

N.B.— Part IV(A) of the Gazette No. 1,827 of 06.09.2013 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,828 - 2013 සැප්තැම්බර් 13 වැනි සිකුරාදා - 2013.09.13
No. 1,828 - FRIDAY SEPTEMBER 13, 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 04th October, 2013 should reach Government Press on or before 12.00 noon on 20th September, 2013.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette.”

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

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

This Gazette can be downloaded from www.documents.gov.lk



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.

Department of Examinations,
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

KALUTARA DISTRICT

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

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

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

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

04. Applicants should be married.

05. Details regarding Educational and other Qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 13th October, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
28th August, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kalutara	Walallawita	Post of Registrar of Marriages (General) in Pasdun Korale West Division and Birth and Deaths of Ittapana Division	District Secretary/Additional Registrar General, District Secretariat, Kalutara.

09-316

Examinations, Results of Examinations &c.

DEPARTMENT OF WILDLIFE CONSERVATION

The Open Competitive Examination for the Recruitment to the Posts of Wildlife Guard Non Technical - Segment 2 – 2013

APPLICATIONS are invited from the citizens of Sri Lanka with the qualifications stipulated here under for the recruitment to the Posts of Wildlife Guard Non Technical - Segment 2 in the Department of Wildlife Conservation.

02. Prepared applications according to the format given at the end of this notification, should be sent by registered post to the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, Pelawatte, Battaramulla to reach before the 22.09.2013. The name of the Examination should be mentioned in the top left hand corner of the envelope. The application should be prepared to set paragraphs from 01 to 06 on the first page and rest of paragraphs from 07 to 12 to be on the other pages. The applications should be completed legibly in own hand writing. Name of the Examination in the heading

should be mentioned in English in addition to Sinhala or Tamil in Sinhala or Tamil medium applications. Incomplete applications or applications which are not prepared in the given format will be rejected without any notice. Preservation of a photocopy of the application will be beneficial.

03. *Salary Scale.*—Rs. 13,120 -10x145 - 11x170 - 10x240 - 10x320 - Rs. 22,040 (MN-1-2006A).

04. *Regulations on Employment :*

- (a) this post is permanent and pensionable and it is required to contribute to the widows'/widowers' and orphans' Pension Fund.

05. *Age.*— The age should not be less than 18 years and not more than 30 years.

06. *Educational Qualifications :*

- (a) Should have passed General Certificate of Education (Ordinary Level) Examination with six (06) subjects including credit passes for Sinhala/Tamil/English, Mathematics, Science and other one (01) subject ; and
- (b) Should have passed General Certificate of Education (Advanced Level) Examination at least with one (01) subject (excluding Common General Test).

07. *Physical Qualifications :*

- (i) The applicant should possess a sound physical health.
- (ii) All the applicants should be of excellent physical and mental character to perform the duty at any part of Sri Lanka.
- (iii) The male applicants should not be less than 05 feet 04 inches tall and the female applicants should not be less than 5 feet 02 inches tall.

08. *Other :*

- (i) The applicant should be a citizen of Sri Lanka ;
- (ii) Should be of excellent character ;
- (iii) All the qualifications required to the recruitment to the post should be fulfilled to the date on which the notification/*Gazette* paper for calling applications mentioned.

09. *Recruitment Procedure :*

- (1) A number equal to five times existing vacancies will be called for the interview from among the candidates who obtained highest marks at the written examination and vacancies will be filled on the basis of the aggregate marks scored at both Examination and Interview.
- (2) All the selected candidates will be recruited to the post of Trainee Wildlife Guard for six months and only the allowance

will be paid during this period. The officers those who have completed the training course successfully only be qualified to the permanent post and vacation of post or not completion of the course successfully will cause to cancel the claim of applying for this post again.

10. Written examination will include following subject. In order to be qualified in the written examination, candidates are required to obtain 40 marks or above. Applicants will be recruited on the results of the written test and interview :

Month to be held the Examination : December

Subject for the Examination :

1. Intelligence Test Time : 01 hours - Total marks - 100

Syllabus.— Intelligence Test.

This paper will consist of 50 multiple and brief answers questions to identify the candidates' thinking ability.

Logical ability, analytical ability and decision making ability. All the questions should be answered.

Examinations Fee.— The examination fee is Rs. 500. The examination fee should be paid to any District or Divisional Secretariat in the Island to be credited to the Revenue Head No. 2003-02-13 of Commissioner General of Examinations and the receipt obtained in favour of the applicant should be affixed along one margin at the relevant portion of the application. A photocopy of the receipt should be retained for future reference. The Examination fee is not refundable due to any what so ever.

1. Examination Centres will be set up only in towns indicated in the Schedule. The date to be held the Examination will be informed later. Towns and Town Numbers in which the applicants except to sit for the Examination should be mentioned in order of preference. Centre in any town will be cancelled if sufficient number of candidates has not requested that town. In case of such cancellation of any town candidate will be transferred to centre set up in the nearest town. The examination will be held in the medium of Sinhala, Tamil and English only. Change of the medium already applied will not be allowed later. The decision of the Commissioner General of Examinations in regard to conduct of examination and issue of result shall be final and conclusive.

2. Admission cards will be issued to all the applicants assuming that all who have fulfilled the qualifications mentioned in the *Gazette* notification. As soon as the admission cards are issued to candidates Department of Examinations will publish a paper notice announcing it. If the admission card is not received even after 2-3 days of such notice, it should be informed the Department of Examinations accordingly. In such

instance, it would be more useful to provide information via fax to Department of Examinations with certified photocopies of both original application form and receipt of payment, the receipt received for the registered post, in case of applicant lives outside Colombo, fax number to which the admission card should be and the letter of request.

Note.— Without producing the admission card, nobody will be permitted to enter the examination hall. Candidates who wish to sit for the examination must produce the attested. Admission cards to the Supervisor of the Examination Centre.

3. Issuing an Admission Card is not considered to be a qualification to sit for the Examination.

4. *Release of the Results.*— Results sheet will be prepared on the basis of the merit of aggregate marks scored at both Written Examination and Interview. The results sheet included the number of applicants equal to existing vacancies will be posted to the Director General of Wildlife Conservation.

All candidates appeared for Written Test and Interview will receive a personal results sheet indicating marks scored at each test separately.

11. *Identity of the Candidates.*— Candidates should prove his/her Identity to the Supervisor of the Examination Centre by providing one of the following documents :

1. National Identity Card issued by the Department of Registration of persons.

2. Valid Passport.

12. The candidates should adhere to the Examination Rules and Conditions implemented by the Director General of Examinations. If a candidate violates any of those rules he/she is liable to be punished at the discretion of the Director General of Examinations.

13. *Interview.*— An Interview Board appointed by the Director General of Wildlife Conservation will interview the candidates. Maximum marks of 100 will be offered to a candidate for the Structured Interview which is based on criteria.

14. If any problem arise regarding a matter not mentioned in the *Gazette* notification. Final decision will be taken by the Director General Wildlife Conservation. Further the decision regarding filling or non -filling or filling a part of vacancies by this calling of applications will be taken by the Director General of Wildlife Conservation.

15. In the event of any inconsistency between Sinhala, Tamil and English notifications, the text in the Sinhala notification shall prevail.

H. D. RATHNAYAKE,
Director General of Wildlife Conservation.

SCHEDULE

Name of towns and their town numbers where Examination Centres will be established.

<i>Town</i>	<i>Town No.</i>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vauniya	12
Mullathiv	13
Kilinochchi	14
Batalao	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Rathnapura	24
Kegalle	25

Index Number :

(For office use only)

SPECIMEN APPLICATION FORM

THE OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POSTS
OF WILDLIFE GUARD NON TECHNICAL - SEGMENT 2 IN THE DEPARTMENT OF
WILDLIFE CONSERVATION - 2013

The medium of language you wish to appear for the examination
(As per the notification)

Sinhala - 2
Tamil - 3
English - 4

(Please write the relevant number in the box)

Town and Town Number you apply for the examination (As per
the notification)

	<i>Town</i>	<i>Town Number</i>
1		
2		
3		

01. Name with initials (In English Block Letters) : _____.
Ex.- SUNIL, A. B.
1.2 Name in full (In English Block Letters) : _____.
1.3 Name in full (In Sinhala/Tamil) : _____.

02. Permanent Address (In English Capital Letters) :
2.1 : _____.
2.2 The Address to which the admission card should be sent
(In English Capital Letters) : _____.

03. 3.1 Sex :
Female - 1 ☐
Male - 0 ☐
(Please write the relevant number in the box)

- 3.2 Date of Birth :

Year : Month : Date :

- 3.3 Age to the closing date of applications :

Years : Months : Days :

04. National Identity Card No. :

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05. Applicant District of Residence : _____.
Divisional Secretariat Division : _____.

06. Present Post and the Working Place : _____.

07. Educational Qualifications : _____.

08. Have you been subjected to any disciplinary inquiry or been
convicted of punishments accordingly during last 5 years ? If
yes, give detail : _____.

09. Declaration of the applicant :

I hereby certify that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I know for certain that according to the rules and regulations of the above recruitment, if it is found before selection that any particulars furnished here are false or incorrect. I am liable to be cancelled my candidature before the recruitment or aftermath and dismiss at any time if such information is found to be false or incorrect after I am appointed to this post. I agree to abide by all the rules and regulations applicable to this examination by the Commissioner General of Examinations and decision regarding the release of results.

Signature of the applicant.

Date : _____.

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10. Affix the receipt properly here :
(i) The number of the receipt : _____.
(ii) The date : _____.
(iii) Name of the place which the payment was made : _____.
(iv) The amount paid : Rs. : _____.

11. Attestation of the Applicant's Signature :

I certify that applicant who submit the application is personally know to me and he put his known signature before me today.

Signature of the Attester and
the Official Stamp.

(Candidate's signature should be attested by Head of the State School, Attorney-at-law, Justice of the Peace, Grama Niladari of the Division, the incumbent of a place of worship of religion or a permanent Government Staff Officer)

12. Certification of the Head of the Department/Institution :
(This is only for the candidates who are being employed in public service/Provincial Public Service/State Corporation/ Staturity Boards)

I recommend the application of Mr serving as in this institution, attached herewith. I certify that his performance in duty and the behavior is appreciated and not been subjected to any disciplinary action or not to be intended. I am also inform that if he is selected for the aforesaid post, he can be released from the service without a successor.

Signature of the Head of the Institution.

Date : _____.
Name : _____.
Designation : _____.
Address : _____.
Official Stamp : _____.

09-327

EFFICIENCY BAR EXAMINATION AND THE WRITTEN TEST ON COMPUTER SKILLS FOR OFFICERS IN CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2011(I) (2013)

IT is hereby notified that an Efficiency Bar Examination and a Written Test on Computer Skills for officers in Class III of the Public Management Assistants' Service will be held by the Commissioner - General of Examinations, as per the relevant provisions of the approved Service Minutes, in the month of December, 2013.

2.0 Information on the eligibility of the candidates are furnished in Section Nos. 5 and 9 of the Public Management Assistants' Service Minute published in the *Government Extra Ordinary Gazette* No. 1,372/23 of 24.12.2004.

3.0 This examination for officers in Class III of Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullativu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The relevant towns and town numbers are given below. It will not be allowed to change the town applied for subsequently.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullativu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

A center without sufficient number of candidates will be cancelled and the relevant candidates will be directed to the next nearest centre available.

4.0 (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him.

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

5.0 The application for this examination should be in the form of specimen appended to this notification. Applicants should prepare the applications themselves according to the specimen. Applications prepared thus should be sent by the registered post through the respective Heads of Departments to reach the "Commissioner - General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Pelawatte, Battaramulla" on or before 14th October, 2013. The name of the examination should be indicated in the top left hand corner of the envelope of the application. Applications received after the closing date will be rejected.

The post and service station of the candidate, at the time he/she applies for the examination will be applicable for all matters relating

to examination and any changes which occur in the past and service station after sending the application will not be considered.

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

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

The candidature of those who fail to produce any of the above mentioned documents might be cancelled at the discretion of the Commissioner General of Examinations.

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

The candidates appearing for the examination for the 1st time need not pay examination fees. However, the examination fee of Rs. 400 for the whole examination and the examination fee of Rs. 200 for a single subject should be affixed for subsequent sittings. This examination fee can be paid to any District or Divisional Secretariat in the Island to be credited to revenue head 2003-02-13 of the Commissioner General of Examination and the receipt should be affixed firmly in the relevant cage. Further it is advisable to keep a photocopy of the receipt. Under any circumstances, the fees will not be refunded or transferred in respect of any other examination.

8.0 The Commissioner-General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. Issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to 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. - receipt of registration and in case of applicants outside Colombo, letter of request, furnishing a fax number to which the admission cards should be sent.

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

10.0 This examination will be held in Sinhala, Tamil and English media. The officers may sit for this examination either in the language medium in which they sat for the entry examination to the service or in one of the official languages. Candidates who entered the service without a competitive examination may sit for the examination in their medium of education or in one of the official languages. The language medium of examination, mentioned originally in the application cannot be changed subsequently.

11.0 Officers may appear separately for each subject at different occasions at their discretion. However they should score at least 40% of the total marks for each subject, for a pass.

12.0 Commissioner-General of Examinations will release the results of the examination to the Director General of Combined Services and names of the successful candidates will be published in the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

13.0 *Examination Procedure.* - Candidates should sit for a written examination that will consist of the following subjects :-

Subject	Subject No.	Marks	Duration
(i) Office systems	01	100	01 hr.
(ii) Accounting Systems	02	100	01 hr.
(iii) Computer Test	03	100	1 1/2 hrs.

13.1 *Office Systems (Subject No. 01) :*

Basic knowledge in office systems adopted in Government offices and the ability of practical application of the knowledge will be tested. Further, the candidates' ability of understanding official correspondence, ability of indicating observations/ideas precisely and clearly and the skill of drafting letters as per the instructions given will be tested. This paper will consist of two parts :-

Part I - Consists of questions that require short answers. Answers should be provided on the paper itself. Should answer all the questions. (25 marks) ;

Part II - A question paper of structured essay type. Should answer 03 out of 04 questions. (75 marks).

13.2 *Accounting Systems (Subject No. 02) :*

Candidates' knowledge in an understanding of basic accounting procedures adopted in Government offices and the purposes of books and records on financial control will be tested. Paper will consist of two parts :-

Part I - Consists of questions that require short answers. Should provide answers on the paper itself. Should answer all the questions. (25 marks) ;

Part II - A question paper of structured essay type. Should answer 03 out of 04 questions. (75 marks).

13.3 *Test on Computer Skills (Subject No. 03) :*

Objective of this test is to verify the candidate's skills on the following :-

Basic concepts of Information Technology
Windows Operating System
File Management

Word Processing

Basic skills, Screen Familiarization, Editing text
Aligning Text, Fonts and Attributes, Indenting Paragraphs, change of Line Spacing, Tab settings, Finding and replacing text, Spelling and Grammar, Thesaurus.

Working with columns, Page setup
Printing documents, Creating Tables, Sorting text
File Management
Mail Merging
Working with macros

Spreadsheets

Basic Skills
Formatting
Editing
Columns and ranges, Insertion and Deletion
Sorting data
Creating charts
Printing
@ Function
Working with Macros, File Management

Databases

Introduction, Basic skills
Databases - Creation and application
Forms
Linked forms, Popup forms, Dialog and message boxes
Queries
Sorting
Reports
Working with macros

Specimen Form of Application

(For office use only)

EFFICIENCY BAR EXAMINATION AND THE WRITTEN
TEST ON COMPUTER SKILLS FOR OFFICERS IN CLASS
III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE -
2011(I) (2013)

<i>Town</i>		<i>Town No.</i>
1.		
2.		

(Indicate the town in which you intend to sit the examination according to your preference as per *Gazette Notification*)(This cannot be altered subsequently).

This paper consists of two parts.

Part I.— Consist of 40 questions of MCQ type that require short answers - Duration 45 minutes (40 marks) ;

Part II.– 05 semi structured questions - Duration 45 minutes. (60 marks).

Language Medium of examination:

Sinhala	-	2
Tamil	-	3
English	-	4

(Indicate the relevant number in the cage).
(This cannot be changed subsequently).

Note.—As per Section 5:1:2 of Public Management Assistants’ Service Minute, officers who possess computer driving licenses awarded by National Apprentice and Industrial Training Authority or an equivalent or a higher certificate issued by institutions recognized by Tertiary Education and Vocational Education Commission, which are published in the web address, www.pubad.gov.lk/web/eservices/images/stories/special/notice/com%28itrelease%2920121108.pdf of the official website of Ministry of Public Administration and Home Affairs will be exempted from the written test on computer skills. Further, the officers who have obtained the certificate of Computer Application Assistant (NVQ Level 3) offered by the National Apprentice and Industrial Training Authority are also exempted from the written test on computer skills.

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

K. V. P. M. J. GAMAGE,
Director General of Combined Services,
Ministry of Public Administration and
Home Affairs.

Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 07,
26th August of 2013.

1.0 1.1 Name with initials : _____.
(In English Block Capitals) *Eg:* SILVA A.B.

1.2 Name in full : _____.
(In English Block Capitals)

1.3 Name in full : _____.
(In Sinhala / Tamil)

2.0 2.1 Name and address of the Office/Department/Institution
: _____.
(In Block Capitals).

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

2.3 Address to which the admission card should be sent
: _____.
(In Block Capitals)

3.0 3.1 Sex:
Female - 1 ☐
Male - 0 ☐
(Indicate the relevant number in the cage.).

3.2 Date of Birth :

Year :

--

--

--

--

 Month :

--

--

 Date :

--

--

3.3 N. I. C. No. :

[illegible]

4.0 Subject/s you are offering now (Refer Para. No. 13.0 of the Gazette Notification) :

ATTESTATION OF SIGNATURE

Serial No.	Subject	Subject No.
01		
02		
03		

I certify that Mr./Mrs./Miss who is an employee of my work station and who is personally known to me placed his/her signature in my presence on and further stamps to the value of examination fee have been affixed.

_____,
Signature and official stamp of
the person attesting.

5.0 Present Post :

5.1 Post : _____.

5.2 Appointment letter number : _____.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

6.0 6.1 Are you sitting the examination for the first time ?
: _____.

6.2 If not, examination fees paid : _____.

6.3 District/Divisional Secretariat : _____.

6.4 Receipt Number : _____.

6.5 Date : _____.

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that,

- (i) The information furnished above were verified and ;
- (ii) The officer *has/has not appeared for the examination previously ;
- (iii) The officer has appeared for the examination previously and *he/she has affixed the receipt of the fees for the relevant examination ;
- (iv) *He/She is eligible to appear for this examination.

*(Delete inapplicable words)

_____,
Signature and official stamp of the
Head of the Department.

_____,
Signature of applicant.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

Note.— Candidate should place his/her signature in the presence of his/her respective Head of Department or an officer assigned to sign on behalf of him.

09-328

DEPARTMENT OF GOVERNMENT INFORMATION

Open Competitive Examination for Recruitment to Posts of Segment - 3 of Management Assistant (Technical) Category (MT01-2006(A)) at the Department of Government Information – 2013

APPLICATIONS are called from qualified male/female candidates for recruitment to the post of segment - 3 of Management Assistant (Technical) category (MT01 2006(A)) under the open stream at the Department of Government Information.

02. Qualified candidates selected upon the rank obtained in a written examination, which either will be held by the Commissioner General of either Examinations or by an institution on behalf of the Director General of Government Information would be appointed to following vacancies :

01	Still photography	01
02	Video shooting	01
03	Editing	01

04	Sound technology	01
05	Vehicle maintenance	01
06	Electrical equipment maintenance	01
07	Building maintenance	02

03. *Educational and Professional Qualifications :-*

<i>Post</i>	<i>Technical Assistant</i>
Educational Qualifications	Shall pass G. C. E. (O/L) in six subjects at less than two sittings including Language or Literature, Mathematics and Science.
Professional Qualifications	Shall successfully complete a Technical course relevant to the respected field, which suit the NVQ level 5 and accredited by the Tertiary and Vocational Education Commission. Fields include still photography, video shooting, editing, sound technology, laboratory affairs, motor vehicle maintenance and electrical equipment and building maintenance.

04. *Physical Qualifications.*— Each candidate should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties of the post.

05. *Other Qualifications :-*

- (i) Should be a citizen of Sri Lanka,
 - (ii) Should possess an excellent character,
 - (iii) Should have obtained all qualifications mentioned above that require to be appointed to the post.
- All qualifications should be duly completed before the date mentioned in the vacancy notice/gazette.

06. *Age.*— Should be not less than 18 years and not more than 35 years of age on the deadline.

07. *Written Examination.*— This examination will be held in Sinhala and Tamil mediums either by the Commissioner General of Examinations or by an institution on behalf of the Director General of Government Information only in Colombo.

<i>Subject</i>	<i>Syllabus</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Mark</i>
01 Intelligence Test	Consists of multiple - choice questions to assess the logical thinking analytical thinking and decision-making ability of the candidate.	01 hour	100	40
02 Subject wise Knowledge	Consists of multiple-choice and structured questions relevant to respective posts	01 hour	100	40

08. *Salary Scale.*— Rs. 14,425 -10x145 - 11x170 - 6x240 - 14x320 - Rs. 23,665. MT- 01 2006(A) (According to P. A. Circular No. 06/2006(iv))

09. *Conditions of the Service :-*

- * Recruited officers must agree to serve in any part of the Island.
- * This post is permanent and pensionable.
- * Appointees must contribute to the Widows and Orphans Fund.

10. Applications should be prepared according to the specimen form of Application given at the end of this notice using both sides of an A4 sheet by including No. 1 to 5 in the first page and rest in second and third pages. Application should be prepared in the respected medium, which the candidate is expecting to sit for the examination. Applications that do not comply with directions of this notice will be rejected.

11. Reception of applications will not be informed to the candidate. Applications received after the closing date will not be accepted.

12. Eligible candidates will be called for the examination and will be informed to the address stated in the application before two weeks of the examination.

- (i) Complaints on misplacements or delays in the post are not entertained.
- (ii) Complaints regarding applications sent to other addresses apart "Director General of Government Information, Department of Government Information, No. 163, Kirulapona Avenue, Colombo 05" will not be entertained.
- (iii) Candidates who are already in the public service should apply through their respective heads of institutions. The Head of the institution should certify that the candidate would be released from his existing post after being selected.
- (iv) It will be useful to keep a photocopy of the application.
- (v) Sending an Admission Card does not mean that, the candidate has been considered as fulfilled his qualifications.

13. If a candidate does not receive the admission card prior to 07 days to the date of examination, inform to "Director General of Government Information, Department of Government Information, No. 163, Kirulapona Avenue, Colombo 05" with following details. (Telephone/Tax - 011-2514092).

- Letter of application,
- Name of the Examination,
- Full name of candidate,
- National Identity Card Number,
- Postal address of the candidate,
- Photocopy of the application,
- Post office, registration number and the date which the application was posted,
- Photocopy of the receipt which examination fees has been paid,
- Fax number of the candidate, which the Admission Card is to be sent.

14. *Method of application :*

- (a) Applications prepared according to the following specimen should be sent by registered post to reach "Director General of Government Information, Department of Government Information, No. 163, Kirulapona Avenue, Colombo 05" before 01.10.2013, Cite, "Open Competitive Examination for Recruitment to the Post of Technical Assistant on the top left hand corner of the envelope, in which the application form is enclosed.
- (b) Closing date for sending applications is 01.10.2013.
- (c) Each candidate should pay an examination fee of Rs. 500 by a Money Order addressed to Director General of Government Information, Department of Government Information, No. 163, Kirulapona Avenue, Colombo 05, payable at the General Post Office, Colombo. Examination fees will not be refunded under any circumstances.

15. *Attestation of Signature.* - The candidate's signature should be attested by an officer in the Sri Lanka Administrative Service/ Sri Lanka Education Administrative Service/ Sri Lanka Accountant's Service/ a Principal of a Government School/ Justice of the Peace/ Attorney-at-Law/ a Government Officer receiving an annual consolidated basic salary of Rs. 240,360.

- Note :*
- Candidate should certify that questionnaire of the application is duly filled in and all particulars are given correct.
 - Certified copies of relevant certificates should be attached.
 - Every officer recruited accordingly shall be subject to general conditions governing public officers, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, policies enacted by the Department of Government Information, Financial Regulations, other Government Regulations and Orders made by the Government from time to time.
 - The Director General of Government Information has the inclusive authority of filling all or a decided quantity of vacancies.

- Decision of the Director General of Government Information is the final decision on any matter not covered by the general circular and on any doubtful matter regarding recruitment to these posts. In case of any inconsistency among the Sinhala, Tamil and English versions of the *Gazette* notification, the Sinhala text shall prevail.

Prof. ARIYARATNA ATHUGALA,
Director General of Government Information.

Department of Government Information,
No. 163, Kirulapona Avenue,
Colombo 05,
30th August, 2013.

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF SEGMENT - 3 OF MANAGEMENT
ASSISTANT (TECHNICAL) CATEGORY (MT 01 2006(A)) AT THE DEPARTMENT OF
GOVERNMENT INFORMATION - 2013

Field Applying for :

Medium of the Examination :

Sinhala - 01
Tamil - 02

(Write the relevant number in the cage)

01. 1.1 Name with initials Mr./Mrs./Miss :_____.
(In English block letters *E. g.* - Mr./Mrs./Miss SILVA A. B.)
1.2 Name in full :_____.
(In English block letters)
1.3 Name in full :_____.
(In Sinhala/Tamil)
02. 2.1 Address (Personal) :_____.
(In English block letters)
2.2 Address (Personal) :_____.
(Sinhala/Tamil)
03. 3.1 Date of Birth :
Year : Month : Date :
3.2 Age as at closing date :
Years : Months : Days :
04. National Identity Card No. :_____.
05. Gender :_____.
06. Educational Qualifications :
(a) G. C. E. O/L Examination :
Year :_____. Index No. :_____.

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

(b) Other Particulars Qualifications and Experience :_____.

07. Particulars of the receipt, which the examination fee is paid :

- (i) The office to which the examination fee is paid :_____.
- (ii) Receipt No. and date :_____.
- (iii) Paid amount :

Paste the receipt here as not to be detached. Rs. 500.

08. *Certification of the Applicant :*

I declare that the information given herein are true and correct to the best of my knowledge and belief. I am also aware if I have provided any false information, my candidature will be cancelled before or after the examination and if so found after selection I am liable to be dismissed from the service.

_____,
Signature of the Applicant.

Date :_____.

09. *Attestation of the signature of the Applicant :*

I certify that Mr./Mrs./Miss is known to me personally and he/she placed his/her signature in my presence on

_____,
Signature of the Officer Attesting.

Name in full :_____.

Designation :_____.

Address :_____.

09-401