

N.B.— Part IV(A) of the Gazette No. 1,871 of 11.07.2014 was not published.

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

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### 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 August, 2014 should reach Government Press on or before 12.00 noon on 25th July, 2014.

#### 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, 2014.

*This Gazette can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)*



**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,  
Pefawatta, Battaramulla.

## Examinations, Results of Examinations &c.

### DEPARTMENT OF EXAMINATIONS, SRI LANKA/DEPARTMENT OF OFFICIAL LANGUAGES

#### Written Examination for Official Languages Proficiency - 2014

APPLICATIONS are invited from the Public Officers for the official languages proficiency examination in terms of the Public Administration Circular Numbers 03/2007 and 07/2007. In accordance with the Circular No. 07/2007, the semi government officers and teachers who have to completed the Official Language proficiency within 05 years can also apply for this examination. The decision of the Commissioner General of Examinations regarding the conducting of examination and issuing results will be final.

02. This examination consists of two parts as written and oral. The written examination is conducted by the Department of Examinations and the candidates should obtain more than 40% marks in written in paper. And the oral examination is conducted by the Department of Official Languages for only those who pass the written examination. The details contained in this will be relevant for that purpose too. (The answer papers of this will not be re-corrected.) If a candidate not qualified the oral test one who passed the written examination could sit only for the oral test during three years.

	Examination	Language	Level
1	Written Examination for official languages proficiency	Sinhala/Tamil	Level III (Basic)
2	Written Examination for official languages proficiency	Sinhala/Tamil	Level II (Intermediate)
3	Written Examination for official languages proficiency	Sinhala/Tamil	Level I (Advance)

*Note :*

- \* A candidate can sit for the examination in the relevant category having decided the Level to which a candidate belongs in accordance with the above mentioned circulars.
- \* A candidate is eligible to apply only for one level of a particular language.
- \* Annexure 01 contains the information about the number of papers to which one should sit and the relevant time duration for each level of language proficiency.

03. Syllabus relevant to these Written Examinations, Specimen application form and other relevant information can be obtained from the website of the Department of Official Languages [www.languagesdept.gov.lk](http://www.languagesdept.gov.lk). The results will not be informed personally to each candidate and results will be released through the above website only. (The result can only be checked by the examination number and therefore it will be advisable to note down the examination number).

04. Examination centers will be established in each province in the island for the written examination and the list of towns and town numbers are indicated in Annexure 01. If the number of candidates insufficient for any examination center, such examination center will be cancelled and the candidates will be referred to the next examination center according to their second/third choice. The district of the town in which the candidate sit for the written examination will be applied for the oral examination too. Therefore the town/towns which have been applied as examination centers by the candidates will not be allowed to change later.

05. The application should be in the form of the specimen appended to this notification with the recommendation of the Head of the institution and his/her official seal should be sent by registered post to reach the Commissioner General of Examination, Organization and Foreign Examination Branch, Department of Examinations, Palawatta, Battaramulla on or before August 18th 2014. The title "Official Language proficiency Examination 2014" should clearly be written on the top left hand corner of the envelope which the application is enclosed.

06. Application form should be prepared using both sides of sheet including section 01 to 06 in the first page and the rest in second and the application should be filled by the applicant himself in clear hand writing. The language that should be obtained proficiency mentioned correctly by relevant number in the block that mentioned above the application. And also mentioned obtaining level of proficiency by relevant number in the block. Any reason should not give permission to change the language to obtaining level or proficiency. (The officers in each services should be apply the proficiency level according to the Public Administration Circular 3/2007 and 7/2007 for the language proficiency.)

07. Applications which do not conform to the specimen, contradictory of instructions, incomplete and received after the closing date will be rejected. When the applications are prepared, the name which is mentioned in the heading should be written in English in addition to Sinhala in Sinhala application forms and in English in addition to Tamil in Tamil application forms. It will be advisable for you to keep a photocopy of the application. The language and the level applied will not be allowed to change later.

08. An examination fee will not be charged from the candidates who sit for any level of Proficiency Examination for the first time. A fee of Rs. 300 will be charged from the other candidates. These candidates should pay their fees to any District or Divisional Secretariat in the Island and the receipt obtained to the candidate's name should be pasted securely in the relevant cage of the application. The exam fees should be credited to the Revenue Head “20.03.99.00 - Other Revenue”.

09. The Department of examination will publish a *gazette* notification informing on the release of admissions. The candidates who do not receive the admission even after 02, 03 days following the *gazette* notification should inform the Department of Examinations as mentioned in the notification. It will be much effective to inform the Department of Examination with your name, address, National Identity Card Number, certified copies of the application form and the payment receipt, the receipt of registering and your request letter including a fax number to forward your admission card in case you are resided at outstations, at your hand.

10. The issuing of an admission card to a candidate should not be treated as a proof that he or she has fulfilled the required qualification to sit for the examination.

11. In the examinations conducted by Department of Examination, the National Identity Card issued by the Commissioner of Registration of Persons and valid passport are only acceptable as the documents of identification at the examination centre. In case of a candidate who failed to prove their identity, but has sat for the examination, results will be issued for such candidates only after the confirmation of their identities by an inquiry.

12. The post and the place of service of a candidate at the time of the examination are relevant to all purposes in respect of the examination and any changes regarding that not will be considered after the sending of application.

13. The decision of the Commissioner General of Examination and/or Commissioner of Official Languages regarding the matters not mentioned above, relevant to the written examination will be final.

14. The candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations in respect of the conducting of written examination. If a candidate violates such rules or regulations, he or she will have to undergo a punishment imposed by the Commissioner General of Examinations.

15. For further details please contact 011-2889506, 011-2888934 - 220. Issue relating to admission should be directed to the Department of Examinations. Tele. No. : 011-2785230, 011-2177075.

J. D. C. JAYASINGHE,  
Commissioner of Official Languages.

Department of Official Languages,  
“Bhasha Mandiraya”,  
No. 341/7, Kotte Road,  
Rajagiriya,  
27th June, 2014.

For office use only  
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DEPARTMENT OF EXAMINATIONS SRI LANKA/DEPARTMENT OF OFFICIAL LANGUAGES  
(Expecting towns and town number sit for the examination relevant to annexure 01 of the Notice)

WRITTEN EXAMINATION FOR OFFICIAL LANGUAGES PROFICIENCY - 2014 SINHALA/TAMIL LEVEL - I, II, III

Town		Town No.
1		
2		
3		

Language Applied :

Sinhala - 2

Tamil - 3

(Relevant number of the language to be obtained the proficiency should indicate in the cage)

Level Applied :

Level I (Advance Level) - 1

Level II (Intermediates Level) - 2

Level III (Introductory Level) - 3

(Relevant number of the level to be obtained the proficiency should indicate in the cage)

The language in which the proficiency should be obtained and the level of proficiency and applied for should compulsorily be entered and no changes are allowed thereafter under any circumstance.

01. Name of the Applicant : \_\_\_\_\_.  
(In English capital letters) (E.g. – GAMINI H. W.)

02. Name denoted by Initials : \_\_\_\_\_.  
(In English capital letters)

03. Address :  
(i) Official Address : \_\_\_\_\_.  
(In English capital letters) (Admission card, result and certificate will be sent to this address)  
(ii) Permanent Address : \_\_\_\_\_.  
(In English capital letters)

04. District :  
(i) District which include the service center : \_\_\_\_\_.  
(In English capital letters)  
(ii) District No. :   
(According to Annexure 01)

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

06. National Identity Card No. :

07. Telephone No. :

08. Date of Birth :  
Year :     Month :   Date :

09. Your Post :  
(i) Full name of the designation/name of the service : \_\_\_\_\_.  
(ii) The service which the Post belongs to :  
Public Service - 1  
Provincial Public Service - 2   
Semi government - 3  
Other - 4  
(Indicate the relevant number in the cage)

10. Did you sit for the Language Proficiency Examinations which are held before relevant to this level ? Yes/No, If yes : \_\_\_\_\_.  
Index No. : \_\_\_\_\_ Exam Date : \_\_\_\_\_.

11. Details of the receipt : If paid the examination fees :  
(i) Name of the Institute which you have paid the examination fees : \_\_\_\_\_.  
(ii) Receipt number and date : \_\_\_\_\_.

If you have paid the examination fees, according to the paragraph No. 08 of the *Gazette* Notification. The receipt should be affixed here. It will be advisable to keep a copy with you.

I hereby certify that the above particulars are true and I haven't applied for this examination or any other level in respect of this language and, I further declare that I shall abide by the rules and regulations imposed by the Commissioner General of Examinations and/or Commissioner of Official Languages in respect of this examination.

Name : \_\_\_\_\_.  
Signature : \_\_\_\_\_.  
Date : \_\_\_\_\_.

(Signature should be placed in the presence of the Head of the Institution).

*Certificate of the Head of the Institution*

I hereby certify that the above applicant is employed in this office and that the particulars in paragraphs 1 to 11 in this application are true. He/She placed his/her signature in my presence on .....

\_\_\_\_\_,  
Signature.

Date : \_\_\_\_\_.  
Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Official Frank : \_\_\_\_\_.

*Annexure 01*

EXAMINATION CENTER OF DISTRICT/TOWN AND DISTRICT NO.

Province	District	District No./ Town No.
Western Province	Colombo	1
	Gampaha	2
	Kalutara	3
North Western Province	Kurunegala	4
	Chilaw	5
Southern Province	Galle	6
	Matara	7
	Hambantota	8
Sabaragamuwa Province	Rathnapura	9
	Kegalle	10

<i>Province</i>	<i>District</i>	<i>District No./ Town No.</i>	<i>Province</i>	<i>District</i>	<i>District No./ Town No.</i>
Uva Province	Badulla Monaragala	11	Northern Province	Jaffna	18
		12		Vavuniya	19
Central Province	Kandy Matale Nuwara-Eliya	13		Mullativu	20
		14		Kilinochchi	21
		15		Mannar	22
North Central Province	Anuradhapura Polonnaruwa	16	Eastern Province	Trincomalee	23
		17		Batticaloa	24
				Ampara	25

## EXAMINATION PROCEDURE

<i>Medium</i>	<i>Level</i>	<i>Number of Papers</i>	<i>Time</i>	<i>Minimum mark to be obtained for a pass</i>	
				<i>Written</i>	<i>Oral</i>
Sinhala	Level III	01 paper	02 hours	16/40	24/60
Sinhala	Level II	01 paper	03 hours	28/70	12/30
		02 paper	03 hours		
Sinhala	Level I	01 paper	03 hours	28/70	12/30
		02 paper	03 hours		
Tamil	Level III	01 paper	02 hours	16/40	24/60
Tamil	Level II	01 paper	03 hours	28/70	12/30
		02 paper	03 hours		
Tamil	Level I	01 paper	03 hours	28/70	12/30
		02 paper	03 hours		