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The Gazette of the Democratic Socialist Republic of Sri Lanka

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PART I: SECTION (IIA) – GENERAL

(Separate paging is given to each language of every Part in order that it may be filed separately)

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Note.— Sisira Jayakody Siyapatha Foundation (Incorporation) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of June 03, 2016.

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 September, 2016 should reach Government Press on or before 12.00 noon on 26th August, 2016.

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.”

B. K. S. RAVINDRA,
Government Printer (*Acting*)

Department of Govt. Printing,
Colombo 08,
21st June, 2016.

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 Any person 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

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

AMPARA DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 19th September, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
02nd August, 2016.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Ampara	Damana	Post of Birth and Death Registrar of Thottama Division and Post of Marriage Registrar of Wewagampaththuwa Division (Kandyan/General)	District Secretary/Additional Registrar General, District Secretariat, Ampara.

08-492

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

GALLE DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 19th September, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
02nd August, 2016.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Galle	Thawalama	Post of Birth and Death Registrar of Thawalama Division and Post of Marriage Registrar of Hinidum Paththuwa Division (General)	District Secretary/Additional Registrar General, District Secretariat, Galle.

08-491

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths

GALLE DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 19th September, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
02nd August, 2016.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Galle	Niyagama	Post of Birth and Death Registrar of Pitigala Division and Post of Marriage Registrar of Bentara Walallawita Koralaya Division (General)	District Secretary/Additional Registrar General, District Secretariat, Galle.

08-490

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars Marriages, Births and Deaths in Tamil Medium

KILINOCHCHI DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 19th September, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
01st August, 2016.

SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which Application are called</i>	<i>Address to which Applications should be sent</i>
Kilinochchi	(Pallai) Pachchilaipalli	Post of Registrar of Births and Deaths of Mullippattu Division and Marriages (General) of Pachchilaipalli Division	District Secretary/Additional Registrar General, District Secretariat, Kilinochchi.

08-451

JUDICIAL SERVICE COMMISSION

THE Judicial Service Commission is calling applications to appoint Members to the Wakf Tribunal under the Muslim Mosques and Charitable Trusts or Wakfs Act, No. 51 of 1956 as amended by Act, No. 33 of 1983.

02. Applicants should be muslims who are citizens of Sri Lanka.

03. Applicants, as per specimen below, should be sent by Registered Post to reach me on or before 18th September 2016 with words 'Wakf Tribunal' written on the top left hand corner of the envelope. Originals of documents should not be forwarded with the application.

04. Applicants are required to produce any or all of the following documents when called upon to do so :

- (a) Certificate of Birth,
- (b) Highest Educational Certificate,
- (c) Certificate of Professional Qualifications,
- (d) Certificate of the Highest Examination passed in Sinhala/Tamil/English.

05. Applications from those in Public/Corporation Service must be forwarded through their Head of Departments/ Corporation.

06. Applications and any other communications relating thereto must be addressed to the Secretary, Judicial Service Commission.

ANANDI KANAGARATNAM,
Senior assistant Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
P. O. Box 573,
Colombo 12,
28th July, 2016.

14. Does the applicant posses knowledge of Muslim Law ? : ☐ Yes ☐ No

15. Are you married ? : ☐ Yes ☐ No

16. Are you an Attorney at Law ? : ☐ Yes ☐ No

17. If so, date of enrolment :

18. Past and Present Occupation (With Date) :

From	To	Occupation	Place

19. Value of possessed by Assets : Rs.

20. Monthly income : Rs.

21. Amount of debts if any : Rs.

22. Were you actively engaged in politics during the last ten years ? : ☐ Yes ☐ No

23. Are you an income tax payer ? : ☐ Yes ☐ No

24. Were there criminal cases against you ? or are there any pending Criminal Cases ? : ☐ Yes ☐ No

25. Particular of Court convocation if any :

26. Personal referees (They should be responsible person who know you well) :

Name :	Name :
Address :	Address :
Phone No. :	Phone No.
Occupation :	Occupation :
Period during which he has known you :	Period during which he has known you :

I truly and sincerely attest that the above information furnished by me is true and accurate to the best of my knowledge.

_____,
Yours faithfully.

Date :_____.

Note.– Attach all copies of the relevant certificates with this application.

Examinations, Results of Examinations & c.

MINISTRY OF HEALTH, NUTRITION AND INDIGENOUS MEDICINE

Departmental Examination for Preliminary Grade Medical Officers and Dental Surgeons – September, 2016

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 09.10.2016 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 09.09.2016. The applications that are certified as all the eligibilities have been fulfilled, should be forwarded to the Director (Examinations), Ministry of Health, Nutrition and Indigenous Medicine, “Suwasiripaya”, No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 15.09.2016 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 09 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 consists 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 and Regulations of the Public Service Commission ;

(iii) *Establishments Code :*

(a) Part I - Chapters VI, VII, VIII, IX, XII, XIII, XIV, XV, XVI, XVII, XVIII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXI, XXXII

(b) Part II - Chapters XLVII and XLVIII ;

7.1.2 *Administration of Hospitals and Dispensaries :*

Duration 1 1/2 hours. Total marks 100. Should answers four (04) questions out of seven (07) questions.

Syllabus :

Health Manual :

(i) Administration of Hospital and Public Health,

(ii) Management of Laboratory Services,

(iii) Management of Drugs.

7.1.3 *Accounts :*

Duration 02 hours. Should answer 04 questions out of 07 questions.

Syllabus :

(i) Regulations of Stores Accounts of the Department of Health Services ;

(ii) Sections of Finance in the Manual of the Department of Health Services ;

(iii) Financial Regulations relating to the daily routine duties of a Medical Officer of Health -

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.

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.

Chapter V - F. R. 200, 201, 215, 225, 238, 245, 255, 257, 260.

Chapter VI - F. R. 380, 381, 382, 383, 384, 385, 386, 388, 389, 390, 391, 392, 393 394.

Chapter VII - F. R. 488, 493.

Chapter XIII - F. R. 715, 716, 756, 757, 758.

Procurement Guideline :

Chapter 1 - All Sections

Chapter 2 - Section number - 2.3, 2.4, 2.5, 2.6, 2.7, 2.8.

Chapter 3 - Section number - 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9.

7.2 *Viva Voce* - **Sinhala/Tamil** : This oral test is conducted 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.

08. *To follow the Regulations related to examination Procedure.*— Candidates are warned against copying or attempting to copy from the script of another candidate or from any book or paper or notes whatsoever. No candidate should attempt to look at the script of another candidate and should not help any candidate either help another candidate or obtain help from another candidate or person. Further Mobile phone and the similar electronic equipments should not be used. Any candidate who disregards this rule is liable to punishment.

09. 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

N.B.— Sinhala medium notification on examination will be effected if any contradictory is arisen in the examination notifications published in Tamil and English medium.

M. B. L. RAHUMAN,
Deputy Director General (Admin.) II,
for Secretary,

Ministry of Health, Nutrition and Indigenous Medicine.

Ministry of Health, Nutrition and Indigenous Medicine,
“Suwasiripaya”,
No. 385, Ven. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
03rd August, 2016.

Specimen Form of Application

For Office Use Only

DEPARTMENTAL EXAMINATION FOR PRELIMINARY GRADE MEDICAL OFFICERS AND DENTAL SURGEONS - SEPTEMBER, 2016

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 ☐ Establishments Code ☐ Accounts ☐
Sinhala *Viva Voce* ☐ Tamil *Viva Voce* ☐

03. Medium you sit for the examination (Mark ‘✓’ in relevant cage)

Sinhala : ☐ English : ☐ Tamil : ☐

04. (a) (i) Present Station : _____.

(ii) This Institution belongs to : Line Ministry ☐
Provincial Council ☐

(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 centers, 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	<input type="checkbox"/>	Kandana	<input type="checkbox"/>	Hambantota	<input type="checkbox"/>	Ampara	<input type="checkbox"/>
Kaluthara	<input type="checkbox"/>	Galle	<input type="checkbox"/>	Badulla	<input type="checkbox"/>	Vavuniya	<input type="checkbox"/>
Kurunegala	<input type="checkbox"/>	Anuradhapura	<input type="checkbox"/>	Rathnapura	<input type="checkbox"/>	Polonnaruwa	<input type="checkbox"/>
Kandy	<input type="checkbox"/>	Batticaloa	<input type="checkbox"/>	Jaffna	<input type="checkbox"/>	Trincomalie	<input type="checkbox"/>

(f) Whether a self-addressed envelope in the size of 9 x 4 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 the officer who have handle the Personal File :*

I certified that the application have submitted before the closing date, particulars furnished in the application are true and correct to his/her personal file, applicant is eligible to sit for the Efficiency Bar Examination Grade II for Nursing Officers and filed a copy of this application above the officers personal file.

_____,
Name and Signature.

Date : _____.

08. *Certification of Head of Institution :*

Mr./Mrs./Miss is well known to me and 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 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 : _____.

09. *Certificate of the Head of Decentralized Unit/Specialized 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/
Specialized Campaign
(Frank/Rubber Stamp).

Date : _____.

(* - Delete words which are inapplicable)