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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,098 – 2018 නොවැම්බර් මස 16 වැනි සිකුරාදා – 2018.11.16
No. 2,098 – FRIDAY, NOVEMBER 16, 2018

(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 07th December, 2018 should reach Government Press on or before 12.00 noon on 23rd November, 2018.

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.”

Department of Govt. Printing,
Colombo 08,
01st January, 2018.

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

GANGANI LIYANAGE,
Government Printer.



1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A “Sri Lankan” is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the “New Entrants” Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such

Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the ‘Widows and Orphans’ Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

“All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.”

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare

everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations,
Department of Examinations,
Pelawatta, Battaramulla.

Posts – Vacant

REGISTRY OF THE SUPREME COURT

Applications are called from the Qualified Sri Lankan citizens for the Post of Garden Labourer, Primary Non-Technical Service Category, Grade III at the Bungalow of the Chief Justice

APPLICATIONS are invited from citizens of Sri Lanka to select eligible persons for the post of Garden Labourer, Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice, on open basis. Applications prepared as per the specimen form given at the end of this notification should be sent by registered post to Registrar, Supreme Court, Colombo 12 to reach on or before 30.11.2018. The words "Recruitment for the post of Garden Labourer, Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice" should be clearly stated on the top left-hand corner of the envelop. Applications received after the due date will be rejected. You should serve in this post till the retirement.

Work place – Supreme Court - Number of Posts 2.

1. *Method of Recruitment.*– Candidates who satisfy the qualifications shall be appointed for the existing vacancy on the order of merit of the results secured at the structured interview.

2. *Terms of engagement.*– This post is permanent. It includes a pension scheme. You are bound by the policy decisions of the government which will be taken in the future regarding the pension scheme entitled to you.

3. *Salary Scale.*– As per the Public Administration Circular No. 03/2016 of 25.02.2016 the monthly salary scale applicable to the Grade III, II and I of Primary Non-Technical service category is PL-1-2016 - Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410.

4. Qualifications :

4.1 *Educational Qualifications.*– Should pass 06 subjects including 02 credit passes in G. C. E. Ordinary Level Examination in not more than two sittings.

4.2 *Vocational Qualifications.*– Considered as a special Qualification.

4.3 *Experience.*– Considered as a special qualification.

5. *Age limit.*– Should not be less than 18 years and not more than 45 years on 30.11.2018. (Maximum age limit is not relevant for the permanent pensionable appointees who are already in the government service).

6. Other Qualifications :

- (a) Should be a citizen of Sri Lanka,
- (b) Should be of excellent character and physically fit.
- (c) As per the chapter V of the procedural Rules of the Public Service Commission, Applicant should not be an ineligible person in order to appoint to the government service.

Applicants should possess all the qualifications required for this post in every respect on or before the closing date of applications.

7. *Scheme of Recruitment.*– Recruitment will be made on the basis of a structured interview.

On the approval of the Director of combined services, eligible applicants will be appointed for the grade III of the KKS service by strictly following the order of the merits of marks obtained by the applicants in a structured interview which is held on the same date of the interview to examine the basic qualifications of the applicants. Applicants should clearly indicate the medium of language they prefer to be interviewed and the structured interview will be held in the preferred language.

Structured marking scheme :

	Heads to be tested for giving marks	Maximum marks	Pass Marks
01.	Additional Educational Qualifications	10	irrelevant
02.	Vocational Qualifications	20	
03.	Language knowledge	10	
04.	Computer knowledge	15	
05.	Experience	40	
06.	Leadership, personality and communication ability as approved by the interview board	05	
	Total	100	

Note.– Experience obtained with regard to the post should be confirmed by accepted certificates of educational qualifications and extra-curricular activities.

8. *Official language :*

Language	Proficiency to be acquired
01. Official Language	Officers who have been appointed to service in a language other than any official language shall acquire proficiency of the relevant language within the probation period.
02. Other official language	Language proficiency of relevant level should be acquired according to the Public Administration Circular No. 01/2014 and other consequential circulars complied with it.

9. The applications shall be filled carefully with accurate information. If a candidate is found to be ineligible when examining qualifications, his candidature is liable to be cancelled at any moment. If it is found that an applicant has furnished false information at any state he or she is liable to be dismissed from the public service.

10. Application forms should be submitted in compliance with the specimen form. Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Candidates should be responsible for any loss incurred by them due to incompleteness of applications.

11. The words "Recruitment for the post of Garden Labourer, Primary Non-Technical Service Category, Grade III at the bungalow of the Chief Justice" should be written on the top left-hand corner of the envelope in which the application is enclosed.

12. All applicants who have submitted their applications on or before the due date shall be called for the structured interview by the Registrar of the Supreme Court, on the presumption that only those who possess Qualifications as indicated in this notification have forwarded their applications. Such call for the applicant doesn't mean to have accepted that he or she possesses all the qualifications for this post. If it was found at the interview that the applicant doesn't possess the required qualifications as per the *Gazette* Notification, his or her candidature shall be cancelled.

13. Applicants should furnish one of the following documents to the Interview Board in support of their identity :

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

14. This appointment will be subject to the Procedural Rules of the Public Service Commission, circulars issued time to time regarding the government service and conditions of recruitment procedure of primary non-Technical service category of the Supreme Court.

15. Any matter not mentioned here will be decided by the Public Service Commission. All applicants are liable to act according to the common rules and regulations mentioned in this notification.

PRADEEP MAHAMUTHUGALA,
Additional Magistrate/Registrar.
Supreme Court.

Registry of the Supreme Court,
09th November, 2018.

SPECIMEN APPLICATION

RECRUITMENT TO THE GRADE III OF PRIMARY NON-TECHNICAL
SERVICE CATEGORY IN THE REGISTRY OF THE SUPREME COURT

For office use

POST WHICH APPLIED FOR

01. Name with initials :_____.

02. Name in full :_____.

03. National Identity Card Number :

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04. Permanent Address :_____.

05. Gender :
Female - 1 Male - 0 ☐

06. Date of birth :

Year :

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 Month :

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 Date :

--	--

07. Telephone Number :

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08. Educational Qualifications :

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

(i) Results of the first attempt :

Year : _____. Month : _____.

Index Number : _____.

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

(ii) Results of the second attempt :

Year : _____. Month : _____.

Index Number : _____.

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

08.1 Particulars of G. C. E. (A/L) Examination :

(i) Year and month of the examination : _____.

(ii) Index Number : _____.

(iii) Results :

Subject	Grade

09. Other qualifications : _____.

10. Experience relevant to the post : _____.

11. Sports and extra curricular activities : _____.

12. Have you ever been convicted from a court for any charges ?

(Indicate ✓ in the relevant cage) (if yes, give details)

Yes ☐ No ☐

13. Applicant's Declaration :

(a) I hereby declare that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any loss incurred due to not completing some sections of the application. Further, I declare that all the sections of this application are completed correctly.

(b) I am aware that if the declaration made by me is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.

(c) I will not change any of the information furnished here.

_____,
Signature of the Applicant.

Date : _____.

11-982/1

REGISTRY OF THE SUPREME COURT

Applications are called from the Qualified Sri Lankan citizens for the Post of Mace Bearer, Primary Non-Technical Service Category, Grade III of the Supreme Court

APPLICATIONS are invited from citizens of Sri Lanka to select eligible persons for the post of Mace Bearer, Primary Non-Technical Service Category, Grade III, of the Supreme Court on open basis. Applications prepared as per the specimen form given at the end of this notification should be sent by registered post to Registrar, Supreme Court, Colombo 12 to reach on or before 30.11.2018. The words "Recruitment for the post of Mace Bearer, Primary Non-Technical Service Category, Grade III, of the Supreme Court" should be clearly stated on the top left-hand corner of the envelop. Applications received after the due date will be rejected. **You should serve in this post till the retirement.**

Work place – Supreme Court - Number of Posts 1.

1. *Method of Recruitment.* – Candidates who satisfy the qualifications shall be appointed for the existing vacancy on the order of merit of the results secured at the structured interview.

2. *Terms of engagement.*– This post is permanent. It includes a pension scheme. You are bound by the policy decisions of the government which will be taken in the future regarding the pension scheme entitled to you.

3. *Salary Scale.*– As per the Public Administration Circular No. 03/2016 of 25.02.2016 the monthly salary scale applicable to the Grade III, II and I of Primary Non-Technical service category is PL-1-2016 - Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410.

4. *Qualifications :*

4.1 *Educational Qualifications.*– Should pass 06 subjects including 02 credit passes in G. C. E. Ordinary Level Examination in not more than two sittings.

4.2 *Vocational Qualifications.*– Considered as a special Qualification.

4.3 *Experience.*– Considered as a special qualification.

5. *Age limit.*– Should not be less than 18 years and not more than 45 years on 30.11.2018. (Maximum age limit is not relevant for the permanent pensionable appointees who are already in the government service).

6. *Other Qualifications :*

- (a) Should be a citizen of Sri Lanka,
- (b) Should be of excellent character and physically fit.
- (c) As per the chapter V of the procedural Rules of the Public Service Commission, Applicant should not be an ineligible person in order to appoint to the government service.

Applicants should possess all the qualifications required for this post in every respect on or before the closing date of applications.

7. *Scheme of Recruitment.*– Recruitment will be made on the basis of a structured interview.

On the approval of the Director of combined services, eligible applicants will be appointed for the grade III of the KKS service by strictly following the order of the merits of marks obtained by the applicants in a structured interview which is held on the same date of the interview to examine

the basic qualifications of the applicants. Applicants should clearly indicate the medium of language they prefer to be interviewed and the structured interview will be held in the preferred language.

Structured marking scheme :

	<i>Heads to be tested for giving marks</i>	<i>Maximum marks</i>	<i>Pass Marks</i>
01.	Additional Educational Qualifications	10	irrelevant
02.	Vocational Qualifications	20	
03.	Language knowledge	10	
04.	Computer knowledge	15	
05.	Experience	40	
06.	Leadership, personality and communication ability as approved by the interview board	05	
	Total	100	

Note.– Experience obtained with regard to the post should be confirmed by accepted certificates of educational qualifications and extra-curricular activities.

8. *Official language :*

<i>Language</i>	<i>Proficiency to be acquired</i>
01. Official Language	Officers who have been appointed to service in a language other than any official language shall acquire proficiency of the relevant language within the probation period.
02. Other official language	Language proficiency of relevant level should be acquired according to the Public Administration Circular No. 01/2014 and other consequential circulars complied with it.

9. The applications shall be filled carefully with accurate information. If a candidate is found to be ineligible when examining qualifications, his candidature is liable to be cancelled at any moment. If it is found that an applicant has furnished false information at any state he or she is liable to be dismissed from the public service.

10. Application forms should be submitted in compliance with the specimen form. Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Candidates should be responsible for any loss incurred by them due to incompetency of applications.

11. The words "Recruitment for the post Mace Bearer, Primary Non-Technical Service Category, Grade III of the Supreme Court" should be written on the top left-hand corner of the envelope in which the application is enclosed.

12. All applicants who have submitted their applications on or before the due date shall be called for the structured interview by the Registrar of the Supreme Court, on the presumption that only those who possess Qualifications as indicated in this notification have forwarded their applications. Such call for the applicant doesn't mean to have accepted that he or she possesses all the qualifications for this post. If it was found at the interview that the applicant doesn't possess the required qualifications as per the *Gazette* Notification, his or her candidature shall be cancelled.

13. Applicants should furnish one of the following documents to the Interview Board in support of their identity :

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

14. This appointment will be subject to the Procedural Rules of the Public Service Commission, circulars issued time to time regarding the government service and conditions of recruitment procedure of primary non-Technical service category of the Supreme Court.

15. Any matter not mentioned here will be decided by the Public Service Commission. All applicants are liable to act according to the common rules and regulations mentioned in this notification.

PRADEEP MAHAMUTHUGALA,
Additional Magistrate Registrar.
Supreme Court.

Registry of the Supreme Court,
09th November, 2018.

SPECIMEN APPLICATION

RECRUITMENT TO THE GRADE III OF PRIMARY NON-TECHNICAL
SERVICE CATEGORY IN THE REGISTRY OF THE SUPREME COURT

For office use

POST WHICH APPLIED FOR

01. Name with initials : _____.

02. Name in full : _____.

03. National Identity Card Number :

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04. Permanent Address : _____.

05. Gender :

Female - 1 Male - 0

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06. Date of birth :

Year :

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Month :

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Date :

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07. Telephone Number :

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08. Educational Qualifications :

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

(i) Results of the first attempt :

Year : _____, Month : _____.

Index Number : _____.

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

(ii) Results of the second attempt :

Year : _____, Month : _____.

Index Number : _____.

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

08.1 Particulars of G. C. E. (A/L) Examination :

- (i) Year and month of the examination : _____.
(ii) Index Number : _____.
(iii) Results :

Subject	Grade

09. Other qualifications : _____.

10. Experience relevant to the post : _____.

11. Sports and extracurricular activities : _____.

12. Have you ever been convicted from a court for any charges ?

(Indicate ✓ in the relevant cage) (if yes, give details)

Yes ☐ No ☐

13. Applicant's Declaration :

(a) I hereby declare that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any loss incurred due to not completing some sections of the application. Further, I declare that all the sections of this application are completed correctly.

(b) I am aware that if the declaration made by me is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.

(c) I will not change any of the information furnished here.

_____,
Signature of the Applicant.

Date : _____.

11-982/2

REGISTRY OF THE SUPREME COURT

Applications are called from the Qualified Sri Lankan citizens for the Post of Waiter, Primary Non-Technical Service Category, Grade III at the Bungalow of the Chief Justice

APPLICATIONS are invited from citizens of Sri Lanka to select eligible persons for the post of Waiter, Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice, on open basis. Applications prepared as per the specimen form given at the end of this notification should be sent by registered post to Registrar, Supreme Court, Colombo 12 to reach on or before 30.11.2018. The words "Recruitment for the post of Waiter, Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice" should be clearly stated on the top left-hand corner of the envelop. Applications received after the due date will be rejected. **You should serve in this post till the retirement.**

Work place – Supreme Court - Number of Posts 1.

1. *Method of Recruitment.*– Candidates who satisfy the qualifications shall be appointed for the existing vacancy on the order of merit of the results secured at the structured interview.

2. *Terms of engagement.*– This post is permanent. It includes a pension scheme. You are bound by the policy decisions of the government which will be taken in the future regarding the pension scheme entitled to you.

3. *Salary Scale.*– As per the Public Administration Circular No. 03/2016 of 25.02.2016 the monthly salary scale applicable to the Grade III, II and I of Primary Non-Technical service category is PL-1-2016 - Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410.

4. Qualifications :

4.1 *Educational Qualifications.*– Should pass 06 subjects including 02 credit passes in G. C. E. Ordinary Level Examination in not more than two sittings.

4.2 *Vocational Qualifications.*– Considered as a special Qualification.

4.3 *Experience.*– Considered as a special qualification.

5. *Age limit.*— Should not be less than 18 years and not more than 45 years on 30.11.2018. (Maximum age limit is not relevant for the permanent pensionable appointees who are already in the government service).

6. *Other Qualifications :*

- (a) Should be a citizen of Sri Lanka,
- (b) Should be of excellent character and physically fit.
- (c) As per the chapter V of the procedural Rules of the Public Service Commission, Applicant should not be an ineligible person in order to appoint to the government service.

Applicants should possess all the qualifications required for this post in every respect on or before the closing date of applications.

7. *Scheme Recruitment.*— Recruitment will be made on the basis of a structured interview.

On the approval of the Director of combined services, eligible applicants will be appointed for the grade III of the KKS service by strictly following the order of the merits of marks obtained by the applicants in a structured interview which is held on the same date of the interview to examine the basic qualifications of the applicants. Applicants should clearly indicate the medium of language they prefer to be interviewed and the structured interview will be held in the preferred language.

Structured marking scheme :

	<i>Heads to be tested for giving marks</i>	<i>Maximum marks</i>	<i>Pass Marks</i>
01.	Additional Educational Qualifications	10	irrelevant
02.	Vocational Qualifications	20	
03.	Language knowledge	10	
04.	Computer knowledge	15	
05.	Experience	40	
06.	Leadership, personality and communication ability as approved by the interview board	05	
	Total	100	

Note.— Experience obtained with regard to the post should be confirmed by accepted certificates of educational qualifications and extra-curricular activities.

8. *Official language :*

<i>Language</i>	<i>Proficiency to be acquired</i>
01. Official Language	Officers who have been appointed to service in a language other than any official language shall acquire proficiency of the relevant language within the probation period.
02. Other official language	Language proficiency of relevant level should be acquired according to the Public Administration Circular No. 01/2014 and other consequential circulars complied with it.

9. The applications shall be filled carefully with accurate information. If a candidate is found to be ineligible when examining qualifications, his candidature is liable to be cancelled at any moment. If it is found that an applicant has furnished false information at any state he or she is liable to be dismissed from the public service.

10. Application forms should be submitted in compliance with the specimen form. Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Candidates should be responsible for any loss incurred by them due to incompetency of applications.

11. The words "Recruitment for the post of Waiter, Primary Non-Technical Service Category, Grade III at the bungalow of the Chief Justice" should be written on the top left-hand corner of the envelope in which the application is enclosed.

12. All applicants who have submitted their applications on or before the due date shall be called for the structured interview by the Registrar of the Supreme Court, on the presumption that only those who possess Qualifications as indicated in this notification have forwarded their applications. Such call for the applicant doesn't mean to have accepted that he or she possesses all the qualifications for this post. If it was found at the interview that the applicant doesn't possess the required qualifications as per the *Gazette* Notification, his or her candidature shall be cancelled.

13. Applicants should furnish one of the following documents to the Interview Board in support of their identity :

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

14. This appointment will be subject to the Procedural Rules of the Public Service Commission, circulars issued time to time regarding the government service and conditions of recruitment procedure of primary non-Technical service category of the Supreme Court.

15. Any matter not mentioned here will be decided by the Public Service Commission. All applicants are liable to act according to the common rules and regulations mentioned in this notification.

PRADEEP MAHAMUTHUGALA,
Additional Magistrate Registrar.
Supreme Court,
Colombo 12.

Registry of the Supreme Court,
09th November, 2018.

SPECIMEN APPLICATION

RECRUITMENT TO THE GRADE III OF PRIMARY NON-TECHNICAL
SERVICE CATEGORY IN THE REGISTRY OF THE SUPREME COURT

For office use

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POST WHICH APPLIED FOR

01. Name with initials : _____.

02. Name in full : _____.

03. National Identity Card Number :

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04. Permanent Address : _____.

05. Gender :
Female - 1 Male - 0

06. Date of birth :

Year :

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 Month :

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 Date :

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07. Telephone Number :

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08. Educational Qualifications :

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

(i) Results of the first attempt :

Year : _____. Month : _____.

Index Number : _____.

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

(ii) Results of the second attempt :

Year : _____. Month : _____.

Index Number : _____.

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

08.1 Particulars of G. C. E. (A/L) Examination :

(i) Year and month of the examination : _____.

(ii) Index Number : _____.

(iii) Results :

Subject	Grade

09. Other qualifications : _____.

10. Experience relevant to the post : _____.

11. Sports and extra curricular activities : _____.

12. have you ever been convicted from a court for any charges ?

(Indicate ✓ in the relevant cage) (if yes, give details)

Yes ☐ No ☐

13. Applicant's Declaration :

- (a) I hereby declare that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any loss incurred due to not completing some sections of the application. Further, I declare that all the sections of this application are completed correctly.
- (b) I am aware that if the declaration made by me is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) I will not change any of the information furnished here.

Signature of the Applicant.

Date : _____.

11-982/3

REGISTRY OF THE SUPREME COURT

Applications are called from the Qualified Sri Lankan citizens for the Post of Bungalow Keeper, Primary Non-Technical Service Category, Grade III, at the Bungalow of the Chief Justice

APPLICATIONS are invited from citizens of Sri Lanka to select eligible persons for the post of Bungalow Keeper, Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice, on open basis. Applications prepared as per the specimen form given at the end of this notification should be sent by registered post to Registrar, Supreme Court, Colombo 12 to reach on or before 30.11.2018. The words "Recruitment for the post of Bungalow Keeper, Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice" should be clearly stated on the top left-hand corner of the envelop. Applications received after the due date will be rejected. **You should serve in this post till the retirement.**

Work place – Supreme Court - Number of Posts 1.

1. *Method of Recruitment.*— Candidates who satisfy the qualifications shall be appointed for the existing vacancy on the order of merit of the results secured at the structured interview.

2. *Terms of engagement.*— This post is permanent. It includes a pension scheme. You are bound by the policy decisions of the government which will be taken in the future.

3. *Salary Scale.*— As per the Public Administration Circular No. 03/2016 of 25.02.2016 the monthly salary scale applicable to the Grade III, II and I of Primary Non-Technical service category is PL-1-2016 - Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410.

4. *Qualifications :*

4.1 *Educational Qualifications.*— Should pass 06 subjects including 02 credit passes in G. C. E. Ordinary Level Examination in not more than two sittings.

4.2 *Vocational Qualifications.*— Considered as a special Qualification.

4.3 *Experience.*— Considered as a special qualification.

5. *Age limit.*— Should not be less than 18 years and not more than 45 years on 30.11.2018. (Maximum age limit is not relevant for the permanent pensionable appointees who are already in the government service).

6. *Other Qualifications :*

- (a) Should be a citizen of Sri Lanka,
- (b) Should be of excellent character and physically fit.
- (c) As per the chapter V of the Procedural Rules of the Public Service Commission, Applicant should not be an ineligible person in order to appoint to the government service.

Applicants should possess all the qualifications required for this post in every respect on or before the closing date of applications.

7. *Scheme Recruitment.*— Recruitment will be made on the basis of a structured interview.

On the approval of the Director of combined services, eligible applicants will be appointed for the grade III of the KKS service by strictly following the order of the merits of marks obtained by the applicants in a structured interview which is held on the same date of the interview to examine

the basic qualifications of the applicants. Applicants should clearly indicate the medium of language they prefer to be interviewed and the structured interview will be held in the preferred language.

Structured marking scheme :

	<i>Heads to be tested for giving marks</i>	<i>Maximum marks</i>	<i>Pass Marks</i>
01.	Additional Educational Qualifications	10	irrelevant
02.	Vocational Qualifications	20	
03.	Language knowledge	10	
04.	Computer knowledge	15	
05.	Experience	40	
06.	Leadership, personality and communication ability as approved by the interview board	05	irrelevant
	Total	100	

Note.– Experience obtained with regard to the post should be confirmed by accepted certificates of educational qualifications and extra-curricular activities.

8. Official language :

<i>Language</i>	<i>Proficiency to be acquired</i>
01. Official Language	Officers who have been appointed to service in a language other than any official language shall acquire proficiency of the relevant language within the probation period.
02. Other official language	Language proficiency of relevant level should be acquired according to the Public Administration Circular No. 01/2014 and other consequential circulars complied with it.

9. The applications shall be filled carefully with accurate information. If a candidate is found to be ineligible when examining qualifications, his candidature is liable to be cancelled at any moment. If it is found that an applicant has furnished false information at any state he or she is liable to be dismissed from the public service.

10. Application forms should be submitted in compliance with the specimen form. Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Candidates should be responsible for any loss incurred by them due to incompleteness of applications.

11. The words "Recruitment for the post of Bungalow Keeper, Primary Non-Technical Service Category, Grade III at the bungalow of the Chief Justice" should be written on the top left-hand corner of the envelope in which the application is enclosed.

12. All applicants who have submitted their applications on or before the due date shall be called for the structured interview by the Registrar of the Supreme Court, on the presumption that only those who possess qualifications as indicated in this notification have forwarded their applications. Such call for the applicant doesn't mean to have accepted that he or she possesses all the qualifications for this post. If it was found at the interview that the applicant doesn't possess the required qualifications as per the *Gazette* Notification, his or her candidature shall be cancelled.

13. Applicants should furnish one of the following documents to the Interview Board in support of their identity :

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

14. This appointment will be subject to the Procedural Rules of the Public Service Commission, circulars issued time to time regarding the government service and conditions of recruitment procedure of primary non-Technical service category of the Supreme Court.

15. Any matter not mentioned here will be decided by the Public Service Commission. All applicants are liable to act according to the common rules and regulations mentioned in this notification.

PRADEEP MAHAMUTHUGALA,
Additional Magistrate/Registrar.
Supreme Court.

Registry of the Supreme Court,
09th November, 2018.

SPECIMEN APPLICATION

RECRUITMENT TO THE GRADE III OF PRIMARY NON-TECHNICAL
SERVICE CATEGORY IN THE REGISTRY OF THE SUPREME COURT

For office use

POST WHICH APPLIED FOR

01. Name with initials :_____.

02. Name in full :_____.

03. National Identity Card Number :

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04. Permanent Address :_____.

05. Gender :

Female - 1 Male - 0

☐

06. Date of birth :

Year : Month : Date :

07. Telephone Number :

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08. Educational Qualifications :

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

(i) Results of the first attempt :

Year :_____ Month :_____.

Index Number :_____.

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

(ii) Results of the second attempt :

Year :_____ Month :_____.

Index Number :_____.

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

08.1 Particulars of G. C. E. (A/L) Examination :

(i) Year and month of the examination :_____.

(ii) Index Number :_____.

(iii) Results :

Subject	Grade

09. Other qualifications :_____.

10. Experience relevant to the post :_____.

11. Sports and extracurricular activities :_____.

12. have you ever been convicted from a court for any charges ?

(Indicate ✓ in the relevant cage) (if yes, give details)

Yes ☐ No ☐

13. Applicant's Declaration :

(a) I hereby declare that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any loss incurred due to not completing some sections of the application. Further, I declare that all the sections of this application are completed correctly.

(b) I am aware that if the declaration made by me is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.

(c) I will not change any of the information furnished here.

_____,
Signature of the Applicant.

Date :_____.

REGISTRY OF THE SUPREME COURT

Applications are called from the Qualified Sri Lankan citizens for the Post of Cook, Primary Non-Technical Service Category, Grade III at the Bungalow of the Chief Justice

APPLICATIONS are invited from citizens of Sri Lanka to select eligible persons for the post of Cook, Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice, on open basis. Applications prepared as per the specimen form given at the end of this notification should be sent by registered post to Registrar, Supreme Court, Colombo 12 to reach on or before 30.11.2018. The words "Recruitment for the post of Cook, Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice" should be clearly stated on the top left-hand corner of the envelop. Applications received after the due date will be rejected. **You should serve in this post till the retirement.**

Work place – Supreme Court - Number of Posts 1.

1. *Method of Recruitment.*— Candidates who satisfy the qualifications shall be appointed for the existing vacancy on the order of merit of the results secured at the structured interview.

2. *Terms of engagement.*— This post is permanent. It includes a pension scheme. You are bound by the policy decisions of the government which will be taken in the future regarding the pension scheme entitled to you.

3. *Salary Scale.*— As per the Public Administration Circular No. 03/2016 of 25.02.2016 the monthly salary scale application to the Grade III, II and I of Primary Non-Technical service category is PL-1-2016 - Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410.

4. Qualifications :

4.1 *Educational Qualifications.*— Should pass 06 subjects including 02 credit passes in G. C. E. Ordinary Level Examination in not more than two sittings.

4.2 *Vocational Qualifications.*— Considered as a special qualification.

4.3 *Experience.*— Considered as a special qualification.

5. *Age limit.*— Should not be less than 18 years and not more than 45 years on 30.11.2018. (Maximum age limit is not relevant for the permanent pensionable appointees who are already in the government service).

6. Other Qualifications :

- (a) Should be a citizen of Sri Lanka,
- (b) Should be of excellent character and physically fit.
- (c) As per the chapter V of the procedural Rules of the Public Service Commission, Applicant should not be an ineligible person in order to appoint to the government service.

Applicants should possess all the qualifications required for this post in every respect on or before the closing date of applications.

7. *Scheme Recruitment.*— Recruitment will be made on the basis of a structured interview.

On the approval of the Director of combined services, eligible applicants will be appointed for the grade III of the KKS service by strictly following the order of the merits of marks obtained by the applicants in a structured interview which is held on the same date of the interview to examine the basic qualifications of the applicants. Applicants should clearly indicate the medium of language they prefer to be interviewed and the structured interview will be held in the preferred language.

Structured marking scheme :

	<i>Heads to be tested for giving marks</i>	<i>Maximum marks</i>	<i>Pass Marks</i>
01.	Additional Educational Qualifications	10	} irrelevant
02.	Vocational Qualifications	20	
03.	Language knowledge	10	
04.	Computer knowledge	15	
05.	Experience	40	
06.	Leadership, personality and communication ability as approved by the interview board	05	
	Total	100	

Note.– Experience obtained with regard to the post should be confirmed by accepted certificates of educational qualifications and extra-curricular activities.

8. *Official language :*

Language	Proficiency to be acquired
01. Official Language	Officers who have been appointed to service in a language other than any official language shall acquire proficiency of the relevant language within the probation period.
02. Other official language	Language proficiency of relevant level should be acquired according to the Public Administration Circular No. 01/2014 and other consequential circulars complied with it.

9. The applications shall be filled carefully with accurate information. If a candidate is found to be ineligible when examining qualifications, his candidature is liable to be cancelled at any moment. If it is found that an applicant has furnished false information at any state he or she is liable to be dismissed from the public service.

10. Application forms should be submitted in compliance with the specimen form. Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Candidates should be responsible for any loss incurred by them due to incompleteness of applications.

11. The words "Recruitment for the post of Cook, Primary Non-Technical Service Category, Grade III at the bungalow of the Chief Justice" should be written on the top left-hand corner of the envelope in which the application is enclosed.

12. All applicants who have submitted their applications on or before the due date shall be called for the structured interview by the Registrar of the Supreme Court, on the presumption that only those who possess Qualifications as indicated in this notification have forwarded their applications. Such call for the applicant doesn't mean to have accepted that he or she possesses all the qualifications for this post. If it was found at the interview that the applicant

doesn't possess the required qualifications as per the *Gazette* Notification, his or her candidature shall be cancelled.

13. Applicants should furnish one of the following documents to the Interview Board in support of their identity :

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

14. This appointment will be subject to the Procedural Rules of the Public Service Commission, circulars issued time to time regarding the government service and conditions of recruitment procedure of primary non-Technical service category of the Supreme Court.

15. Any matter not mentioned here will be decided by the Public Service Commission. All applicants are liable to act according to the common rules and regulations mentioned in this notification.

PRADEEP MAHAMUTHUGALA,
Additional Magistrate/Registrar.
Supreme Court.

Registry of the Supreme Court,
09th November, 2018.

SPECIMEN APPLICATION

RECRUITMENT TO THE GRADE III OF PRIMARY NON-TECHNICAL
SERVICE CATEGORY IN THE REGISTRY OF THE SUPREME COURT

For office use

POST WHICH APPLIED FOR

01. Name with initials :_____.

02. Name in full :_____.

03. National Identity Card Number :

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04. Permanent Address :_____.

05. Gender :
Female - 1 Male - 0 ☐

06. Date of birth :
Year : Month : Date :

07. Telephone Number :

08. Educational Qualifications :
Particulars of G. C. E. (O/L) Examination :
(i) Results of the first attempt :
Year : _____. Month : _____.
Index Number : _____.

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

(ii) Results of the second attempt :
Year : _____. Month : _____.
Index Number : _____.

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

08.1 Particulars of G. C. E. (A/L) Examination :
(i) Year and month of the examination : _____.
(ii) Index Number : _____.
(iii) Results :

Subject	Grade

09. Other qualifications : _____.
10. Experience relevant to the post : _____.

11. Sports and extra curricular activities : _____.

12. have you ever been convicted from a court for any charges ?
(Indicate ✓ in the relevant cage) (if yes, give details) :

Yes ☐ No ☐

13. Applicant's Declaration :

(a) I hereby declare that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any loss incurred due to not completing some sections of the application. Further, I declare that all the sections of this application are completed correctly.

(b) I am aware that if the declaration made by me is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.

(c) I will not change any of the information furnished here.

_____,
Signature of the Applicant.

Date : _____.

11-982/5

REGISTRY OF THE SUPREME COURT

Applications are called from the Qualified Sri Lankan citizens for the Post of Cleaner, Primary Non-Technical Service Category, Grade III at the Bungalow of the Chief Justice

APPLICATIONS are invited from citizens of Sri Lanka to select eligible persons for the Post of Cleaner, Non-Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice, on open basis. Applications prepared as per the specimen form given at the end of this notification should be sent by Registered post to Registrar, Supreme Court, Colombo 12 to reach on or before 30.11.2018. The words "Recruitment for the post of Cleaner, Primary Non-Technical Service Category, Grade III, at the bungalow of the Chief Justice" should be clearly stated on the top left-hand corner of the envelope. Applications received after

the due date will be rejected. **You should serve in this post till the retirement.**

Work place – Supreme Court - Number of Posts 1.

1. *Method of Recruitment.*– Candidates who satisfy the qualifications shall be appointed for the existing vacancy on the order of merit of the results secured at the structured interview.

2. *Terms of engagement.*– This post is permanent. It includes a pension scheme. You are bound by the policy decisions of the Government which will be taken in the future regarding the pension scheme entitled to you.

3. *Salary Scale.*– As per the Public Administration Circular No. 03/2016 of 25.02.2016 the monthly salary scale applicable to the Grade III, II and I of Primary Non-Technical service category is PL-1-2016 - Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410.

4. *Qualifications :*

4.1 *Educational Qualifications.*– Should pass 06 subjects including 02 credit passes in G. C. E. Ordinary Level Examination in not more than two sittings.

4.2 *Vocational Qualifications.*– Considered as a special qualification.

4.3 *Experience.*– Considered as a special qualification.

5. *Age limit.*– Should not be less than 18 years and not more than 45 years on 30.11.2018. (Maximum age limit is not relevant for the permanent pensionable appointees who are already in the Government service).

6. *Other Qualifications :*

- (a) Should be a citizen of Sri Lanka,
- (b) Should be of excellent character and physically fit.
- (c) As per the Chapter V of the procedural Rules of the Public Service Commission, Applicant should not be an ineligible person in order to appoint to the Government service.

Applicants should possess all the qualifications required for this post in every respect on or before the closing date of applications.

7. *Scheme of Recruitment.*– Recruitment will be made on the basis of a structured interview.

On the approval of the Director of Combined services, eligible applicants will be appointed for the Grade III of the KKS Service by strictly following the order of the merits of marks obtained by the applicants in a structured interview which is held on the same date of the interview to examine the basic qualifications of the applicants. Applicants should clearly indicate the medium of language they prefer to be interviewed and the structured interview will be held in the preferred language.

Structured marking scheme :

	<i>Heads to be tested for giving marks</i>	<i>Maximum marks</i>	<i>Pass Marks</i>
01.	Additional Educational Qualifications	10	irrelevant
02.	Vocational Qualifications	20	
03.	Language knowledge	10	
04.	Computer knowledge	15	
05.	Experience	40	
06.	Leadership, personality and communication ability as approved by the interview board	05	irrelevant
	Total	100	

Note.– Experience obtained with regard to the post should be confirmed by accepted certificates of educational qualifications and extra-curricular activities.

8. *Official language :*

<i>Language</i>	<i>Proficiency to be acquired</i>
01. Official Language	Officers who have been appointed to service in a language other than any official language shall acquire proficiency of the relevant language within the probation period.
02. Other official language	Language proficiency of relevant level should be acquired according to the Public Administration Circular No. 01/2014 and other consequential circulars complied with it.

9. The applications shall be filled carefully with accurate information. If a candidate is found to be ineligible when examining qualifications, his candidature is liable to be cancelled at any moment. If it is found that an applicant has furnished false information at any state he or she is liable to be dismissed from the Public Service.

10. Application forms should be submitted in compliance with the specimen form. Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Candidates should be responsible for any loss incurred by them due to incompleteness of applications.

11. The words "Recruitment for the Post of Cleaner, Primary Non-Technical Service Category, Grade III at the bungalow of the Chief Justice" should be written on the top left-hand corner of the envelope in which the application is enclosed.

12. All applicants who have submitted their applications on or before the due date shall be called for the structured interview by the Registrar of the Supreme Court, on the presumption that only those who possess Qualifications as indicated in this notification have forwarded their applications. Such call for the applicant doesn't mean to have accepted that he or she possesses all the qualifications for this post. If it was found at the interview that the applicant doesn't possess the required qualifications as per the *Gazette* Notification, his or her candidature shall be cancelled.

13. Applicants should furnish one of the following documents to the Interview Board in support of their identity :

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

14. This appointment will be subject to the Procedural Rules of the Public Service Commission, circulars issued time to time regarding the Government service and conditions of recruitment procedure of primary Non-Technical service category of the Supreme Court.

15. Any matter not mentioned here will be decided by the Public Service Commission. All applicants are liable to act

according to the common rules and regulations mentioned in this notification.

PRADEEP MAHAMUTHUGALA,
Additional Magistrate/Registrar.
Supreme Court.

Registry of the Supreme Court,
09th November, 2018.

SPECIMEN APPLICATION

RECRUITMENT TO THE GRADE III OF PRIMARY NON-TECHNICAL
SERVICE CATEGORY IN THE REGISTRY OF THE SUPREME COURT

For office use

POST WHICH APPLIED FOR

01. Name with initials : _____.

02. Name in full : _____.

03. National Identity Card Number :

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

04. Permanent Address : _____.

05. Gender :

Female - 1 Male - 0

☐

06. Date of birth :

Year :

--	--	--	--

 Month :

--	--

 Date :

--	--

07. Telephone Number :

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

08. Educational Qualifications :

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

(i) Results of the first attempt :

Year : _____. Month : _____.

Index Number : _____.

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

(ii) Results of the second attempt :

Year :_____. Month :_____.

Index Number :_____.

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

08.1 Particulars of G. C. E. (A/L) Examination :

(i) Year and month of the examination :_____.

(ii) Index Number :_____.

(iii) Results :

Subject	Grade

09. Other qualifications :_____.

10. Experience relevant to the post :_____.

11. Sports and extra curricular activities :_____.

12. have you ever been convicted from a court for any charges ?

(Indicate ✓ in the relevant cage) (if yes, give details)

Yes

☐

No

☐

13. Applicant's Declaration :

(a) I hereby declare that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear any loss incurred due to not completing some sections of the application. Further, I declare that all the sections of this application are completed correctly.

(b) I am aware that if the declaration made by me is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.

(c) I will not change any of the information furnished here.

_____,
Signature of the Applicant.

Date :_____.

11-982/6

Examinations, Results of Examinations & c.

GOVERNMENT ANALYST'S DEPARTMENT

Open Competitive Examination for Recruitment for the Post of Laboratory Assistant, Grade III in the Supervisory Management Assistant Technical Service Category - 2018

APPLICATIONS are invited from the citizens of Sri Lanka (both from male and female candidates) who have fulfilled the necessary qualifications set out below, to recruit for the post of Laboratory Assistant - Training Grade in the Supervisory Management Assistant Technical Service Category fallen vacant in the Government Analyst's Department.

02. Suitable Candidates will be selected based on the order of merit to be secured at the Open Competitive Examination to be conducted by the Commissioner General of Examinations.

03. The Open Competitive Examination will be conducted by the Department of Examinations in the month of March, 2019 in Sinhala, Tamil and English Medium of Languages at the Examination Centers to be established in the Towns indicated in the Schedule 01 appended at the end of this Notice of calling for applications. In case of the number of candidates for an Examination Centre in a designated Town will be inadequate, such Examination Centre will

render to be cancelled and such candidates will be referred to the nearest Examination Centre which will have sufficient number of candidates.

The names of the Towns where the Open Competitive Examination is Scheduled to be conducted and the Serial Numbers allotted to such Towns are indicated in the Schedule 01. The name of the Town and the Serial Numbers allotted to that Town must be written in the space provided in the Specimen Application in perfectly compliance with the Schedule 01 appended at the end of this Notice of calling for applications. You are required to indicate in accordance with your order of preference two Towns where you intend to sit the Examination. Candidates will not be allowed at a later stage to change the Medium of Language and the Town which they indicate in the application.

04. *Methods of Recruitment.* – Of the total number of vacancies, 100% are to be reserved for external candidates and the recruitments will be made by way of an Open Competitive Examination to be conducted after calling for applications through a *Gazette* Notification or a public notice. The candidates will thereafter be summoned for Interview on the basis of the order of merit to be secured at the Open Competitive Examination. (No marks will be awarded at the Interview.) Candidates who have fulfilled the basic requirements as per this Notice of calling for applications and will obtain highest marks for the two Subjects at the Open Competitive Examination will be recruited for the post of Laboratory Assistant - Training Grade in the Sri Lanka Supervisory Management Assistant Technical Service Category.

05. *Educational and Other Qualifications :*

05.1 *Educational Qualifications :*

- (a) Every candidate should pass six (06) subjects at the General Certificates of Education (Ordinary Level) Examination in two (02) sittings with credit passes for Sinhala/Tamil/English Language including Mathematics and Science and any other subject,

and

- (b) Every candidate should pass three (03) subjects at the General Certificates of Education

(Advanced Level) Examination in Science Stream in one (01) sitting with passes for Combined Mathematics, Physics, Biology or Agriculture including Chemistry that is compulsory for this service.

- 05.2 Every candidate should be not less than 18 years and not more than 30 years of age as at the closing date of applications. Accordingly, those whose date of birth fell on or before 17.12.2000 and on or after 17.12.1988 are only eligible to apply.
- 05.3 Every candidate should be citizen of Sri Lanka.
- 05.4 Every Candidate must furnish satisfactory proof that he/she is of excellent moral character and physically sound.
- 05.5 All Clergy belonging to any of religions or religious sect are not eligible to apply.
- 05.6 Only candidates who have fulfilled all basic requirements and necessary qualifications including the prescribed age limit in every respect as at the date of this Notice of calling for applications will be treated to be eligible candidates to sit the Open Competitive Examination.

Method of Applications :

06. The application to be prepared in A-4 papers in size to appear the heads of items only on one side of such papers as per the specimen application form appended at the end of this Notice of calling for applications should be filled in and completed by the candidate his/her own legible handwriting. All applications completed in every respect as per the specimen application form appended at the end of this Notice of calling for applications should be sent by registered post on or before 17.12.2018 to reach "The Commissioner General of Examinations, Organizations (Establishments and Foreign Examinations) Branch, Department of Examinations, P.O. Box 1503, Colombo, Sri Lanka and the envelope containing the application should be written the words " The Post of Laboratory Assistant - Training Grade - Government Analyst's Department."

Applications from the Officers already in the Public Service/ Provincial Public Service must be forwarded through their respective Heads of Departments. Both late applications and incomplete applications will be rejected without notice and the receipt of applications will not be acknowledged. It is therefore advisable for all candidates to retain in their safe custody a photo copy of the perfected original application. The name of the Examination indicated in the caption of this Notice of calling for applications should also be written in English Language only in case of the application which will be sent either in Sinhala Language or in Tamil Language. In the application, Items No. 01 to 07 should appear on the one sided first page and the rest of the Items should be on the second and the third one sided pages respectively as the case may be. Candidates should see to ascertain as to whether their completed applications have been prepared in conformity with the specimen application provided for in this Notice of calling for applications as those which are inconsistent with the specimen form will have to be rejected.

07. The Commissioner General of Examinations will send Admission Card and the Time Table indicating the Examination Centre, the date, the time of the Examination directly to the Candidates. Candidates should get certified the Admission Card as provided for herein and submit same to the Supervisor of the Respective Examination Hall. Candidates who will fail to submit the certified Admission Card as provided for herein will not be permitted to sit the Examination under any circumstances. The Department of Examinations will publish a paper advertisement immediately after the Admissions card will be issued to the relevant candidates. Those who will not receive their Admissions Cards even after the lapse of 02 or 03 days immediately after the paper advertisement will be published, are required to inform the Department of Examinations as per the procedure laid down in the paper advertisement. Accordingly, for this purpose you are required to forward to the Department of Examinations a letter enclosing therewith certified photo copies of the original application and the Receipt in proof of the payment of Examination Fee together with the relevant Registered Postal Article Receipt that are already under your safe custody along with a fax number in case of the candidates residing outside Colombo so that they may be faxed the Admission Card.

08. The National Identity Card or the Valid Passport or the Valid Driving License will only be accepted at the Examination for the purpose of the establishment of the

identity of the candidates. The Commissioner General of Examinations will impose examination rules for which all candidates are required to abide by them. Breach of any one, more or all of such rule may result in the candidate to be subject to any such form of punishment which may be dealt with by the Commissioner General of Examinations.

09. Candidates who will send applications that are perfect in every respect as per this Notice of calling for applications will be permitted to sit the Examination on the general presumption that the Candidates who have applied for this post have fulfilled all the basic requirements as per this Notice of calling for applications. Issuing of an Admission Card to any candidate to sit the Examination shall not be construed as an eligibility of that candidate to claim for this post. Candidates who, at the Interview at which they will be summoned on the basis of the order of merit secured at the Open Competitive Examination, will fail to produce their qualifications will be decided to be disqualified for the recruitment for the post.

10. The final decision in respect of any material facts not disclosed in this Notice of calling for applications and the award of appointments shall be reserved with the Government Analyst.

11. Any Candidate to be applied from any establishment should get his signature certified by his/her Head of the Department or any other officer authorized by such Head of the Department and in case of the rest of the candidates, they should get their signatures certified by a Principal of a Government School, a Grama Niladhari, a Justice of the Peace, a Commissioner for Oath, an Attorney-at-Law, a Notary Public, a Commissioned Officer in the Armed Force, a Permanent Staff Grade Officer receiving an annual consolidated salary of not less than Rs. 240,360.00 or a Chief Incumbent of a Buddhist Temple or a Priest or a member of the clergy taking charge of a place of religious worship holding a recognized and reputable position.

12. *Examination Fee.*— Every applicant should pay a non-refundable sum of Rs. 600.00 as an Examination Fee at a Post Office/Sub-Post Office or District Secretariat/ Divisional Secretariat to the credit of Revenue Head No. 20-03-02-13 in favor of the Commissioner General of Examinations and the Receipt in proof of the payment of the Examination Fee shall be firmly affixed in the space provided for in the application. No cheques, money orders

or stamps will be accepted. The Examination Fee will not be refunded or transferred to such other examination under any circumstances. It is advisable for all candidates if they will keep in their safe custody a copy of the Receipt issued to them in proof of the payment of the Examination Fee.

13. *Open Competitive Examination.*— The Open Competitive Examination will be conducted by the Department of Examinations in Sinhala, Tamil and English medium of Languages. Candidates will not be permitted to change the medium of language that they initially mention in their applications, at a later stage under any circumstances. Every Candidate is required to answer to question papers in a same medium of Language. The Open Competitive Examination will consists of,

(01) Intelligence Test, and

(02) Technical Test

14. *Syllabus :*

(01) Intelligence Test : Duration is 01 Hour and the maximum mark is 100%.

This question paper consists of 50 questions of multiple-choice questions and questions that require short form answers. Candidates are required to answer all questions.

This question paper is designed to test the candidate's reasoning ability, capacity in identification and dealing with numerical complexities, analytical skills and general intelligence etc.

(02) Technical Test : Duration is 02 Hours and the maximum mark is 100%.

This question paper consists of structured essay type questions and candidates are required to answer all questions.

This question paper is designed to test the candidate's Knowledge of Chemistry.

15. *Selection Procedure.*— A candidate will have to secure not less than 40% marks for each subject at the Examination to reach eligibility for the consideration for recruitment. Candidates will be summoned for Interview on the basis of the order of marks to be obtained at the Examination in order to check the qualifications. The Commissioner General of Examinations will take necessary arrangements to send a result schedule for each candidate indicating the

aggregate mark/ marks for each subject obtained at the Written Examination or to upload the result to the Website of the Department of Examinations. No marks will be awarded at the Interview. Candidates who will possess the basic requirements as per this Notice of calling for applications and will obtain highest marks for both subjects at the Written Examination will be determined to be appointed as Laboratory Assistant -Training Grade.

16. Candidates will be required to produce any or all of the following documents when called up on to do so.

(a) Highest educational Certificates and certificates of technical qualifications ;

(b) Certificate of Birth issued by the Registrar General ;

(c) Three (03) character certificates recently obtained, two of which should be from the principal of the School at which the candidate last studied and the Grama Niladhari within whose Division the candidate resides.

17. *Medical Examination.*— Selected candidates should be present themselves before a medical examination to ensure that they will be physically fit to serve in any part of Sri Lanka. If any candidate is not certified as physically fit, the appointment in case of such candidate will not take effect.

18. *Salary Scale :*

(As per the Public Administration Circular No. 3/2016 and the subsequent revisions made in connection thereto)

This post carries a salary scale of MN-01-2016 -
Rs. 27,140 - 10×300- 11×350- 10×495- 10×660-
Rs. 45,540

19. *Conditions of Service :*

19.1 This post is permanent. The appointment will be on probation for a period of three 03 years after the training period of 02 years. However, an officer who has already been confirmed in a permanent post in the Public Service normally be required to act in the new post only for a period of one year.

19.2 Selected candidates are liable to contribute to the Widows and Orphans' Pension Scheme/ Widowers' and Orphans' Pension Scheme and

are subject to policy decisions to be taken in respect of the Pension Scheme by the Government in the future.

ANNEXE 01

CENTERS AND CENTER NUMBERS

19.3 Selected candidates are subject to the Sri Lanka Technical Service Minutes, the Establishment Codes, the Financial Regulations, the Departmental Orders and Regulations any such other and further Orders, Rules and Regulations already issued and may be issued from time to time by the Government.

19.4 In term of the Service Minutes of the Sri Lanka Technical Service published in the *Gazette* No. 1930/12 of the Democratic Socialist Republic of Sri Lanka, an officer who is appointed to the post of Laboratory Assistant – Grade III is required to pass the 1st Efficiency Bar Examination before the period of 03 years is elapsed from the date of appointment to that post.

19.5 In terms of the Public Administration Circular No. 7/207, an officer is required to acquire language proficiency in the other official language than the official language in which he/she enters the public service within 05 years from the date of permanent appointment.

19.6 Conditions of appointment specified in the procedural rules of the public service Commission published in the *Gazette* Extraordinary No. 1589/30 are also applicable in respect of this post.

20. In the event of any inconsistency among the Sinhala, Tamil and English texts of this *Gazette* Notice of calling for applications, the Sinhala text shall prevail.

A. WELIANGA,
Government Analyst.

Government Analyst's Department,
No. 31, Isuru Mawatha,
Pelawatta,
Battaramulla,
26th October, 2018.

<i>Centers</i>	<i>Center Number</i>
Colombo	01
Kandy	02
Matara	03
Kurunegala	04
Anuradhapura	05
Rathnapura	06
Badulla	07
Jaffna	08
Batticaloa	09

GOVERNMENT ANALYST DEPARTMENT

Open Competitive Examination for Recruitment to the post of Laboratory Assistant Grade III in the Supervisory Management Assistant Technical Service Category – 2018

01. (a) Medium of Language applied for at the Written Examination :
(Indicate the relevant number in the given box)

Sinhala – 2

Tamil – 3

English – 4

- (b) Town & Town No. applied for at the Written Examination :

<i>Name of the Town</i>	<i>Town No.</i>
1.	
2.	

(As per the Schedule 01 referred to in this Notice, please indicate the Town & Town No. you intend to sit the Written Examination)

02. (a) Name with initials :_____.
(indicate the initials after the name)
Ex: (Silva A. B. C.)
(Indicate in English block capitals)

15. Examination Fee :

15.1 Post/Sub-Post Office or District/Divisional Secretariat at which you paid Examination Fee :_____.

15.2 Receipt No. :_____.

15.3 Date on which the payment was made :_____.

Receipt in proof of the payment of the Examination has been firmly affixed in the space provided in this application.

_____,
Signature of the officer who attest
the signature of the candidate.

Date :_____.

Please firmly affix the receipt here.

(In case of candidates who are already employed in the Public or Provincial Public Service, the following declaration is required to be made by the relevant Head of the Department.)

16. Candidate's Declaration :

I, declare that the particulars furnished by me in this application are true and correct to the best of my knowledge and belief. 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. Further, I am liable to abide by the decisions to be made by the Commissioner General of Examination with regard to the conducting and releasing of results of this examination.

_____,
Signature of the Applicant.

Date :_____.

Certificate of the Head of the Department in case of the officers are from the Public or Provincial Public Service :

I do hereby inform that Mr./Mrs./Miss..... has been serving in this Department as a since and that his/her service has been satisfactory and that he/she can be cannot be released if he/she will be selected to recruit to a post on the basis of the results of the Examination.

_____,
Signature of the Head of the Department.

Name :_____.

Designation :_____.

Address :_____.

(Affix Office Frank)

Date :_____.

17. Declaration of the officer who attest signature of the candidate.

I do hereby certify that Mr./ Miss./Mrs. who submit this application is personally known to me and that he/she has placed his/her signature before me and the

(The above declaration is only applicable in case of the candidates who are already employed in the Public or Provincial Public Service.)