

N.B.— Part IV(A) of the *Gazette* No. 1,919 of 12.06.2015 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,920 - 2015 ජුනි මස 19 වැනි සිකුරාදා - 2015.06.19
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(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 10th July, 2015 should reach Government Press on or before 12.00 noon on 26th June, 2015.

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*.”

W. A. A. G. FONSEKA,
Government Printer. (Acting)

Department of Government Printing,
Colombo 08,
22nd January, 2015.

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 other 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

ATTORNEY GENERAL'S DEPARTMENT

CALLING for applications for the Post of Watcher of the Primary Level Un-skilled Category of the Attorney General's Department.

Applications are invited from applicants who have fulfilled following qualifications for the vacant Posts of Watcher - Grade II of Primary Level Un-skilled Category of the Quarters of State Counsels of the Attorney General's Department situated in Badulla, Anuradhapura, Monaragala, Ampara, Nuwara-Eliya, Embilipitiya and Kandy Districts. (Special Consideration will be drawn towards the residents of above Districts).

Nature of the Post. – Permanent, Pensionable.

Salary Scale entitled for the Post. – The monthly salary scale entitled to this post is Rs. 11,730 -10x120 - 10x130 - 10x145 - 12x160 - Rs. 17,600.

Qualifications :

1. *Educational Qualifications.* – Should have passed Six (06) subjects with minimum two (02) Credit passes in not more than two sittings at the G. C. E. (Ordinary Level) Examination.
2. *Professional Qualifications.* – Professional Qualifications obtained in the field will be considered as a special qualifications.
3. *Experience.* – Experience, obtained in the field will be considered as a special qualification.

4. *Physical Qualifications.* – Every applicant should be physically and mentally fit to perform duties of the post and to serve at any part of Sri Lanka.

5. Other Qualifications :

- (i) Applicants should be Sri Lankan citizens,
- (ii) Should be of exemplary character,
- (iii) Should have fulfilled all required qualifications for the recruitment of Post in every aspect by the date stated in the notice of calling for applications.

6. *Age.* – Should not be below 18 years and not more than 45 years of age.

Method of Recruitment. – Recruitments will be made on the basis of merit of a structured interview depending on the number of vacancies.

Applications prepared according to the specimen application herewith, should be sent under registered cover to reach Attorney General, Attorney General's Department, Colombo 12 on or before

17.07.2015 “Application for the Post of Watcher” should be indicated on top left hand corner of the envelope.

Y. J. W. WIJAYATILAKE,
Attorney General.

Application for the Post of Watcher of the Primary Level Un-skilled Category of the Attorney General's Department

01. Full name of the applicant :_____.
02. Name with initials :_____.
03. National Identity Card Number :_____.
04. Permanent Address :_____.
05. Telephone No. :_____.
06. Date of Birth :_____.
07. Age as at the closing date of applications :
Years :_____, Months :_____, Days :_____.
08. Educational Qualifications :
G. C. E. (O/L) :
Year :_____, Index No. :_____.

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

G. C. E. (A/L) :
Year :_____, Index No. :_____.

Subject	Pass
1.
2.
3.
4.

09. Professional Qualifications :_____.
(Attach photocopies of relevant certificates)
10. Service Experience :_____.
(Attach photocopies of relevant certificates)

I do hereby certify that the aforesaid particulars are true and correct.

_____,
Signature of the Applicant.

Date : _____.

06-428

DEPARTMENT OF REGISTRAR OF COMPANIES

Recruitment to the Management Assistant Non-Technical Section 2 Post (Company Inspector) in the Department of Registrar of Companies under the Ministry of Industry and Commerce

APPLICATIONS are invited from persons who have following qualifications mentioned under No. 2, for full fill 03 (three) vacancy in Management Assistant Non-Technical Section 2 post (Company Inspector) in the Department of Registrar of Companies.

1. *Recruitment Procedure.* – Applicants, who have highest skill on the results of structured interview, out of the applicants who full filled the qualifications, mentioned in the notification, will be recruited by the Registrar General of Companies.

2. *Qualifications :*

2.1 Educational Qualifications :

- (i) Have obtained G. C. E. (O/L) Examination with six credits at one sitting including Mathematics and Language (Sinhala/Tamil/English) ;

and

- (ii) Have obtained at least one subject excluding General Test at G. C. E. (A/L) Examination.

Important. – Experience in relation to the post, is considered as special qualification.

2.2 *Physical Fitness.* – Every candidate shall have sufficient physical and mental fitness to serve in any part of Sri Lanka or Abroad and discharge the duties of the post.

2.3 *Other :*

- (i) Must be a citizen of Sri Lanka,
(ii) Must have excellent moral character,
(iii) All qualifications, needed to recruit to this post, should have been fulfilled as at the closing date of applications.

3. *Conditions of employment and service conditions :*

- (i) This post is permanent and pensionable. Should contribute to the Widows/Widowers and Orphans Pension Scheme.
(ii) Appointment will be subjected to a probation period of three (03) years. As mentioned in the scheme of recruitment, 1st Efficiency Bar Examination should be fulfilled within 03 years from the appointment to Management Assistant Non-Technical Section 2 post (Company Inspector).
(iii) In terms of Public Administration Circular No. 01/2014 and circulars, incidental thereto, proficiency in other official language, in excess to the language, recruited to the service, must be obtained, within 05 years from the appointment and the officers who recruited by the language other than official language should obtain prescribed official language proficiency within the period of probation.
(iv) This appointment is subjected to procedural rules of Public Service Commissions, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations and Departmental other orders.

4. *Age Limit.* – Should not be less than 18 years and not more than 30 years of age on the closing date of applications.

5. *Salary Scale.* – Salary Scale of Rs. 13,120 -10x145 - 11x170 - 10x240 - 10x320 - Rs. 22,040 is entitle for this post according to the MN-1-2006A of Public Administration Circular No. 06/2006.

6. *Structured Interview :*

- (i) Structured interview will be conducted by the Interview Board appointed by the Registrar General of Companies.
(ii) Following marking scheme will be based for the structured interview :

Scoring Areas	Maximum Marks
1. Additional Educational Qualifications	45
2. Experience by Post (Court experience, Persecution, Inquiries, General Knowledge)	30
3. Computer Literacy	10
4. English Language	10
5. Skills in the interview	05
	100

Language of the interview should be mentioned in the application by the applicant.

7. Method of Application :

- (i) Application should comply with the specimen application and if not which will be rejected without notice. Applicant should prepare their application, in both sides of A4 size paper with No. 01 to 05 appearing in 1st page and rest in next pages.
- (ii) Applications should prepare in same language which will use as medium in the interview.
- (iii) Applications should be sent under registered cover to reach the Registrar General of Companies, Department of Registrar of Companies, No. 400, D. R. Wijewardena Mawatha, Colombo 10 on or before 19.07.2015. Applications, received after that date will be rejected. The envelope enclosing the application should be marked application for the “Post of Company Inspector in the Department of Registrar of Companies” on the top left hand corner.
- (iv) Signature of candidate should be attested by a principal of a Government School/a Justice of Peace/Commissioner of Oaths/Attorney-at-Law/Notary Public, Commissioned Officer in the Armed Force or an officer holding a permanent post in the Government with annual consolidated salary of Rs. 2,75,220.
- (v) Officers, who are already in Public or Provincial Public Service should submit applications through their Head of the Department.
- (vi) Applications, without conformity with the specimen application form, will be rejected. Inquiries about applications lost or delayed will not be accepted. A photocopy of the application is keeping with you will be useful.
- (viii) Competent applicants will be called for interview by the Registrar General of Companies. Even though applicant received the admission for interview, it is not considered that the applicant is fulfilled the required qualifications in the *Gazette*.

8. Identity of the candidate.— Following identity cards will be accepted to certify the identity of his/he, in the interview :

- (i) Identity Card issued by the Commissioner of Registration Persons/a valid Passport,
- (ii) Education Certificates,
- (iii) Birth Certificate.

Note :

- (i) Experience in relating to the post, education and other qualifications should be certified by the acceptable certificates.
- (ii) Do not attach any documents or copy of such to the application.

- (iii) Applications not be considered if candidates not be able to produce the certificates once request.

11. Furnishing false information.— Your candidature will be repealed, if any information mentioned in the application, being detected as incorrect or false, before the recruitment. If such information being detected after the recruitment, action will be taken to demise from the service, subject to the procedure relevant thereto.

12. If there is any matter not mentioned in this notice, the final decision of such matter will be taken by the Public Service Commission. Registrar General of Companies reserves the right to fill or not to fill vacancies.

13. This appointment is subjected to procedural rules of Public Service Commissions, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, Circulars and Departmental other orders and such amendments.

By order of the Secretary of Ministry of Industry and Commerce,

Registrar General of Companies,
Department of Registrar of Companies.

No. 400, D. R. Wijewardena Mawatha,
Colombo 10,
19th June, 2015.

SPECIMEN APPLICATION

RECRUITMENT TO THE MANAGEMENT ASSISTANT NON-TECHNICAL
SECTION 2 POST (COMPANY INSPECTOR) IN THE DEPARTMENT
OF REGISTRAR OF COMPANIES UNDER THE MINISTRY OF
INDUSTRY AND COMMERCE

01. 1.1 Name with initials, initials at the end (in English block letters) :_____.
- 1.2 Full Name (English block letters) :_____.
- 1.3 Full Name (Sinhala/Tamil) :_____.
02. 2.1 Permanent Address (in Capital English) :_____.
- 2.2 Permanent Address (in Sinhala/Tamil) :_____.
- 2.3 Telephone Number :_____.
03. 3.1 Date of Birth :
Year :_____, Month :_____, Date :_____.
- 3.2 Age as at 19.07.2015 :
Years :_____, Months :_____, Days :_____.
04. 4.1 Sex :
Male : 0 ☐
- Female : 1 ☐
- (Write the relevant number in the box)
- 4.2 Whether married/unmarried :_____.

05. 5.1 Whether a Sri Lankan citizen :———. (by decent or registration)
5.2 Nationality :———.
5.3 National Identity Card Number :———.

06. 6.1 Educational Qualifications :

<i>Subjects in G. C. E. (O/L) Examination</i>	<i>Index Number</i>	<i>Year</i>

<i>Subjects in G. C. E. (A/L) Examination</i>	<i>Index Number</i>	<i>Year</i>

If Graduate :

- (i) Degree :———.
(ii) Year :———.

6.2 Other qualification (Computer Literacy, etc.) :———.

6.3 Professional experience as at 19.07.2015 :
Years :———, Months :———, Days :———.

6.4 English Proficiency :
Reading : Very Good/Good/Moderate/Weak
Writing : Very Good/Good/Moderate/Weak
Speaking : Very Good/Good/Moderate/Weak

07. Preferred language for interview :———.
Sinhala/Tamil/English
08. Whether you have dismissed from a post or vocation post in public service that you had been holding ? :———.
09. If you are a Public Officer whether you have disciplinary investigations ? :———.
9.1 Whether you have been convicted in a court :———.
9.2 If yes details :———.

10. Certificate of applicant :

I hereby certify that the particulars furnished by me in this application are true and accurate. I agree that if any particulars contained therein are found to be false and incorrect, before the interview I'm liable to disqualify and dismissal. I declare that I will be subjected to the rules and regulation of the *Gazette*.

_____,
Signature of Applicant.

Date :———.

11. Attestation of the signature of the candidate :
(Should comply with Section (7) iv of the *Gazette*)

I do hereby certify that is personally known to me and that payment has been paid and receipt is attached and placed his/her signature in my presence on

_____,
Signature of certifying officer.

Date :———.

Full name of certifying officer :———.

Occupation :———.

Address :———.

(This is relevant to Public Officers only)

Attestation of the Head of the Department/Institution :

I hereby certify that Mr./Mrs./Miss who is working in this Ministry/Department/Institution, is presently working in the post of and his/her work and conduct are satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in future. He/She can/cannot be released from the service once he/she is selected for.

_____,
Signature of the Head of Department or
Authorized Officer.
(Seal)

Date :———.

06-455

Examinations, Results of Examinations &c.

MINISTRY OF AGRICULTURE

Department of Export Agriculture

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF TECHNICAL OFFICER (CIVIL) OF
CLASS III OF SRI LANKA TECHNOLOGICAL SERVICE FOR DEPARTMENT OF EXPORT AGRICULTURE - 2015

APPLICATIONS are hereby invited from citizens of Sri Lanka to fill the vacancies of Technical Officer (Civil) of Class III of Sri Lanka Technological Service in the Department of Export Agriculture.

02. The candidates should not be less than 18 years or more than 30 years of age.

03. The monthly salary scale for this post according to Public Administration Circular No. 6/2006(A) MN-3- is Rs. 15,005 - 4x180 - 6x240 - 11x320 - 20x360 - Rs. 27,885.

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

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

Educational Qualifications.— Should have passed the G. C. E. (O/L) examination in 06 subjects with credits for Sinhala/ Tamil /English, Science, Mathematics and any other subject at one sitting ;

and

Should have passed the G. C. E. (A/L) examination in three subjects of Science/Maths subject streams, including two subjects from Combined Maths, Chemistry or Physics.

Professional Qualifications.— Should have obtained one of the following Diploma certificates related to civil domain.

- (i) National Technical Diploma offered by University of Moratuwa or HARDY Industrial Institute, Ampara.
- (ii) Diploma in Engineering offered by the National Apprentice and Industrial Training Authority.
- (iii) National Higher Diploma in Engineering offered by the Ministry of Education and Higher Education.
- (iv) Technical Diploma offered by the Open University of Sri Lanka.
- (v) Successful completion of the first part of the Engineering Examination conducted by Sri Lanka Institute of Engineering.
- (vi) Completion of National Vocational Qualification (NVQ) level 6 relevant to the field of employment concerned.
- (vii) Any other technical qualifications recognized by the Tertiary and Vocational Education Commission as equivalent to the above mentioned technical qualifications, following the opinions obtained by consulting the Ministry of Higher Education and the institutes issuing above mentioned technical certificates.

06. *Mode of Applying :*

- (a) Application forms should be prepared using both sides of an A4 size (21cm x 29cm) sheet including section 01 to 06 in the first page with accordance to the specimen

application form appended to this *Gazette* notification. Applications should be filled by the candidate himself in clear hand writing, in the medium of language that the candidate is willing to sit for the Exam.

- (b) The name of the examination mentioned in the heading of the application form should be included in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications.
- (c) Duly filled application forms should be forwarded under registered cover to meet Director General, Department of Export Agriculture, No. 1095, Kandy Road, Peradeniya on or before 20.07.2015. The phrase "Open Competitive Examination for Recruitment to the Post of Technical Officer (Civil) of Class III of Sri Lanka Technological Service - 2015" should be clearly written on the upper left-hand corner of the envelope containing the application form.
- (d) The original receipt consisting the machine seal, obtained by paying Rs. 500 to be credited to the account number 7042612 of Bank of Ceylon, Peradeniya Branch at any BOC branch of the island should be affixed in the relevant space provided in the application form. Keeping a photocopy of the receipt will be useful.
- (e) Applications that are not in consistent with the specimen application form included in this notification, or not fully complete and received late will be rejected without prior notice and the Department will not be responsible for loss of applications in the post or any postal delays. Keeping a photocopy of the application form would be useful.
- (f) The signature of the applicant should be attested by a Principal of an government school or a Justice of Peace or an Attorney-at-Law or a Staff Grade Officer in State Service.
- (g) The candidates who are already in State Service should forward the application form through the Head of the Department.

07. *Examination Procedure :*

- (a) This examination will be held by the Department of Technical Education and Training.
- (b) Admissions will be issued by the Director General of Technical Education and Training to the candidates who have forwarded application forms. The candidate should produce the attested admission to the Supervisor in the

prescribed examination hall. Any candidate who fails to produce the admission card will not be allowed to sit for the examination.

(c) Transportation or any other expenses incurred by the candidate in order to the present at the examination will not be reimbursed.

(d) *Identity.* – The candidate should prove his/her identity to the satisfactory of the supervisor on each subject he/she sits for herein.

(i) The National Identity Card issued by the Department of Registration of Persons ; or

(ii) Valid passport will be accepted.

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

(e) *Syllabus :*

Subject No.	Subject	Time (hrs.)	Total Marks	Pass Mark
01	Intelligence Test	1	100	40%
02	Common Test (Technical and Subject affiliated Test)	3	100	40%

(i) *Intelligence Test.* – The exam consists of questions to determine the candidates ability of logical reasoning analytical thinking and decision making.

(ii) Common Test (Technical) Subject Affiliated Test :

* Knowledge on surveying and levelling.

* Knowledge on the application and standard of building materials.

* Method and condition of application of foundation, wall construction, timber roofing, iron walls, concrete pillar beams and concrete pillars, foundation layers, stairs.

* Construction of buildings and preparation of estimations.

* Estimation of the amount of building materials and worker labour required for relevant estimates and constructions.

* Estimation of worker labour.

* Bending moment/shear force diagram.

* Knowledge on electricity, water and sewerage.

(f) The examination will be held in Sinhala, English and Tamil mediums and the candidates who sit for the exam should appear for all the subjects of the examination in one medium.

08. *Conditions of Employment :*

(i) Selected candidates are obligated to work in any area of the country.

(ii) The recruited officers will be subject to a probationary service period of 03 years.

09. *Mode of Recruitment.* – The candidates who obtain 40% or more marks in each paper at the examination will be called for an interview based on the order of merit. Number of candidates to be called for the interview will be equivalent to the existing vacancies. Marks will not be given at the interview and the candidates who have fulfilled the basic requirements will be recruited in the order of the total marks obtained at the examination. The Director General of Technical Education and Training will issue a personal result sheet to all of the candidates who sat for the exam, including the subject-wise marks and total marks obtained by each candidates, after a result sheet including a list of qualified candidates in a number equivalent to the existing vacancies is issued to the Director General of Export Agriculture.

10. Issuing of admissions to sit for the examination will not be considered as an acceptance that the candidate is qualified for the post. The candidature will be cancelled if it will be revealed that the candidate lacks necessary qualifications when the candidates are called for an interview to check the qualifications mentioned in the *Gazette* notification.

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

12. The Director General of Technical Education and Training will permit all the candidates who have paid the relevant examination fee and forwarded the applications on or before the closing date to sit for the competitive examination on the presumption that only those who have fulfilled the qualifications mentioned in the *Gazette* notification have applied. The Director General of Technical Education and Training reserves the right to make decisions on conducting the examination and issuing results and his decision shall be deemed final.

N. K. A. RUPASINGHE,
Director General of Export Agriculture.

(For office use only)

6.2 Age as at the closing date of applications :

Years : Months : Days :

SPECIMEN APPLICATION FORM

ශ්‍රී ලංකා තාක්ෂණ සේවයේ අපනයන කාමිකර්ම දෙපාර්තමේන්තුවේ
III ශ්‍රේණියේ කාර්මික නිලධාරී (සිවිල්) තනතුර සඳහා බඳවා ගැනීමේ
විවෘත තරග විභාගය - 2015

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR RECRUITMENT TO
THE POST OF TECHNICAL OFFICER (CIVIL) OF CLASS III OF THE SRI LANKA
TECHNOLOGICAL SERVICE IN THE DEPARTMENT OF EXPORT
AGRICULTURE - 2015

Medium applied :

Sinhala 2

Tamil 3

English 4

(Write the relevant number in the cage)

01. Name :

1.1 Name with initials : _____.

(In Capital English Letters) Eg. : SILVA, A. B.

1.2 Full Name : _____.

(In Sinhala/Tamil)

02. Permanent Address : _____.

(In Capital English Letters)

2.1 Postal Address : _____.

(In Capital English Letters)

2.2 Contact number (If available) :

Mobile

Landline

03. Gender :

Female 1 Male 0

(Write the relevant number in the cage)

04. Marital Status :

Married 2 Unmarried 1

(Write the relevant number in the cage)

05. National Identity Card Number :

06. 6.1 Date of Birth :

Year : Month : Date :

07. Educational Qualifications :

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

Year and Month : _____.

Index Number : _____.

Language Medium : _____.

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

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

Year and Month : _____.

Index Number : _____.

Language Medium : _____.

	Subject	Grade Pass
1.		
2.		
3.		
4.		

(c) Professional Qualifications :

Name of the Diploma and the Institute	Year	Index Number

09. (a)

Date of payment of Examination fees

Bank Branch

Amount Paid

Affix the receipt issued by the bank here.
(Keeping a copy of the receipt will be useful)

10. Certificate of the Applicant :

I hereby certify that the information furnished by me in this application is true and accurate. I am aware that if any information furnished by me in this application is found to be false or inaccurate before I am selected. I am liable for disqualification before selection and for dismissal without compensation if such revelation is made after the appointment.

Moreover, I accept to comply with the rules and regulations laid down by the Director General of Technical Education and Training.

Signature of the Applicant.

Date : _____.

11. Attestation of the signature :

I certify that Mr./Mrs./Mss is personally known to me and he/she placed his/her signature, in my presence on and, the receipt obtained by paying the prescribed examination fee is pasted here.

Signature of the Attester.

Date : _____.

Full Name of the Attester : _____.

Designation : _____.

Address : _____.

(Affirm by official stamp)

12. Certificate of the Head of the Institution (If the applicant is a Government Employer) :

I certify that Mr./Mrs./Mss is employed at this Ministry/Department/Office and his/her service is satisfactory, and has paid the prescribed examination fees, I also certify that the particulars furnished above by him/her are true and if he/she is selected for an appointment he/she can be released/ cannot be released from present post.

Signature of the Head of the Department.

Date : _____.

Full Name of the Attester : _____.

Designation : _____.

Address : _____.

(Official stamp)

06-504

EXCISE DEPARTMENT OF SRI LANKA

**Open Competitive Examination for the Recruitment to
the Posts of Transport Officer (Grade III) and
Technical Officer (Grade III)**

APPLICATIONS are invited from Sri Lankan citizens for one (01) Post of Transport Officer and one (01) Post of Technical Officer of the Excise Department of Sri Lanka.

Applications prepared in 297mm x 210mm (A4) papers as per the specimen from given in this notification should be sent to "The Commissioner General of Excise, Department of Excise, No. 34, W. A. D. Ramanayake Mawatha, Colombo 02" on or before 27.07.2015 by the registered post. "Application for the Post of Transport Officer/Technical Officer" should be mentioned at the top left hand corner of the envelope enclosing the application.

Applications should be completed and precise in all respects as given in the notification and applications which are not so completed and precise and which are not received as at the specified date will be rejected without any notice. Complaints regarding the loss of applications of related correspondence in the post will not be entertained. The receipt of the applications will not be acknowledged.

01. Particulars regarding the General Duties of the Post :

1.1 *Transport Officer.*— Maintaining Department vehicles in satisfactory level and other supervisory functions assigned to the post.

1.2 *Technical Officer.*— Designing of work related to constructions of the Department, preparation of estimates, checking whether the said functions are conducted as per the prescribed standards through onsite inspection of works, designing of plans in that regard, keeping notes and the supervisory functions assigned to the post.

2. *Salary Scale.*— Rs. 15,005 - 4x180 - 6x240 - 11x320 - 20x360 - Rs. 27,885 per month (MN-3-2006 - A as per P. A. C. 6/2006IV). (The Efficiency Bar Examination is according to the service minute of the Sri Lanka Technical Service).

3. *Age Limit.*— Applicants should be not less than 18 years and not more than 30 years of age as at 27.07.2015.

4. Educational and Other Qualifications :

4.1 Transport Officer (Grade III) :

(a) The applicant should have passed three (03) Science subjects in one sitting at the G. C. E. (Advanced Level) Examination (Except common general test) ;

and

The applicant should have passed six subjects including credit passes for Sinhala/Tamil/English Language, Science, Mathematics and another subject at the G. C. E. (Ordinary Level) Examination.

(b) Professional Qualifications :

(i) The applicants should have followed a course for not less than 03 years on Motor Mechanical

Science or Automobile Engineering Science at the Orugodawatta Training Centre of National Apprentice and Industrial Training Authority and should have obtained a certificate ;

or

- (ii) The applicants should have followed a course for not less than 03 years on Motor Mechanical Science or Automobile Engineering Science at German Technical College and should have obtained a certificate ;

or

- (iii) The applicants should have followed a course for not less than 03 years on Motor Mechanical Science or Automobile Engineering Science at a recognized Institution of the Government and should have successfully completed the course ;

and

- (iv) The applicants should have obtained a valid certificate of Proficiency issued by the Commissioner of Motor Traffic on driving of all types of Motor Cars and Lorries and should have obtained a certificate from a recognized institution to the effect that the applicant had been in charge of a work shop of class 'A' where motor vehicles are repaired ;

and

- (v) The applicants should have obtained the abilities of organizing and controlling of labourers and maintenance of a vehicle park which comprised of group of vehicles and the ability of controlling labourers in a transport pool ;

and

- (vi) The applicants should have the knowledge on repairing and maintaining petrol and diesel engines with internal combustion.

4.2 Technical Officer (Grade III) :

(a) Educational Qualifications :

The applicants should have passed three (03) science subjects with Pure Mathematics/Applied Mathematics/Combined Mathematics and Physics in one sitting at the G. C. E. (Advanced Level) Examination (except Common General Test) ;

and

The applicants should have passed six subjects including credit passes for Language or Literacy, Mathematics, Science and another subject at the G. C. E. (Ordinary Level) Examination.

(b) Professional Qualifications :

- (i) National Diploma in Technology awarded by the University or Moratuwa or Hardy Institution, Ampara ;

or

- (ii) National Diploma in Engineering Sciences awarded by the National Apprentice and Industrial Training Authority ;

or

- (iii) National Higher Diploma in Engineering awarded by the Ministry of Education and Higher Education ;

or

- (iv) Diploma in Technology awarded by the Open University of Sri Lanka ;

or

- (v) Successful completion of the Part I of the Engineering Examination conducted by the Institute of Engineering, Sri Lanka ;

or

- (vi) Having completed the National Vocational Qualifications (NVQ) Level - 6 in relation to the Field of Employment ;

or

- (vii) Having obtained the other qualifications recognized by the Tertiary and Vocational Education Commission similar in all respects to Technical Qualifications mentioned above subsequent to inquiring and obtaining ideas from the Ministry of Higher Education and Institutions which issue the Technical Certificates mentioned above.

- (c) *Experience*.— The experience gained in the relevant field is considered as an additional qualification.

(d) Physical Qualification :

- (i) The applicants should be physically and mentally fit enough to serve in any part of the country and to perform the duties of the post.

(e) Other Qualifications :

- (i) Applicants should be citizens of Sri Lanka,
(ii) Applicants should have a good moral character,
(iii) Applicants should have completed all the qualifications in all respects by 27.07.2015.

5. *The Method of Recruitment.*— Recruitment will be made on the results of a written competitive examination and a general interview. A number similar to the number that is anticipated to be recruited as per the merit order of the total marks obtained by the applicants, who have passed the written examination, will be called for the interview and eligible persons will be selected thereafter.

Particulars regarding the Written Examination :

Intelligence Question Paper - 1 1/2 (100 marks)

Subject oriented Technical Examination - 03 hours (100 marks)

The applicants can sit this examination only in one language medium as their consent.

Syllabus :

Transport Officer (Grade III) :

Intelligence Question Paper - It is expected to measure the ability of understanding and the intelligence through the examination of the conclusions and responses of the applicants regarding the questions submitted within the Scientific, numerical and figurative contexts.

Technical Question Paper - It is expected to examine the knowledge about motor Mechanical Science and the rule on the road from this question paper.

Technical Officer (Grade III) :

Intelligence Question Paper - It is comprised of questions to examine the ability of logical thinking and the logical analytical status and the ability of making decisions.

Technical Question Paper - Construction of buildings, application of paints classification of timber, tempering of timber, preparation of designs for work as per the rough sketches provided, preparation of bills according to Bills of Quantities and the knowledge on the basic water supply and drainage.

6. *Examination fees.*— Applicants should pay an amount of Rs. 500 as the examination fees. The said amount should be paid to

any of the Bank of Ceylon Branches to be credited to the Account No. 0007041628 of the BOC Taprobane Branch in favour of Commissioner General of Excise and the deposit slip should be sent along with the application. The applicants are advised to keep a photocopy of the bank receipt with them. The amount paid will not be refunded.

7. *Probation Period.*— Selected applicants will be subjected to a probation period of three years (03) if they get through the departmental examinations that are prescribed for them, they will be confirmed in the post at the end of the probationary period of three years.

8. Conditions of the Employment :

- (a) This post is permanent and pensionable.
- (b) They shall be directed to serve in any part of the island.

9. Conditions of Service :

- (a) Applicants qualified to be appointed should be abide by the Official Language Law and rules and regulations that are imposed by the Government from time to time.
- (b) Sections 10-12 of the Chapter II of the Establishments Code will be applicable.
- (c) In addition to the general conditions mentioned in the Procedural Rules of the Public Service Commission, Provisions and Conditions stipulated in the Sri Lanka Technical Service Minute are also applicable.

L. K. G. GUNAWARDENE,
Commissioner General of Excise,
Excise Department of Sri Lanka.

June, 2015.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE POST OF TRANSPORT OFFICER/TECHNICAL
OFFICER IN THE DEPARTMENT OF EXCISE

01. (i) Name in full (in mother language) : _____.
- (ii) Name in full (in English) : _____.
- (iii) Name with initials : _____.
02. (i) Permanent Address : _____.
- (ii) Divisional Secretary's Division : _____.
- (iii) Grama Niladhari's Division : _____.
- (iv) Postal Address : _____.
- (For sending the admissions)
- (v) Telephone Number : _____.
03. Date of Birth : _____.
- Age as at 27.07.2015 : _____.
- Years : _____, Months : _____, Days : _____.

(iii) *Professional Qualifications :*

<i>Name of the Course</i>	<i>Period of the Course From – To</i>	<i>No. of Years of the Course</i>	<i>Institution</i>

(Certified copy of the above certificate should be attached)

(iv) *Experience* : Employments/Courses undergone after leaving school :

<i>Name of the employment or the course</i>	<i>Period From - To</i>	<i>Institution</i>	<i>If employed reason for leaving</i>

(Certified copy of the above certificate should be attached)

[illegible]

(Certified copy of the above certificate should be attached)

09. Name of the Bank to which money is paid :————.
Receipt No. :————.

(ii) Passes in the G. C. E. (Advanced Level) :

Year : _____.	
<i>Subjects passed</i>	<i>Grade</i>

(Certified copy of the above certificate should be attached)

Receipt should be firmly affixed here.

10. I certify that particulars mentioned in this application by me are true and correct. I know that I will be disqualified if any particulars indicated here are detected false or incorrect before the selection and I will be subjected to dismissal from the service without any compensation if detected after being appointed to the post.

Signature of the Applicant.

Date :_____.

06-641