

N. B.— Part IV(A) of the *Gazette* No. 1,932 of 11.09.2015 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

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No. 1,933 – FRIDAY, SEPTEMBER 18, 2015

(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 09th October, 2015 should reach Government Press on or before 12.00 noon on 25th September, 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

DEPARTMENT OF INLAND REVENUE

Category of Primary Level Employees of the Department of Inland Revenue (PL2-2006) Calling of applications for the post of Carpenter

APPLICATIONS are invited from male candidates who are with following qualifications for the post of Carpenter, Primary Level Employees category.

02. Applications prepared in accordance with the following specimen application must be sent to the Commissioner General of Inland Revenue, No. 155, Sir Chithampalam A Gardiner Mawatha, Colombo 02. Applications must be sent under, registered cover to reach on or before 19.10.2015, mentioning "Recruitment to the Post of Carpenter- 2015" on the top left hand corner of the envelope containing the application. Action will not be taken with regards to delayed applications and applications will not be issued by the Department of Inland Revenue.

03. *Number of vacancies and filling vacancies.*– Number of vacancies in the Post of Carpenter - 01

04. *Salary Scale.*– Salary scale pertaining to the post :Rs. 12,210 - 10 x 130 - 11 x 160 - 12 x 170 - Rs. 18,600 (PL 2-2006 A)

05. Qualifications :

5.1 Educational Qualifications :

- (i) Should have passed at least six (06) subjects with two credits in the G.C.E. (Ordinary Level) examination in not more than in two sittings.

5.2 *Professional Qualifications.*– Should have obtained a certificate having followed a full time course at least in Level 2 of National Vocational Qualification (NVQ) pertaining to carpentry works as recommended by the Tertiary and Vocational Education Commission.

5.2.2 *Experience.*– Should have obtained an experience not less than 03 years in a post of Carpenter from a recognized Institution registered under Company's Act.

5.3 *Physical Qualifications.*– All the candidates should possess with adequate physical and mental condition to be served in any area of the island and to perform duties of the post.

5.4 Other Qualifications :

- (i) Should be a citizen of Sri Lanka
- (ii) Should possess with an excellent character

(iii) Qualifications to be recruited to the post must be completed in every respect as at the closing date of applications.

(iv) Only the male candidates are qualified to be applied.

5.5 *Age.*– Candidates should not be less than Eighteen (18) years and not more than Forty five (45) years as at the closing date of the application.

06. *Method of Recruitment.*– For the qualified candidates in accordance with the applications, a vocational test will be held by an institution or an examination board approved by the Commissioner General and Structural Interview will be held for the qualified candidates by an interview board appointed by the Commissioner General.

Candidates will be recruited for the post of Carpenter in accordance with the vacancies available on the order of the marks of both vocational training and the structural interview.

6.1 Vocational Test :

Subjects	Duration	Maximum marks	Cut off marks
Subject Vocational test - Carpenter	½ hour	100	60%

6.1.1 *Syllabus.*– Successfully completion of a carpentry good, repair or a duty named by the Examiner

6.2 Structural Interview :

Items of scoring	Maximum marks	Minimum marks
Additional educational qualifications	50	
Additional experience	20	
Additional vocational qualifications	25	
Skills at the interview	05	
Total	100	

Note.– Marks will be given at the structural interview on a comprehensive marking scheme approved by me within the maximum marks reserved for the main sectors depicted in the above table.

07. *Furnishing False Information.*– Accurate information should be furnished carefully in filling the application. If a candidate is found to be ineligible, his candidature is liable to be cancelled by the Appointing Authority at any stage prior to, during or after the examination. If it is found that a candidate has furnished false information he/she shall be liable for dismissal from the Public Service.

**RECRUITMENT FOR THE POST OF CARPENTER IN THE
DEPARTMENT OF INLAND REVENUE - 2015**

01. (a) Name with initials :_____.
(in English block letters) Ex: (GUNAWARDHANA ,
M. G. B. S. K.)

(b) Name in full :_____.
(in English block letters)

(c) Name in Full :_____.
(in Sinhala/Tamil)

02. (a) Permanent Address :_____.
(in Sinhala/Tamil)

(b) Permanent Address :_____.
(in English block letters)

(c) Police Station with respect to permanent address :_____.

03. Sex :
Female - 1 Male - 0 ☐

(indicate the relevant number in the cage)

04. National Identity Card No. :_____.

05. Whether married or single:
Single - 1 Married - 2 ☐

(indicate the relevant number in the cage)

06. Date of Birth :
Year :_____. Month :_____. Date :_____.

07. Age as at the closing date of applications (19.10.2015) :
Years :_____. Months :_____. Days :_____.

08. Citizenship : (by descent/registration) :_____.

09. Telephone No. :_____.

10. Educational Qualifications:
G.C.E. (O/L) Examination - First sitting :

(i) Year of the Examination :_____.
(ii) Index No. :_____.
(iii) Results of the Examination :_____.

At Department of Inland Revenue,
31st August, 2015.

[illegible]

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

- (i) Year of the Examination : _____.
- (ii) Index No. : _____.
- (iii) Results of the Examination : _____.

<i>Subject</i>	<i>Grade Second Sitting</i>

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

- (i) Year of the Examination : _____.
- (ii) Index No. : _____.
- (iii) Results of the Examination : _____.

<i>Subject</i>	<i>Grade First Sitting</i>

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

- (i) Year of the Examination : _____.
- (ii) Index No. : _____.
- (iii) Results of the Examination : _____.

<i>Subject</i>	<i>Grade Second Sitting</i>

11. Professional Qualifications :

<i>Name of the course</i>	<i>Institution</i>	<i>Duration</i>	<i>Proficiency</i>

12. Experience :

<i>Work place</i>	<i>Designation</i>	<i>Period of service</i>

13. Have you ever been dismissed from a government post due to a disciplinary reason or convicted by a court of any offence (If so give particulars) : _____.

14. Certificate of the Applicant :

- (i) I declare that particulars given in this form are true to the best of my knowledge. Also, I declare that I bear the loss will cause due to incomplete filling of certain parts and/or incorrectly filling the application. Further, I state that I have filled all parts completely and correctly.
- (ii) 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.
- (iii) I declare that, before filling this application, I clearly read and released all facts in the notification, and agree to all terms and conditions.

_____,
Signature of the Applicant.

Date : _____.

15. Attestation of the Applicant's Signature :

I hereby certify that Mr./Mrs./Miss (Full name) is personally, known to me and he/she has placed his/her signature in my presence on

_____,
Signature of the Attester.

Full Name of the Attester : _____.

Designation : _____.

Address : _____.

Date : _____.

(Official frank should be placed)

16. Certificate of the Head of the Department/Information :

I declare that the applicant Mr./Mrs./Miss is an employee of this Department/Institution. His/her work and conduct are satisfactory and that he/she is qualified to apply for this post as per the *Gazette* Notification and that he/she can be released/cannot be released from service if selected for the post. (Cut of unnecessary words).

_____,
Signature of the Head of Department/Institution.
Signature of the Attester.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

(Official frank should be placed)

DEPARTMENT OF INLAND REVENUE

Calling Applications for the Post of Front Desk Officer, belongs to the Segment 2 of Non-technical Public Management Assistant of the Department of Inland Revenue

APPLICATIONS are invited from the candidates who are with following qualifications for the post of Front Desk Officer, Grade III of Segment 02 - Non-technical of the Department of Inland Revenue.

02. The applications prepared in accordance with the following specimen application must be sent to the Commissioner General of Inland Revenue, No. 155, Sir Chiththampalam A Gardiner Mawatha, Colombo 02. Applications must be sent under, registered cover to reach on or before 19.10.2015, mentioning "Recruitment to the Post of Front Desk Officer - 2015" on the top left hand corner of the envelope containing the application. Action will not be taken with regards to delayed applications and applications will not be issued by the Department of Inland Revenue.

03. *Number of vacancies and filling Vacancies.*— Number of vacancies in the Post of Front Desk Officer - 01

04. *Salary Scale.*— Salary scale pertaining to the post : Rs. 13,120 - 10 x 145 - 11 x 170 - 10 x 240 - 10x320 - Rs. 22,040.

05. *Qualifications :*

(1) *Educational Qualifications :*

- (i) Should have passed Six (06) Subjects in the G. C. E. (Ordinary Level) Examination at one sitting with Credit passes for Sinhala/Tamil Language, English Language, Mathematics and two other subjects ;

and

Should have passed at least One subject (01) in the G. C. E. (Advanced Level) (Except the General Test Paper).

(2) *Professional Qualifications :*

- Should have followed a Typing and Basic Computer Course from a recognized Institution of the Tertiary and Vocational Education Commission.
- Should be fluent in speaking Sinhala and English languages. If the Tamil language is not the medium of the candidate, having an ordinary knowledge on it would be a special qualification.
- Experience.*— Should have an experience for a period not less than 02 years in the sector.
- Physical Qualifications.*— All the candidates should possess with adequate physical and mental condition to be served in any area of the island and perform the duties of the post.

5. *Other Qualifications :*

- Should be a citizen of Sri Lanka,
- Should possess with an excellent character,
- Qualifications to be recruited to the post must be completed in every respect as at the closing date of applications.

Age.— Candidates should not be less than eighteen (18) years and not more than thirty (30) years.

06. *Method of Recruitment.*— In accordance with the applications a Structural Interview will be held for the qualified candidates by an interview board appointed by the Commissioner General of Inland Revenue and recruitments for the post of Front Desk Officer will be made on the order of the marks scored at the said interview.

07. *Structural Interview :*

<i>Items of scoring</i>	<i>Maximum marks</i>
Additional Educational Qualifications	20
Additional Vocational Qualifications	25
Additional experience	25
Language Proficiency	15
Computer and IT literacy	10
Skills at the interview	05
Total	100

08. *Furnishing False Information.*— Accurate information should be furnished carefully in filling the application. If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false or if he has willfully suppressed any material fact he shall be liable for dismissal from the Public Service.

09. *Conditions of Appointments.*— This post is permanent, pensionable, and shall contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme.

10. *Conditions of Service :*

- This appointment is subject to probationary period of three years.
- First Efficiency Bar Examination shall be passed within three years from the date of recruitment.
- A selected candidate shall be appointed to the Post of Front Desk Officer on the general conditions of governing appointments in the public service, provisions approved in relation to the Post of Front Desk Officer and any amendments and due amendments to these provisions approved by the Public Service Commission through its letter No. PSC/EST/3/1/3/2013 dated 14.08.2014.

11. *Selection Procedure.*— Recruitments will be made as per the availability of vacancies on the highest marks obtained at the structural interview.

12. *Implementation of State Language Policy.*— In accordance with Public Administration Circular No. 01/2014 and dated 21.01.2014 issued by the Ministry of Public Administration and Home Affairs and its related circulars, all officers appointed must achieved other state languages efficiency within five years of appointed to state service in addition to state language of recruited to public service.

13. *Application Procedure :*

(a) *Preparation of Application.*— Application must be prepared in accordance with the application format attached to this notice. If not, application will be rejected.

Application should be on paper size (12cm x 29cm / 8.5" x 12" / A4) using both sides.

(b) *Attestation of Applicant's Signature.*— The Signature of the applicant should be attested by a Principal of a Government School, Commissioner of Oaths, Notary Public, Commissioned Officer of all three forces, an Officer holding a Gazette post in the Police Service, a permanent Government Servant with an annual salary of Rs. 240,360 or above. If the candidate is an employee of Government/ Local Government Service, the signature should be attested by the Head of the Department.

14. Any matter not mentioned here will be decided by the Commissioner General of Inland Revenue. All candidates are obliged to follow rules and regulations mentioned in the *Gazette* notification and conditions of this notice.

(Note: Travelling expenses or any other expenses will not be paid for the applicants who are going to participate in examinations or interviews.)

KALYANI DAHANAYAKE,
Commissioner General of Inland Revenue.

At Department of Inland Revenue,
31st August, 2015.

SPECIMEN FORM OF APPLICATION

RECRUITMENT FOR THE POST OF FRONT DESK OFFICER IN THE
DEPARTMENT OF INLAND REVENUE - 2015

01. (a) Name with initials : _____.
(in English block letters) Ex: (GUNAWARDHANA, M. G. B. S. K.)
(b) Name in full : _____.
(in English block letters)
(c) Name in Full : _____.
(in Sinhala/Tamil)
02. (a) Permanent Address : _____.
(in Sinhala/Tamil)

(b) Permanent Address : _____.

(in English block letters)

(c) Police Station with respect to permanent address : _____.

03. Sex :

Female - 1 Male - 0

(indicate the relevant number in the cage)

☐

04. National Identity Card No. : _____.

05. Whether married or single:

Single - 1 Married - 2

(indicate the relevant number in the cage)

☐

06. Date of Birth :

Year : _____. Month : _____. Date : _____.

07. Age as at the closing date of applications (19.10.2015) :

Years : _____. Months : _____. Days : _____.

08. Citizenship : (by descent/registration) : _____.

09. Telephone No. : _____.

10. Educational Qualifications:

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

(i) Year of the Examination : _____.

(ii) Index No. : _____.

(iii) Results of the Examination : _____.

Subject	Grade

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

(i) Year of the Examination : _____.

(ii) Index No. : _____.

(iii) Results of the Examination : _____.

Subject	Grade

11. Professional Qualifications : _____.

12. Experience : _____.

13. Have you ever been dismissed from a government post due to a disciplinary reason or convicted by a court of any offence (If so give particulars) : _____.

14. *Certificate of the Applicant :*

- (i) I declare that particulars given in this form are true to the best of my knowledge. Also, I declare that I bear the loss will cause due to incomplete filling of certain parts and/or incorrectly filling the application. Further, I state that I have filled all parts completely and correctly.
- (ii) 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.
- (iii) I declare that, before filling this application, I clearly read and released all facts in the notification, and agree to all terms and conditions.

_____,
Signature of the Applicant.

Date : _____.

15. Attestation of the Applicant's Signature :

I hereby certify that Mr./Mrs./Miss (Full name) is personally, known to me and he/she has placed his/her signature in my presence on

_____,
Signature of the Attestor.

Full Name of the Attestor : _____.

Designation : _____.

Address : _____.

Date : _____.

(Official frank should be placed)

16. Certificate of the Head of the Department/Information:

I declare that the applicant Mr./Mrs./Miss is an employee of this Department/Institution. His/her work and conduct are satisfactory and that he/she is qualified to apply for this post as per the *Gazette* Notification and that he/she can be released/ cannot be released from service if selected for the post. (Cut of unnecessary words).

_____,
Signature of the Head of Department/Institution.

_____,
Signature of the Attestor.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

(Official frank should be placed)

09-304/1

PUBLIC SERVICES COMMISSION

Recruitment for the Post of Legal Officer (Executive Services Grade III) on Open Basis

APPLICATIONS are invited from qualified citizens of Sri Lanka for the post of Legal Officer in the Ministry of Lands.

01. *Method of Recruitment.*— The applicant who obtained maximum marks from a structured interview conducted by an interview panel appointed by the Public Services Commission out of applicants who have completed qualifications mentioned above will be recruited for the vacancy. Structured interview will be held in conformity with the marking scheme given (under No. 6) approved by the Public Services Commission.

02. *Qualifications :*

(i) *Educational/Professional Qualifications.*— Should have possessed a degree in Law obtained from a university recognized by the University Grants Commission or having taken oaths as an Attorney-at-Law.

(ii) *Experience.*— Should have an active professional service period not less than 3 years after taking oaths as an Attorney-at-Law.

(iii) *Physical Qualifications.*— Every applicant should be physically and mentally fit to service and to perform duties of the post in any part of Sri Lanka.

(iv) *Other :*

- * Should be a citizen of Sri Lanka,
- * Should be of excellent character,
- * Requisite qualifications for this post should have been completed in every aspect as at the closing date.

03. *Service occupying conditions and service conditions :*

I. This post is permanent and pensionable. Selected applicants should contribute to the Widow's/Widower's and Orphans Pensions Scheme.

II. The selected applicants will be subject to a probation period of three (3) years. Officers should pass the First Efficiency Bar Examination within three years of the appointment to the Post of Legal Officer - Grade III.

III. The Officers recruited not in the medium of official language should obtain the proficiency in the official language during the probation period in terms of Public Administration Circular No. 1/2014 and circulars incidental thereto.

IV. This appointment is subject to the Procedural Rules and provisions of Establishments Code of the Democratic Socialist Republic of Sri Lanka.

04. *Age limit.* – The applicants should not be less than 21 years and not more than 45 years of age by the closing date of calling application.

05. *Salary Scale.* – Monthly salary scale entitled to this post. Rs. 22,935 -10x645 -8x 790 -17x1,050 - Rs. 53,555 (Salary Scale SL 1-2006A as per Public Administration Circular No. 6/2006 dated 25.04.2006)

06. Marking scheme for the structured interview :

<i>Subject</i>		<i>Marks</i>	<i>Maximum Marks</i>
01.	Additional Educational Qualifications : Degree in Law obtained from a recognized university - First Class - Second Class (upper) - Second Class (lower) - First Class in the final year of Law College - Second Class in the final year of Law College <i>Note.</i> – 10 marks to be given only if the final exam is passes with a Hons. Pass. (marks will be given only for maximum qualifications - either LLB or Law College Qualifications)	20 15 10 15 10	20
02.	Additional Professional Qualifications : Post Graduate Diploma in relevant field or Post Graduate Diploma in law issued by a recognized institute (Academic period not less than one year) (5 marks each for one diploma) Diploma in relevant field offered by a recognized institute (Academic period not less than six months) (3 marks each for one Diploma) Certificate in relevant field offered by a recognized institute (Academic period not less than three months) (2 marks each for one certificate)		15
03.	Additional Experience : Experience as an Attorney-at-Law in Public or Private sector - more than six months and less than a year - 02 marks Maximum 30 marks - five marks per one year each. (Except three years of service period engaged in service as an Attorney-at-Law to acquire basic qualifications) (Additional experience should be confirmed by a certificate issued by an Attorney-at-Law or President's Counsel or a Judge with a service period not less than 20 years)		30
04.	Literacy in Information Technology : For studying Information Technology as a main subject in a degree offered by a university recognized by the University Grants Commission For a diploma in Information Technology, academic period not less than one year or 1500 hours in a government recognized institute A certificate for Information Technoloyg in a government recognized institute 06 months/720 hours 03 months/360 hours	15 10 07 05	15

	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
05	Proficiency in English Language : Post Graduate/Degree/Post LLB degree/LLB degree studied in English medium. ((All relevant question papers should be answered in English medium) English Language Diploma from a university recognized by the University Grants Commission or an institution recognized by the government (01 year or 1500 hours) English Language Certificate course conducted by a university recognized by the University Grants Commission or an institution recognized by the government 06 months/720 hours 03 months/360 hours	15 10 07 05	15
06	Marks to be given by interview board for skills shown at the interview	05	05
	Total Marks		100

07. *Identity of the Candidate.*– Only the applicants who have submitted fully completed applications in every aspect will be invited for the structured interview.

original copies of all certificates and duly certified copies should be submitted at the interview. Any of the following documents will be accepted to confirm the identity at the interview :

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

08. (a) Applications should be sent by registered post to reach the following address on or before 19.10.2015. Late applications will be rejected :

Secretary,
Ministry of Lands,
No. 1200/6, Mihikatha Medura,
Rajamalwatta Avenue,
Battaramulla.

- (b) Specimen of the application is given at the end of this application. Applications should be prepared in A4 size papers using both sides indicating No. 01 to 11 in the first page and the rest in the second page.
- (c) "Recruitment for the post of Legal officer" should be clearly mentioned in the top left corner of the envelope enclosing the application.
- (d) Applicant's signature placed in the application should be attested by a principal of a government school/Justice of Peace/Commissioner of Oaths/Attorney at Law/Notary Public/A Commissioned Officer of the Army, Navy or Air Force or an officer earning a monthly consolidated salary of Rs. 22,935.
- (e) Those who are in public service or Provincial Service at present should forward their application through the heads of their respective department.
- (f) Applications not in conformity with the specimen herewith will be rejected. Any complaint regarding loss or delay of the application will not be accepted.

09. *Furnishing false Information.*– Your candidature is liable to be cancelled if it is found before recruitment that any information furnished by you in your application is false or incorrect.

It is found after the recruitment that you have furnished information that is false or incorrect you will be liable for dismissal from the Public Service subject to the relevant procedure.

10. Public Services Commission has the power to fill or not fill the vacancy.

By order of the Public Services Commission,

Secretary,
Ministry of Lands.

No. 1200/6, Mihikatha Medura,
Rajamalwatta Avenue,
Battaramulla.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE POST OF LEGAL OFFICER MINISTRY OF LANDS

No. :
(For office use only)

01. (a) Name with initials (in Sinhala/Tamil) :
Name with initials (in English block capitals) :
(b) Full Name (in Sinhala/Tamil) :
Full Name (in English block capital) :
02. Permanent Address (in Sinhala/Tamil) :
Permanent Address (in English block capital) :
03. Telephone No. :
04. National Identity Card No. :
05. Sex :
06. Date of Birth :
Year :, Month :, Date :
07. Age as at the closing date of applications :
Years :, Months :, Days :
08. Particulars in respect of the degree in Law :
University :
Date the degree was offered :
Medium :
09. Date on which the applicant took oaths as an Attorney-at-Law :
10. Professional Experience as an Attorney-at-Law No. of years :
11. Other Educational Qualifications :
12. Language proficiency (mark ✓ in relevant column) :

	<i>Very good</i>	<i>Good</i>	<i>Ordinary</i>	<i>Weak</i>
Sinhala				
Tamil				
English				

13. Declaration of the Applicant :

I declare that the particulars furnished by me in this application are true and correct, I certify that I have not been subject to any form of disciplinary action including dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also aware that if any particulars contained herein are found to be false or incorrect. I am liable to disqualification if detected before selection and to dismissal without compensation, if detected after appointment.

_____,
Signature of the Applicant.

Date : _____.

14. Attestation of signature :

I certify that Mr./Mrs./Miss of who signed here is personally known to me and placed his/her signature in my presence.

_____,
Signature of the person attesting.

The Attestor's
Name :
Designation :
Address :
Date : _____.

15. Certificate of the Head of the Department if the applicant is in the Public Service :

I hereby inform that Mr./Mrs./Miss is serving in this Ministry/Department as a permanent/temporary/casual and that he/she can be/cannot be released if selected for this post.

_____,
Signature of the Head of the Department.

Date :
Name :
Designation :
Ministry/Department :

Examinations, Results of Examinations &c.

AMENDMENT

RECRUITMENT (OPEN/LIMITED) TO THE POST OF PERFUSIONIST IN GRADE II OF INFILDT/INOFFICE, OFFICER SEGMENT 02 SERVICE CATEGORY (MN 05-2006A)

(Further to the *Gazette* notification with the above title published in the Government *Gazette* No. 1928 dated 14.08.2015).

IT should be noted that the post of Perfusionist is not a promotion in the Nursing Service and the post of Perfusionist is a New recruitment.

And, according to the above *Gazette*, the closing date of applications is 11.09.2015 and it is kindly informed that the closing date is amended as 25.09.2015.

Dr. D. M. R. B. DISSANAYAKE,
Secretary,
Ministry of Health and Indigenous Medicine.

09-399

AMENDMENT

PUBLIC SERVICE COMMISSION

Open/Limited Competitive Examination for Recruitment to Grade III of the Sri Lanka Agricultural Service - 2013(2014)

THE *Gazette* Notification on Open/Limited Competitive Examination 2013(2014) for recruitment to the posts in Grade III of the Sri Lanka Agricultural Service published in the *Gazette* No. 1929 dated 21.08.2015 of the Democratic Socialist Republic of Sri Lanka is amended as follows :

- (i) *Paragraph 6.1.3.* - "The age should not be less than 22 years and not more than 35 years as at the closing date of applications. Accordingly an applicant qualifies to sit the examination in terms of age only if his/her date of birth falls on or before 21.09.1993 and on or after 21.09.1980.
- (ii) *Paragraph 9.3.* - The name of the examination appeared either Sinhala or Tamil Language in the application is required to be printed in English Language also. Applications should be sent only by registered post to reach the "Commissioner General of Examinations, Organization and Foreign Examination Branch, Sri Lanka Department of Examination, P. O. Box 1503, Colombo" on or before 5th October 2015.

The words "Open/Limited Competitive Examination for Recruitment to the Sri Lanka Agricultural Service - 2013(2014)" should be clearly marked on the top left hand corner of the envelope enclosing the application.

Secretary,
Ministry of Agriculture.

Rajamalwatte Avenue,
Battaramulla,
04th of September, 2015.

09-447

EFFICIENCY BAR EXAMINATION PRESCRIBED FOR OFFICERS IN SEGMENT "B" AND SEGMENT "A" OF CLASS II OF THE SRI LANKA TECHNOLOGICAL SERVICE - 2015

IT is hereby notified that, in accordance with the approved service minute of Sri Lanka Technological Service, the above mentioned examinations will be held by the Commissioner General of Examinations, in Colombo, in the month of December 2015.

02. (i) These examinations will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of conducting the examination and issuing the results. The candidates will be subjected to a punishment imposed by the Commissioner General of Examinations, if such rules are violated by them.

- (ii) Rules prescribed for candidates are printed separately at the beginning of this *Gazette* notification.

03. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their applications in accordance with the specimen form and officers of Sri Lanka Technological Service in the public service should forward their applications through the respective head of department and officers of Sri Lanka Technological Service in the Provincial Public Service should forward their applications through the Secretary of PSC in the Provincial Council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, P. O. Box 1503, Colombo on or before 19th of October 2015. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of application will be rejected.

04. *Identity cards.* - Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject

they offer. For this purpose any of the following documents will be accepted :

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

The candidature of any applicant who is unable to furnish any of the above documents is liable to cancellation on the discretion of Commissioner General of Examinations.

05. *Application :*

- (i) Applications should be prepared in a paper A4 in size. No. 01 to 06 should appear on the first page whilst the rest should appear on other pages. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting and in the language medium in which the candidate sits this examination.
- (ii) When the application form is prepared, the title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms. Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. 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 it would be advisable to keep a photocopy of the completed application form.
- (iii) The candidates appearing for the whole examination or one subject for the first time need not pay examination fees. However, for subsequent sittings, a fee of Rs. 400 should be paid for the whole examination and if only one subject is offered, a fee of Rs. 200 should be paid. The fee can be paid at any Post Office or Sub post office in the Island to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examination and the receipt obtained thus should be affixed firmly in the relevant cage. It would be advisable to keep a photocopy of the receipt with the candidate. Under no circumstance, will the fee be refunded not transferred in respect of other examinations.
- (iv) This examination is held in Sinhala, Tamil and English media. Applicants should select one medium relevant to them and they should answer the question papers in one and the same language selected by them. The medium they applied for is not allowed to change at a later occasion.
- (v) **An officer is not allowed to sit for both Efficiency Bar Examinations at one and the same occasion.**
- (vi) The officers who have been appointed to Segment II 'B' of Sri Lanka Technological Service as at the closing date of the application can sit for the Efficiency Bar Examination in Segment II 'B'.

- (vii) However, the officers in segment II A as well as the officers in Class II segment 'B' who have completed a service period of five years and passed the 1st Efficiency Bar Examination can sit for the Efficiency Bar Examination in class II segment 'A'.

06. On the supposition that only the candidates who have possessed the qualifications mentioned in the *Gazette* have submitted applications, the Commissioner General of Examinations will issue admission cards to the applicants who have submitted perfected applications indicating the medium of language, examination applied for, signature of the applicant and the attestation of the signature, attestation of the Head of the Department along with the receipt of payment of the examination fee, if relevant, on or before the closing date of examination. A candidate sitting for the examination must produce his admission card which bears the candidate's signature and duly attested to the supervisor of the examination center. A candidate who fails to produce his admission card will not be permitted to sit the examination. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : i. e. certified photocopies of the application form and the receipt kept at your possession, receipt of registration. In case of applicants outside Colombo, a letter of request with a fax number to which the admission card should be sent and other particulars mentioned above should be sent to the Department of Examination by fax.

07. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in para (06) above will not be considered.

08. Officers may, if they so wish, present themselves for different subjects separately at different examinations. However, in order to secure a pass at least 40% of the marks should be obtained in respect of each question paper.

09. *Issue of the results of the examination.*— In accordance with the particulars indicated in para 3 above, the results of the candidates belonging to Provincial Public Service will be issued to the Secretary of the respective Provincial Public Service Commission and the results of the candidates belonging to public service will be issued to the Secretary of the Ministry of Public Administration.

10. *Scheme of Examinations :*

- (1) The Efficiency Bar Examination for officers in Class II Segment "B" will consist of 02 question papers.

Subject No. (01) - Office Administration and Establishments Code - (Two hours)
- 100 marks

Subject No. (02) - Financial Regulations - (Two hours)
- 100 marks

Office Administration and Establishments Code (Subject No. 03) - Syllabus :

Office Administration and Establishments Code (Subject No. 01) - Syllabus :

This paper will be based on the following Chapters of Establishments Code :

This paper will be based on the following Chapters of Establishments Code :

- Chapter II Recruitment Procedure and Appointment.
- Chapter III Transfers.
- Chapter IV Grant of Monthly Pay, Temporary Status, Permanent status and Pensionability.
- Chapter V Release, Reversion and Termination of Employment.
- Chapter VIII Overtime, Holidays, Holiday Pay and Allowances.
- Chapter XII Leave.
- Chapter XIII Railway Warrants.
- Chapter XIV Travel on duty within the Island.
- Chapter XIX Government Quarters.
- Chapter XLVII General Conduct and discipline.

- Chapter XV Travel abroad for study, training or on duty.
- Chapter XVI Holiday Travel.
- Chapter XXIII Special concessions and conditions regarding Officers suffering from certain types of illnesses.
- Chapter XXIV Salary Loans and Advances.
- Chapter XXV Concessions to members of Trade Unions.
- Chapter XXVII Channels of communication.
- Chapter XXVIII Administrative procedures.
- Chapter XXX Right of Government over its Officers.
- Chapter XXXIII Legal advice and legal actions.
- Chapter XLVII General conduct and discipline.
- Chapter XLVIII Rules of disciplinary procedure.

Financial Regulations (Subject No. 02) - Syllabus :

Circulars issued on performance appraisal.

This paper will be based on the following Chapters of Financial Regulations :

Financial Regulations (Subject No. 04) - Syllabus :

(1) Chapter I

Estimates of Expenditure and Revenue.
The Consolidated Fund and Planning and Programming of Expenditure, Form of Presentation of Annual Estimates, New Proposals, Preparation Submission and Passing of Estimates of Expenditure, Variations to Estimates of Expenditure.
(FR 1 to 68)

This paper will be based on the following Chapters of Financial Regulations :

(1) Chapter VI

Custody of Public Money etc., Imprests and Bank Accounts.
Security and custody of Public etc., Counterfoil Books, Boards of Survey on Cash Stamps etc., Imprests, Bank Accounts. (FR. 315 to 396)

(2) Chapter III

Financial Management and Accountability.
Chief Accounting Officers, Accounting Officers, Revenue Officers, Authorization, Approval, Certification, Delegation of Authority.
(FR. 124 to 147)

(2) Chapter XIII

Supplies, Works and Services,
Procurement and Contracts, Supplies, Custody and Verification of Stores, Surplus and unserviceable Articles. (FR. 685 to 775)

- (2) The Efficiency Bar Examination for Officers in Class II Segment "A" will consist of 02 question papers.

11. The decision of the Secretary, Ministry of Public Administration, Local Government and Democratic Governance will be the final in respect of any matter not provided for in this notification.

Subject No. 03 - Office Administration and Establishments Code. (Two hours)
100 marks.

12. Issue of an admission card to a candidate does not necessarily mean that his/her eligibility to sit for the examination has been accepted.

Subject No. 04 - Financial Regulations - (Two hours)
100 marks

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

J. DADALLAGE,
Secretary,
Ministry of Public Administration, Local
Government and Democratic Governance.

Ministry of Public Administration, Local Government and
Democratic Governance,
Independence Square,
Colombo 07,
03rd September, 2015.

Specimen Form of Application

(For office use only)

EFFICIENCY BAR EXAMINATION PRESCRIBED FOR OFFICERS IN SEGMENT "B" AND SEGMENT "A"
OF CLASS II OF THE SRI LANKA TECHNOLOGICAL SERVICE - 2015
(Applications for both "B" and "A" segments cannot be submitted at one and the same time)

Medium in which you sit for the Examination
(Sinhala - 2/Tamil - 3/English - 4)
(Indicate the relevant number in the cage)

Examination for which you intend to sit
Class II Segment "B" -0
Class II Segment "A" -1
(Indicate the relevant number in the cage)

01. (a) Name with Initials : (Indicate the initials at the end of the name) : _____.
(In English block capital letters) (Eg.- GUNAWARDHANA, M. G. B. S. K.)
(b) Name in full : _____.
(In English block capital letters)
(c) Name in full : _____.
(In Sinhala/Tamil)

02. Official address : (Admissions will be posted to this address) : _____.
(In English block capital letters)
(In Sinhala/Tamil) : _____.

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

04. National Identity Card Number :

05. Subject/Subjects offered :
Subject offered for the Efficiency Bar Examination of Class II Segment B/Class II Segment A (delete inapplicable words)

Subject

Subject No.

.....

.....

06. Whether you belong to the Provincial Public Service or Public Service :
(Indicate the number relevant to the service you belong in the cage)

(Public Service - 10/Western Provincial Public Service - 01/Central Provincial Public Service - 02/Southern Provincial Public Service - 03/
North Provincial Public Service - 04/Eastern Provincial Public Service - 05/North Western Provincial Public Service - 06/North Central
Provincial Public Service - 07/Uva Provincial Public Service - 08/Sabaragamuwa Provincial Public Service - 09)

07. Telephone Number :

--	--	--	--	--	--	--	--	--	--

08. (i) Date of Birth :

Year :

--

 Month :

--

 Date :

--

(ii) Age as at 19.10.2015 :

Years :

--	--

 Months :

--	--

 Days :

--	--

09. (i) Designation :_____.

(ii) Class and Grade of Sri Lanka Technological Service :_____.

(should be included as II A/II B)

(iii) Service period in the above grade as at 19.10.2015 :_____.

10. Department which you belong to :_____.

11.

Affix the receipt of examination fee here.
(It would be advisable to keep a copy of the receipt)

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Further, I agree to abide by the rules imposed by the Commissioner General of Examination on conducting the examination and issuing the results.

Date :_____.

_____,
Signature of the Candidate.

Note.— Candidate should place his/her signature in the presence of the Head of Department or an officer duly authorized to sign on his behalf of the Divisional Head.

Attestation of Candidate's Signature

I hereby certify that Mr./Mrs./Miss is presently employed in my office and is well known to me and he/she placed his/her signature in my presence on 2015.

Date :_____.

_____,
Signature of the Attester.

Name of the officer attesting :_____.

Post :_____.

Address :_____.

(Confirm by the Official Stamp)

Certification of the Head of the Department

I hereby certify that the particulars given in paragraphs 1 - 11 above are correct and this candidate is eligible to sit for the examination and also eligible to sit for the examination in the language medium mentioned above.

_____,
Signature and designation of Head of Department.
(Confirm by the Official Stamp)

Date :_____.

DEPARTMENTAL EXAMINATION FOR PRELIMINARY GRADE MEDICAL OFFICERS AND DENTAL SURGEONS – SEPTEMBER - 2015

IT is hereby notified that the Departmental Examination should be passed by Medical Officers in Preliminary Grade before promotion to Grade II, by Dental Surgeons before confirmation in the service and by the Medical officers in Administrative Grade or Specialist Grade who have not completed this Departmental Examination during a period of two years from the date of appointment to such post as per section 08 of the Medical service minute of Sri Lanka in the Health Services published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1883/17 of 11.10.2014, will be held on 25th October, 2015 in Sinhala, Tamil and English medium. The venue and the time of the examination will be notified along with the Admission Card.

02. *Qualifications.* – Medical Officers in the Preliminary Grade who have not completed the relevant examination and Dental Surgeons who are not confirmed in the service can apply for this examination. Medical officer appointed to a post in the Administrative Grade or Specialist Grade without having completed this examination also can apply for the above Examination.

03. *Applications.* – Applications that should be prepared by the candidates as per specimen shown at the end of this circular must be handed over to the head of the Institute on or before 20th September, 2015. The applications that are certified as all the eligibilities have been fulfilled, should be forwarded to the Director (Examinations), Ministry of Health "Suwasiripaya", No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 25th September, 2015 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self addressed envelope in the size of 9" x 4" inches, affixed with stamps to the value of Rs. 35.00 should be sent along with the application. (Candidates can write their official or private address). Applications which are received late, incomplete or inaccurate will be rejected.

Note. – The application should be prepared using an A4 paper based on the specimen form of the application so as to recommended from 01 to 04(e) on the first front page and from 04(f) to 08 on the second page. Applications which do not conform to above will be rejected any information.

04. *Examination fees :*

- (i) Candidates who sit the examination for the first time need not pay examination fees. However, in every subsequent sitting they should affix stamps to the value of Rs. 25 per subject in the stamps cage provided for in the application and cancel same by placing their signature and the date.
- (ii) The fees once paid will not be allowed to transfer for any other Examination or refunded under any circumstances.

05. *Admission to the Examination:*

- (i) Candidates whose applications have been accepted will be issued with Admission Cards. They should duly complete and submit same to the Supervisor at the Examination Centre. Otherwise they will not be allowed to sit the examination.
- (ii) Candidates should prove their identity to the Supervisor at the examination hall. For this purpose one of the following documents will be accepted :
 - (a) National Identity Card ;
 - (b) Departmental Identity Card ;
 - (c) Valid Driving License ;
 - (d) Valid Passport.
- (iii) If you did not receive your admission card due to any unavoidable reason you can trace your examination centre and the index number through the web site ; If you were able to trace your examination centre and the index number as mentioned above you are permitted to be presented at the examination centre in the web site together with a letter attesting your signature by your immediate superior officer and sit the examination by establishment of your identity. The applicants who have received the admission card should certify their signature and should be bought. The applicants who have obtained the certification on their signature will not be entitled to face the examination. (Web site : www.health.gov.lk).

06. *Scheme of the Examination.* – The examination will consist of four parts that is three written essay type question papers and a Sinhala/Tamil oral test. Each part carries 100 marks. A minimum of 50 marks should be obtained for each part to pass the examination and this examination could be completed in one sitting or appearing for the parts of the examination in several sittings. At the first attempt officer should appear for all relevant subjects.

07. *Syllabus of the Examination :*

7.1 *Written Examination :*

7.1.1 Establishments Code :

Duration 02 hours. Should answer five (05) out of eight (08) questions.

Syllabus :

- (i) General Regulations of the Department of Health Services in Health Ministry ;
- (ii) Orders of the Public Service Commission.

(iii) <i>Establishments Code</i> :	Chapter V - F. R. 200, 201, 215, 225, 238, 245, 255, 257, 260.
Part I - Chapters VI, VII, VIII, IX, XII, XIII, XIV, XV, XVI, XVII, XVIII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXI, XXXII.	Chapter VI - F. R. 380, 381, 382, 383, 384, 385, 386, 388, 389, 390, 391, 392, 393, 394.
Part II - Chapters XLVII and XLVIII	Chapter VII - F. R. 488, 493.
7.1.2 <i>Administration of Hospitals and Dispensaries</i> :	Chapter XIII - F. R. 715, 716, 756, 757, 758.
Duration 1 1/2 hours. Total marks 100. Should answers four (04) questions out of seven (07) questions.	Procurement Guideline Chapter 1 - All Sections
<i>Syllabus</i> : Health Manual :	Chapter 2 - Section Number - 2.3, 2.4, 2.5, 2.6, 2.7, 2.8
(i) Administration of Hospital and Public Health ; (ii) Management of Laboratory Services ; (iii) Management of Drugs.	Chapter 3 - Section Number - 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9
7.1.3 <i>Accounts</i> :	7.2 <i>Viva Voce</i> - Sinhala/Tamil : This oral test is conducted
Duration 02 hours. Should answers 04 questions out of 7 questions.	by the staff officers of the Departmental to measure the proficiency in Sinhala/Tamil. Ability of the Sinhala medium officers to communicate in Tamil medium and the ability of the Tamil medium officers to communicate in Sinhala medium regarding the matters that arise while discharging their normal duties is tested. Duration 10 minutes.
<i>Syllabus</i> :	
(i) Regulations of Stores Accounts of the Department of Health Services ;	
(ii) Sections of Finance in the Manual of the Department of Health Services ;	08. Please bring the contents of this circular to the notice of all relevant officers in your Division/Specialized Campaign/Institution. The information is also available in the Web Site - www.health.gov.lk
(iii) Financial Regulations relating to the daily routine duties of a Medical Officer of Health.	N. B. - Sinhala medium notification on examination will be effected if any contradictory is arisen in the examination notifications published in Tamil and English mediums.
Chapter I - F. R. 1, 2, 78.	
Chapter II - F. R. 90, 91, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 113, 115, 118, 119.	M. B. L. RAHUMAN, Deputy Director General (Admin.) II, for Secretary of Health and Indigenous Medicine.
Chapter III - F. R. 124, 125, 126, 127, 128, 131, 133, 134, 135, 136, 137, 138, 139, 140, 142, 143, 151, 152, 154, 155, 156, 189.	Ministry of Health and Indigenous Medicine, "Suwasiripaya", No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, 03rd September, 2015.

Specimen Form of Application

For Office Use Only

DEPARTMENTAL EXAMINATION FOR PRELIMINARY GRADE MEDICAL OFFICERS AND DENTAL SURGEONS - SEPTEMBER - 2015

01. (a) (i) Name of the Applicant (In Sinhala or Tamil with initials at the end) :_____.

(ii) Name of the Applicant (In English Capitals with initials at the end) :

(iii) Names denoted by initials (In English Capitals) :

(b) (i) Designation (Please Mark '✓' in relevant cage)

(i) Medical Officer ☐ (ii) Dental Surgeon ☐

(ii) Date of Internship Appointment :_____.

(iii) Date of appointment to the Preliminary Grade/Grade II :_____.

02. Subjects offered (Mark '✓' within the cages against the subjects you offer in this Examination. Mark "X" against the subjects not offered) :

Administration of Hospitals and Dispensaries : ☐ Est. Code : ☐ Accounts : ☐

Sinhala *Viva Voce* : ☐ Tamil *Viva Voce* : ☐

03. Medium you sit for the examination (Mark '✓' in relevant cage) :

Sinhala : ☐ English : ☐ Tamil : ☐

04. (a) Present Station :_____.

(b) District of the Present Station :_____.

(c) Telephone No. :

(d) Identity Card No. :

(e) Please mark '✓' in the relevant cage of the examination centre you prefer out of the following centers. (If any or several examination centres, out of those given below, would be cancelled due to a departmental requirement or due to absence of a sufficient number of candidates. In such an instance, the candidates already attached to such centers would be re-attached to a closest examination centre or to another centre as decided by the Director General of Health Services).

Colombo		Kandana		Hambantota		Ampara	
Kalutara		Galle		Badulla		Vavuniya	
Kurunegala		Anuradhapura		Ratnapura			
Kandy		Batticaloa		Jaffna			

(f) Whether a self-addressed envelope in the size of 9x4 inches with stamps affixed to the value of Rs. 35.00 has been attached to the application to post the Admission Card? :_____.

(g) (i) Postal Address to post the Admission Card (in Sinhala/Tamil) :_____.

(ii) Postal Address to post the Admission Card (in English Capitals) :_____.

05. (a) Whether you sit for the examination for the first time :_____.
(b) If not so, have you affixed stamps to the application? :_____.

Stamp Cage

06. *Certificate of the Candidate :*

- (i) I do hereby certify that the particulars furnished by me in this application are true and accurate to my knowledge and I need not affix stamps since I sit the Examination for the first time/have affixed stamps to the value of Rs. since I repeat the Examination*, and the stamps affixed by me to the application are genuine and not used.
- (ii) I agree to abide by the rules and regulations stipulated by the Department of Health for the conduct of this Examination and if I was found ineligible in accordance with the scheme of the Examination, I agree with whatever decision taken for the cancellation of my candidature.

_____,
Signature of the Candidate.

Date :_____.

07. *Certification of Head of Institution :*

Mr./Mrs./Missis well known to me and in the application is correct in accordance with the particulars available in his/her personal file and he/she* is eligible to sit for the examination he/she* sits the Examination for the first time/repeats the Examination* he/she* need not affix stamps/has affixed stamps to the value of Rs..... to the Application and he/she* placed his/her* signature in my presence.

_____,
Signature of Head of Institution/Frank/Rubber Stamp.

Date :_____.

08. *Certificate of the Head of Decentralized Unit/Specialised Campaign :*

Mr./Mrs./Miss serves as a Medical Officer/Dental Surgeon in my Division/Campaign* and the particulars furnished by him/her* in the Application are correct in accordance with the particulars available in his/her* personal file and he/she* is eligible to sit for the Examination.

_____,
Signature of Head of Decentralized Unit/
Specialised Campaign (Frank/Rubber Stamp).

Date :_____.

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