auditors, wages and removals. Action to be taken before accepting new Auditors, Powers and duties of Auditors.

*Nature and Extent of Inspections :*

Compliance inspections, Independent inspections, Sample techniques, Balance sheet verifications, Verification of income and expenditure accounts.

*Professional Responsibilities of Auditors and Accountants :*

Professional conduct and ethics, legal rights and responsibilities, Legal responsibility of Accountant and Auditor and Law relating to the subject of knowledge on incidents.

*Investigations:*

Planning the scope of investigations, Techniques and procedures to be used, Examples of intention for conducting investigations, Feasibility studies, Evaluation of business institutions for the purchase, Sale, Credit rating etc., Accountant's and Auditor's reports for prospectus, Reporting activities, Fraud investigations, Project evaluations.

*Reporting Functions :*

Reporting to the management about the weaknesses in the internal control systems, Special reporting functions relating to

Government and corporation audits, Reports for the prospectus, Reports on investigations.

**Subject No. 6 – General Intelligence and Comprehension**

PART 'A'

COMPREHENSION

Questions will be asked from candidates based on a passage given in the comprehension question paper. Another passage is given and the candidates have to summarize it to one third of the original number of words giving its prime meaning.

PART 'B'

GENERAL INTELLIGENCE

Measuring the candidate's comprehension and intelligence is hereby expected through examining the candidate's and responses related to the issues presented in a textual, numeral and pictorial context. (This is composed of multiple choice and short answer questions).

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